

PPD RESTRICTIONS ON PURCHASES AND CHANGES TO PROCARDS:

This document describes the responsibility of PPD ProCard holders for purchases and for any changes to the ProCard conditions. These restrictions are in addition to the attached restrictions placed by the Laboratory on ProCard purchases:

- All new ProCards and changes to existing ProCards (e.g. Project/Task number changes, dollar limit increases, ownership, etc.) have to be approved by the Department/Project and then submitted to the PPD Budget Office, WH-8W, for final approval and submittal to Procurement.
 - To request a new ProCard, the required form can be obtained from the PPD Budget Office.
 - Changes to existing ProCards may be requested via e-mail; however, e-mail requests must be initiated by the Department/Project Head or their designee.
- PPD ProCard holders may not purchase items on a PPD ProCard for other Divisions/Sections or Universities.
- PPD ProCard holders are required to have the proper written documentation (usually a requisition) with the proper signature authority for the Project/Task Number being charged before placing an order on a ProCard.
 - PPD ProCard holders are not authorized to purchase furniture, clothing, or copying machines on their ProCards without prior approval from the PPD Division Head.
- PPD ProCard holders are required to enter all ProCards purchases into the ProCard front-end system.

Restrictions**The ProCard may not be used for:**

- Items for personal use
- Cash advances
- To pay for Fermilab-hosted conferences
- Changes, modifications, or alterations to an existing purchase order
- Temporary labor or consulting services (i.e., temporary agencies)
- Tuition fees, (i.e., educational reimbursement)
- Capital or sensitive equipment
- Items that are readily available from the Fermilab Stockroom
- Laser containing device/systems
- Radioactive materials and sources
- Explosives (powder actuated tools may be excluded if approved by – Division/Section ES&H Group)
- Precious Metals (i.e., gold, silver, platinum, palladium, osmium, rhodium, iridium, ruthenium)
- NEPA Projects
- Memberships

Note: The laboratory is prohibited, by our Prime Contract with DOE, from entering into memberships without DOE approval. This must be done by entering a requisition and justification for the membership and routing the request through the Procurement department.
- Clothing – ProCard holders may purchase clothing only if written approval from Lab Services is obtained.
- Business Cards
- Any other controlled materials or services as specified by Fermilab or DOE.

Restrictions

The ProCard may not be used for:

Compressed Gases

Computing Equipment:

Computers - PC's, Laptops, PowerBooks, Handhelds, servers.

Printers - Line, Page, Laser and Video printers.

Document Scanners - Scanners for input of data or graphics to Personal Computers.

Miscellaneous - External Drives (CD ROM, CD R/W, CD R, DVD, etc), Personal Digital Assistants (PDA's).

Audio Equipment:

2-Way Radios - Walkie-talkies, mobiles, scanners, etc.

Recording/Playback - Audio recorders, CD players, audio editing devices.

Telephones - Cellular, Mobile, Portable, Cordless, and answering machines.

Video Equipment:

Cameras - 35mm SLR, Digital, CCTV, and Camcorders. Does not include Polaroid or disposable cameras.

Television - VCRs, TV receiver, TV/VCR combinations, DVD players, TV Monitors, Editors, and production equipment.

High Risk/Export Controlled:

Export Controlled - Export Controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.

High Risk - High Risk personal property means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.

**ES&H Sensitive
Items**

The following types of procurements are considered ES&H Sensitive. ProCard cardholders shall seek the advice and written approval of their Division/Section ES&H Group prior to placing an order for the following types of materials and services. This list may be inclusive of all ES&H Sensitive Items. If any doubt exists, see your ES&H representative.

- Building modification, maintenance or construction activities
 - Chemicals (See Chemicals on next page)
 - Chemical spill control equipment
 - Compressed Gases
 - Ergonomic devices
 - ES&H related training seminars
 - Fire protection/detection/suppression systems
 - Forklift equipment
 - Lifting fixtures
 - Paints
 - Personal protective equipment
 - Pressure/vacuum vessels
 - Respiratory Protective Equipment
 - Scaffolding equipment
 - Storage tanks
 - Work in hazardous locations, such as, ODH, RMA, confined spaces, etc.
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Introduction

The University Research Association, Inc., herein after referred to as Fermilab National Accelerator Laboratory (known as "Fermilab") has entered into an agreement with First National Bank of Chicago (Bank) that provides qualified employees with a procurement card (ProCard) at Fermilab expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the ProCard benefits the Fermilab and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies combined in this agreement and in the supplemental ProCard User's Guide must be followed by Cardholders as guidelines for conducting Fermilab business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

ProCards are issued at the discretion of the Procurement Department to delegated Fermilab employees.

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or Fermilab may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the ProCard upon request to Fermilab or any authorized agent of Bank. Use of the ProCard or account after notice of its cancellation may be fraudulent and may cause Fermilab to take legal action against you.

Spending Limits: Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. The ProCard should be used whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD.

ProCard Abuse: Abuse of the ProCard will result in revocation of the ProCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Purchasing Restricted Items
- Purchasing from Restricted Vendors
- Exceeding bank credit line limit
- Utilizing ProCard for purchases of more than \$2,500
- Using ProCard for travel and entertainment purposes
- Failure to return the ProCard when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the ProCard Cardholder must refer to the supplemental ProCard User's Guide which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the ProCard is used. Individual transaction receipts are to be attached to a Transaction Summary Report and submitted to the Cardholder's supervisor or Resource Manager for review and approval. Following supervisor or Resource Manager approval, the activity report and receipts must be kept on file by the Cardholder for a period of three (3) years.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The ProCard User's Guide contains specific guidelines for handling dispute resolutions.

Protecting the Fermilab ProCard

The ProCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the ProCard immediately upon receipt. When the expiration date is passed and/or after you have received a new ProCard, cut the old ProCard in half and dispose of it. Make sure the ProCard is returned to you after each charge and verify that the returned ProCard has your name on it. Carbon sheets should be retrieved and destroyed.

Lost or Stolen ProCards

If the ProCard is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 848-2813. The Cardholder is also required to contact the Program Administrator(s) referenced in the ProCard User's Guide.

The undersigned ProCard Cardholder applicant and supervisor request that an Fermilab ProCard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Print -- ProCard Cardholder Name

ProCard Cardholder Signature Date

Supervisor Signature Date

Division/Section Head/Budget Officer Signature Date

ProCard Administrator Date