

Purchasing Library Materials During International Travel Procurement Card Procedures

The University of Tennessee Libraries values the efforts of faculty who hope to enrich our collections with library materials purchased outside the United States. Materials added to the collections are selected by subject librarians; therefore, prior approval and funding must be secured before materials are purchased. *The library normally does not reimburse faculty for materials purchased without prior approval.* The procedures listed below provide guidelines for securing advance approval to purchase materials outside the United States and using a UT procurement card.

1. Faculty members contact the appropriate subject librarian regarding the materials they plan to purchase. (For a listing of the Libraries' subject librarians and their contact information, visit www.lib.utk.edu/refs/reference/services.html.) The librarian determines that the materials are within the Libraries' collection scope.
2. The subject librarian and faculty member determine a budget, fund code, and scope for the materials to be purchased. The librarian informs the subject coordinator of the purchase plans.
3. The subject coordinator contacts the Library Business Office to secure a procurement card for the faculty member. A procurement card is a VISA card billed to the University and should be to purchase library materials outside the United States. The card may only be used for purchasing materials and shipping cost payment.
4. Upon receipt of the procurement card, the faculty member receives a notarized statement from the Libraries' business manager, whose name will appear on the card.
5. No single purchase (which can include multiple items) may exceed **\$2,000**, including shipping and handling. There is a spending limit of **\$5,000** for total purchases.
6. Each purchase must be accompanied by an itemized receipt, which should include the following information:
 - ❖ A list of the items purchased
 - ❖ Individual prices for each item purchased
 - ❖ The name and address of the vendor
 - ❖ The date of the purchase
 - ❖ The total amount of the purchase
7. If the faculty member arranges for separate shipping for the purchase, a receipt must be obtained from the shipper, preferably in English. The information on the receipt should include the following information:
 - ❖ A description of the items being shipped ("65 books")
 - ❖ The shipper's name and address

- ❖ The origin and destination of the shipment
 - ❖ The date
 - ❖ The total amount of the transaction
8. Items should be shipped to the University at the following address:
University of Tennessee
Hodges Library
Acquisitions Unit
1015 Volunteer Blvd
Knoxville, TN 37996-1000
USA
 9. Upon the faculty member's return, the subject librarian gives original receipts for purchases made with the procurement card to the Acquisitions bookkeeper. Original receipts for shipping are given to the Library Business Office.
 10. Original receipts for items paid for with cash are given to the Library Business Office, with a copy to Acquisitions.
 11. The subject coordinator notifies the Acquisitions Unit that a procurement card purchase has been authorized. When the materials arrive at the library, Acquisitions staff add purchase information to the library acquisitions system.
 12. If a vendor will not accept the procurement card, the faculty member may pay for materials and shipping from personal funds and be reimbursed by following steps beginning with #6 above.

Important points to remember about purchasing books outside of the U.S.:

- ❖ If the vendor is hesitant to accept a purchase because the name on the procurement card is different from the buyer's, the buyer may show the vendor a copy of the notarized statement.
- ❖ Vendors may refuse to accept the procurement card.
- ❖ Vendors will have a vendor number. The University will not accept charges for certain types of businesses based on their vendor numbers. The card may be refused for this reason.

For more information about the UT procurement card program, visit <http://treasurer.tennessee.edu/Procurement/default.htm>.

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