Single Purchase Limit on Procard purchases may never exceed $5,000.00.

PROCARD CYCLE: MAY 6—JUNE 7, 2010

It is the responsibility of the individual Cardholder, Reviewer and Final Approver to ensure VP7 documents receive final approval and have been appropriately reconciled by the monthly deadline. Not approving VP7s by the DEFINE generated monthly deadline is a violation of the Financial Guidelines and can result in termination of department Procard privileges.

Attach original itemized receipts to your Procard Transaction Log.

Remember UTSA is tax exempt.

Special Event Cardholders can now enroll in Business Related Hospitality and Entertainment, AM 553.