

Overview of Recent ProCard Manual Updates

With the recent updates, we wanted to provide a quick reference sheet of the main changes with an explanation of why we made the update. If you have any questions regarding these changes, please email ua-card-main@alaska.edu. We have also scheduled an open Q&A Zoom session for any questions about the changes, or the manual in general. Please feel free to join us on [April 24, 2024 from 10-11am](#).

- We have added a clickable Table of Contents to help find answers to your questions more easily!
- We have also added revision dates for sections that have been updated for easy reference to changes.

Changes to the Allowable Purchases Section:

- Amazon Business Prime - This policy isn't new, it has been added to make all policies easier to locate.
- **Software**MOVED FROM PROHIBITED LIST**** - As of 4/15/24, the software vetting process is changing. A waiver will no longer be required (unless a limit increase is required). You will only need an approved UA Software Request Form. Please see the manual for more information on this.

Changes to the Restricted Purchases Section:

- "Prohibited" changed to **"Restricted"**, as most purchases in this list can be made if a waiver is requested and approved prior to purchase.
- Capital equipment (A single item or system with a value of \$5,000 or more and a useful life of more than one year) ****This includes transactions being coded to 5990, these must have a waiver in place** - ProCard waivers are required for 5990 purchases. Clarification of current policy.
- **Car Rentals not associated with UA Travel**NEW**** - These purchases require a waiver.
- Contracts, **agreements, and vendor quotes with terms and conditions** requiring authorized signatures. - ****Attach all necessary documents to your ProCard Waiver for review.** - Clarification of current policy.
- **Point of Sale (POS) or Payment Services**NEW**** - These purchases require a waiver.
- **Seawolf Catering**NEW**** (UAA Catering vendor must be paid via JV) - Since all Seawolf Catering payments run through UHDCS, their transactions can no longer be put on the ProCard. This would be considered Payments to a UA Department.
- **Unauthorized Procurements**NEW**** - This is defined as a service that has already happened or a commodity that has already been ordered/purchased. Please see the manual for a more detailed explanation. At this time, unauthorized procurements aren't allowed on the ProCard.

