CREDIT CARD ORDER PROCESS

If possible, all orders should be placed using the eProcurement system. Sometimes there is an emergency or a vendor who does not take a UTD Purchase Order. In this case, orders can be placed with a credit card. The purchaser must have the PI send an email with a reason for the emergency. The purchaser must then contact the company and verify that the shipment will not have tax applied, and that items will only ship from within the US. All orders shipping from outside the US and/or orders that require a foreign payment, cannot be put on the credit card.

The following cannot be put on the credit card at any time:
- Chemicals
- Lasers
- Equipment
- Anything hazardous.
- Amazon
- Electronics, computers, tablets, laptops, phones. (Anything that is tagged.)
- Any company who will charge tax and will not accept our tax exempt.
- Any company who will ship from outside the US.
- Any company who is charging from outside the US.
➢ To order from a vendor who does not take a Purchase Order or to place an order that is **time sensitive**:
  • Send an email to msepurcashing@utdallas.edu.
  • Include the quote and contact information (if there is no website).
  • Include links to the items (if vendor has a website).
  • Include the emergency statement from the PI.
  • Include the cost center.

➢ The order will be entered into eProcurement by the Administrative Staff, as a non-catalog requisition using “New Vendor Needed”, with a comment to place the order on a **Buyer’s One Card**.

➢ Once the order is placed, it **MUST** be approved by the PI in the system, like other eProcurement orders. If the PI approves the order quickly, it will go through the system quickly.

➢ After the approval process, the Buyer will complete the purchase on their One Card.

➢ *Please note that this process is to be used only for time sensitive orders. All exceptions to this will be determined on an individual basis.*
Alternative method for purchasing with a credit card - You may also purchase items using your personal credit card for reimbursement.

If you use your own credit card:
- Use a tax exempt form – the university will not reimburse for sales tax.
- Keep all receipts
- Follow the same instructions in the “Business Reimbursement Guide”.
- Please be sure to turn in the receipts ASAP. If the receipt is older than 60 days, the reimbursement will be taxed.
- Purchases from ebay/Amazon that were denied by Procurement cannot be reimbursed.