

PURCHASING

To secure approval from the Pro-Card Administrator, the following documentation must be provided by email to [PCard@uconn.edu](mailto:PCard@uconn.edu):

- a. List of specific supplies the cardholder wants to purchase, and the total purchase price
- b. Name of supplier you be purchasing the supplies from
- c. Detailed business purpose
- d. Evidence that HuskyBuy has been checked for availability for these supplies
- e. Address that the supplies will be shipped to
- f. Pre-approval from your Supervisor and Fiscal Officer

Procurement Services will provide you with email confirmation approving your supply purchase. Upon receipt of this approval, you will authorized to complete your supply purchase with your Pro-Card. This email confirmation must be attached to your Edoc in KFS when reallocating.

Using the Pro-Card for University-related purchases represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. The Cardholder, Supervisor and Fiscal Officer assume the responsibility for the protection and proper use of the Pro-Card.

The University retains ownership of all items purchased on your ProCard and may require asset tagging at a later time. Be prepared for the Inventory/Capitalization staff to reach out for serial numbers and other pertinent information for purchases of capital and controllable property delivered to a remote work location.