

## **Procurement Card Conference Registration Procedures**

Effective November 1, 2016 Arkansas Tech University employee conference registration and entry fees can be paid with a University issued Procurement Card (P-Card). If you are not a P-Card holder, your departmental administrative assistant, or designated departmental P-Card holder may use his or her card for your registration payment. If you would like to become a P-Card holder, please see the [P-Card information page](#) or contact Procurement and Risk Management Services at 479.968.0269.

Items not reimbursable are located on page 8 of the [State of Arkansas Travel Regulations](#). Travel arrangements associated with attending a conference must be made using the travel guidelines found in the [ATU Travel Policies and Procedures](#). Examples of travel related charges that are not allowed on the P-Card include but are not limited to

- Meals
- Lodging
- Cash Advances
- Any Transportation
- Fuel
- Any Personal Charges
- Entertainment
- Flowers
- Valet Parking
- Laundry
- Cleaning
- Alcohol
- Movies
- Communication if not business related
- Spousal Conference Registration

Please obtain appropriate approvals before making any registration charges on the P-Card. The approval limits below have been approved by the Executive Council for conference registrations. Proof of the approval can be a signature on the P-Card log or an email attached to the log. Grant accounts will require approval from the Budget Office.

- Under \$500.00 -Department Head
- \$500.00 – \$999.99 -Dean
- \$1,000.00 and over –Vice-President
- International any amount – Vice-President and President

Contact Procurement Services 968.0269 or visit [www.atu.edu/purchasing](http://www.atu.edu/purchasing) with any questions.

### **Steps to follow for P-Card Conference Registration**

- 1.** Obtain the appropriate approval based upon the guidelines above.
- 2.** If you are a P-Card holder, proceed with making your conference registration, *remembering that no forms of entertainment may be paid for by the University*. If not, please contact your departmental administrative assistant or designated P-Card holder to arrange for payment.
- 3.** Retain a detailed receipt of the conference registration listing all components of the conference registration fee.
- 4.** Submit all receipts and/or approval documents with P-Card log to Procurement at the end of the billing cycle.