

Procurement Card Conference Registration Procedures

Effective November 1, 2016 Arkansas Tech University employee conference registration and entry fees are to 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 located [here](#) or contact Procurement and Risk Management Services at 479.968.0269. Please remember only registrations and entry fees are to be charged. Any other travel arrangements 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.

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 to 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

It is accepted that no policy and guideline statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by case basis. Please contact Procurement Services 968-0269 or visit 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 secretary, or designated P-Card holder for your department 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.