



Procurement Card (P-Card)

Purpose

This policy establishes guidelines for Stephen F. Austin State University (SFA) purchases using a procurement card (P-Card) and related requirements and activities.

Persons Affected

All SFA employees who are authorized to use or oversee the use of a P-Card.

Definitions

Procurement Card (P-Card): a payment method for official SFA business purposes only.

Policy

A P-Card will be issued in the name of the SFA employee with the State of Texas seal and the wording 'For Official Use Only' clearly identified in the seal. Approved employees may use the university P-Card in accordance with the P-Card Program Guide to order supplies and small items in amounts not exceeding per transaction and monthly limits. The executive director of finance and administrative services and procurement department purchasers may purchase on behalf of the university any item of any amount using a P-Card if they have determined payment by P-Card represents the best value to the university and all procurement policies and rules have been followed. The university will comply with the Texas Commercial Card program contract as awarded by the Texas Comptroller of Public Accounts.

The P-Card may not be used for any personal transactions.

Procedures

A. Responsibilities

The cardholder is responsible and accountable for the security and documentation associated with the use of the P-Card and for complying with all policies and procedures related to the P-Card program.

The department head or his/her designee is responsible for:

- a. designating departmental cardholders;
- b. determining spending limits;
- c. ensuring monthly reconciliations of P-Card cardholder statements are approved; and
- d. ensuring transactions and supporting documentation are within university policies and procedures, and departmental budgets.

B. P-Card Use by another Employee or Student



The only person authorized to use the P-Card is the cardholder whose name appears on the card, unless the cardholder and department head have completed a P-Card Use Form to allow other employees to use the card on behalf of the cardholder. The P-Card Program Guide provides detailed information regarding the use of the card by other employees or students.

C. Training and Issuing Cards

All department heads will be required to attend training and approve the Procurement Cardholder Application before any cards will be issued to employees within the department. All employees who are issued a P-Card will be required to attend training and sign a Procurement Card (P-Card) Holder/Banner User Agreement before issuance. All cardholders will be required to comply with training requirements as outlined in the SFA P-Card Program Guide.

D. Making a Purchase with the P-Card

Refer to the P-Card Program Guide for detailed information related to making a purchase with the P-Card. The executive director of finance and administrative services and procurement department purchasers are not subject to the P-Card Program Guide, but rather to university policies and procedures relating to purchases.

E. P-Card Documentation

The documentation identified in the P-Card Program Guide must be retained for the retention time period as prescribed in the State of Texas Records Retention Schedule. These are the official university records and must be included as attachments when the expense reports are submitted in the university Travel and Expense management tool. The records for P-Card purchases will be required for periodic audits.

F. P-Card Termination

P-Card rule violations may result in immediate deactivation or cancellation of the cardholder's P-Card(s). The P-Card Program Guide identifies violations and related consequences that may result in immediate deactivation or immediate card cancellation with no option to ever receive another card.

Also, termination of employment, transferring to another department within the university, non-use of the card, or failure to report a stolen or missing card may result in card cancellation. The P-Card Program Guide details the procedures to follow in these instances.

G. Administrative Authority

The department head, financial manager supervising dean, vice president, or president has the authority to request that the P-Card coordinator deactivate or cancel an employee's card at any time if fraud or misuse is suspected. Any card deactivated or cancelled may be



reactivated or a new card issued only with the proper approval. Audit services and the general counsel's office have the authority to direct that the P-Card coordinator deactivate an employee's card while transactions are being researched, investigated, or an audit is being conducted. At the conclusion of the research, investigation or audit, the card may be reactivated and/or appropriate action taken as specified herein and in the P-Card Program Guide.

Related Statutes or Regulations, Rules, Policies, or Standards

UTS 159 Purchasing

P-Card Program Guide
P-Card Manual for SAP Concur

Responsible Executive

Vice President for Finance and Administration

Forms

P-Card Use Form

Revision History

September 1, 2023 (original)