

## Procedures for Use of BLT Procards for District Related Purchases

Effective immediately BLT procards may be used for District related purchases. Certain procedures will need to be followed to insure all charges are properly allocated within Concur, and the card limits are adjusted as needed to accommodate use for both BLT and District related purchasing. Please see instructions below:

- The cardholder will need to set the District Office Manager (DOM) as a second expense delegate within the expense delegate section of their Concur profile. See below for what the delegate section will look like once a second delegate is correctly added. (See attached for instructions on how to assign a delegate in Concur.)

Expense Delegates

Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	JONES, MARGARITA margarita.jones@ag.tamu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	MARTINEZ, JEANETTE jmartinez@ag.tamu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>

- The cardholder will continue to send BLT related purchase backup to their BLT Regional Project Specialist (RPS), Healthy Texas (HTx) items will be submitted to the already established HTx card reallocator, and **district related items will be submitted directly to their DOM following district purchasing procedures via the online Expense Submission form located on the District 12 website under County Office Management.**
- Please note: All receipts, BLT or not, will need to be submitted by the cardholder within 5 business days of purchase to insure all charges are reallocated within Concur in a timely manner each month. (5 business days is the deadline noted in the BLT Procard Policies and Procedures.)
- For each month a cardholder makes purchases of both BLT and District related items, two procard reports will be prepared rather than one: one prepared by the BLT reallocator (for BLT related charges) and one by the DOM (for District related charges). **NOTE: BLT procard reports are reconciled to the Citi banking system for a given "Reporting Cycle" cycle. As such, all transactions covered by a Citi reporting cycle must be imported into a Concur report specific to that cycle. This is done on a monthly basis.**
- Card limits may require adjustment if the card is used frequently for non-BLT related purchases. Standard, first-time BLT card user limits are set at \$350/1X and \$1,000/monthly. An exception is made for cardholders who perform both BLT and Healthy Texas programming; those cardholder limits are set at \$500/1X and \$2,500/monthly. District related purchases may require occasional, temporary limit adjustments, and if District card purchases become frequent/more costly, we can consider making permanent limit adjustments. Please email either of the below with BLT procard limit adjustment requests:

Cathy Schorn	<a href="mailto:cathy.schorn@ag.tamu.edu">cathy.schorn@ag.tamu.edu</a>
Margarita Jones	<a href="mailto:margarita.jones@ag.tamu.edu">margarita.jones@ag.tamu.edu</a>
Lou Garza	<a href="mailto:mgarza@ag.tamu.edu">mgarza@ag.tamu.edu</a>