



Business Services
PROCUREMENT CARD RULES AND PROCEDURES
REVISED: October 2023

FREQUENTLY ASKED QUESTIONS (FAQs)
REGARDING PROCARDS AND DISTRICT EXPENDITURES

1. **CAN I USE THE PROCARD TO PURCHASE FOOD, MEALS, OR BEVERAGES?**
NO. Reimbursements for food, meals, or beverages must be requested using a Direct Pay form or Travel Reimbursement form.
2. **CAN I USE THE PROCARD TO BUY A TANK OF GAS FOR MY PERSONAL VEHICLE WHEN TRAVELING ON DISTRICT BUSINESS?**
NO. You must submit a mileage claim form and be reimbursed on a per mile basis.
3. **CAN I USE THE PROCARD OR SUBMIT A CHECK REQUEST TO BUY A GIFT FOR AN EMPLOYEE OR STUDENT?**
NO. Public funds cannot be used to buy gifts for employees or students.
4. **CAN I HAVE ORDERS PAID BY THE PROCARD DELIVERED TO A HOME ADDRESS?**
NO. Items charged to your ProCard must be delivered to a District or campus address.
5. **CAN I USE THE PROCARD TO PURCHASE EQUIPMENT SUCH AS A REFRIGERATOR OR SHREDDER?**
NO. Equipment, such as a refrigerator, shredder, or any other large office equipment, must be purchased with either a purchase order or by submitting a Direct Pay Request with an invoice or quote.
6. **WHERE CAN I FIND MY MONTHLY PROCARD STATEMENT?**
Statements may be found in **MyPortal → Employees Tab → Employee Web Services → ProCard Activity → View My Statements** and the Audit Status is identified by the red flag with corresponding due dates listed on the statement.
7. **WHERE DO I SEND MY MONTHLY PROCARD STATEMENT THAT HAS BEEN FLAGGED FOR AUDIT?**
Please submit your signed ProCard statements with the corresponding receipts to Business Services - Accounts Payable department at procard@fhda.edu.

You may also use Adobe Sign to route your audit packets (audit statement plus corresponding receipts) for signatures. When sending the completed packet, the first Signer should be the authorizing supervisor's email and then the second Acceptor should be procard@fhda.edu.

QUESTIONS TO ASK YOURSELF REGARDING A TRANSACTION

- Would I be comfortable submitting this credit card transaction to the Board of Trustees for approval?
- Could I defend this expenditure to a group of reporters, the district attorney, or the Audit and Finance Committee?
- Is this an "actual or necessary" use of public funds?

Remember that "public funds" include all General Fund 114, funds 115, 121, 122, 125, 76, 400, Campus Centers 128, etc.