

Procard Purchase

1. **Bill to Must select Procard**
-Open edit function to select procard

Requisition ▾ : 135194951

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2020-08-25 MROWDEN 01	Ship To	Bill To
Description <i>no value</i>	Attn: Molly Rowden	Volunteer State Community College
Prepared by Molly Rowden	Building:	Accounts Payable
Prepared for Molly Rowden	Room:	1480 Nashville Pike
PO Clauses Add	Dept:	Gallatin, TN 37066-3188
	1480 Nashville Pike	United States
	Shipping and Receiving	
	Gallatin, TN 37066	
	United States	
		Credit Card Info
		No credit card has been assigned.
		Billing Options
		Accounting Date <i>no value</i>

2. Procard may not be an option so you will have to Search Additional

Edit Billing ✕

Bill To

CURRENT ADDRESS ↻

Contact Line 1	Volunteer State Community College	<input type="checkbox"/> Add to my addresses
Contact Line 2	Accounts Payable	
Address Line 1	1480 Nashville Pike	
City	Gallatin	
State	TN	
Zip Code	37066-3188	
Country	United States	

Accounts Payable - Volunteer State Community College , Accounts Payable , 1480 Nashville Pike, Gallatin, TN 37066-3188, United States ★

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Credit Card Info

3. Select Procard Purchase

Edit Billing

Bill To

CURRENT ADDRESS

Contact Line 1	Volunteer State Community College	<input type="checkbox"/> Add to my addresses
Contact Line 2	ProCard Purchase	
Address Line 1	1480 Nashville Pike	
City	Gallatin	
State	TN	
Zip Code	37066	
Country	United States	

Accounts Payable - Volunteer State Community College , Accounts Payable , 1480 Nashville Pike, Gallatin, TN 37066-3188, United States

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ProCard Purchase - Volunteer State Community College , ProCard Purchase , 1480 Nashville Pike, Gallatin, TN 37066, United States

Credit Card Info

Edit Billing

Bill To

Current Address - Volunteer State Community College , ProCard Purchase , 1480 Nashville Pike, Gallatin, TN 37066, United States

Accounts Payable - Volunteer State Community College , Accounts Payable , 1480 Nashville Pike, Gallatin, TN 37066-3188, United States

ProCard Purchase

Contact Line 1	Volunteer State Community College	<input type="checkbox"/> Add to my addresses
Contact Line 2	ProCard Purchase	
Address Line 1	1480 Nashville Pike	
City	Gallatin	
State	TN	
Zip Code	37066	
Country	United States	

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Credit Card Info

4. Add your Credit Card (procard) Info

- You can select to add to your credit cards so you do not have to reenter your card information each order

Credit Card Info

Select or edit current credit card

Current credit card

Cardholder Name

Card Number

Card Security Code

Expiration Date

Add to your credit cards

5. Your Billing should now state Procard Purchase along with your Credit Card Info

Billing



Bill To

Volunteer State Community College
ProCard Purchase
1480 Nashville Pike
Gallatin, TN 37066
United States

Credit Card Info

Cardholder Name

Card Number

Card Security Code

Expiration Date 3/2021

Billing Options

Accounting Date *no value*