

PROCUREMENT CARD PURCHASING PROCEDURES QUICK REFERENCE

1. Determine if the transaction is an acceptable use of the card. Refer to the P-Card Program Guide, Page 13, for details.
2. Determine if the transaction is within the cardholder's spending limit (max \$3,000 per transaction). **A transaction includes the purchase price, plus freight and installation and excludes tax.**
3. Identify the vendor and verify the vendor's state of [Texas warrant hold status](#) if the transaction amount exceeds \$500 by looking up vendors or contacting the P-Card Coordinator. The P-Card Coordinator will inform all cardholders of vendors found to be on hold with the state that are commonly paid using the P-Card.
4. Call or fax the order, visit the vendor, or place the order over the internet if you feel that the site is secure. Confirm pricing including shipping and installation. Inform the vendor at the time of check-out that SFASU is tax exempt.
5. Shipping instructions should include the building and room number where delivery is to be made. Request that the Cardholder's Name appear on all packing lists and box labels. **Shipments should not come through Central Receiving.**
6. Keep all receipts/invoices and any other supporting documentation.
7. Record the purchase in the Banner System providing a detailed description and breaking down the transaction dollar amount by fund, org and account code; include additional information as required by the P-Card Program Guide.
8. Upon receipt of the CitiBank monthly statement, reconcile the statement with the Banner System Transaction Detail Summary by the 15th day of the month to ensure the accuracy of all charges.
9. Print and sign the reconciled Transaction Detail Summary Report and attach the CitiBank statement and all supporting documentation in the order the transactions appear on the Transaction Detail Summary Report.
10. Forward the reconciled Transaction Detail Summary Report, CitiBank statement, all receipts/invoices and any other supporting documentation to the Department Head/Reviewer for review and signature.
11. Retain the monthly Transaction Detail Summary Report, CitiBank Statement, all receipts/invoices and any other supporting documentation in a secure place for three years plus the current fiscal year.