

Procurement Card (P-Card)

Original Implementation: July 26, 1999

Last Revision: February 2, 2021

Purpose

This policy establishes guidelines for university purchases using a procurement card (P-Card) and related requirements and activities.

Definition

A **Procurement Card** provides a payment method for official university business purposes only and may not be used for any personal transactions.

General

A P-Card will be issued in the name of the employee with the State of Texas seal and the wording 'For Official Use Only' clearly identified in the seal. Approved university 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 director of procurement and property services/HUB coordinator 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 state of Texas Commercial Card program contract as awarded by the Texas Comptroller of Public Accounts.

Responsibilities

The cardholder is responsible and accountable for the security and documentation associated with the use of the university 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: 1) designating departmental cardholders; 2) determining spending limits; 3) ensuring monthly reconciliations of P-Card cardholder statements are approved; and 4) ensuring transactions and supporting documentation are within university policies and procedures, and departmental budgets.

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. The cardholder may not allow another university employee or a student to use their card unless the cardholder and department head have followed the steps outlined in the P-Card Program Guide.

Training and Issuing Cards

All department heads and cardholders will be required to attend training as outlined in the P-Card Program Guide before any cards will be issued to employees within the department.

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 director of procurement and property services/HUB coordinator and procurement

department purchasers are not subject to the P-Card Program Guide, but rather to university policies and procedures relating to purchases.

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. The records for P-Card purchases will be required for periodic audits.

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.

Other administrative activities may result in a card cancellation such as termination of employment, transferring to another department within the university, non-use of the card, or failure to report a stolen or missing card. The P-Card Program Guide defines the procedures to follow in all of these instances.

Administrative Authority

The department head or 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 for any reason. Any card so 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.

Cross Reference: P-Card Program Guide

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Board Committee Assignment: Finance and Audit