



TEXAS A&M UNIVERSITY
SAN ANTONIO

Procurement Card Policies & Procedures

CARDHOLDER GUIDELINES

Rev. 10/12/2022

Office of Procurement Services

(210)784-2067

Texas A&M University–San Antonio
Procurement Card Policies & Procedures
CARDHOLDER GUIDELINES

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I. OVERVIEW

A. Designation

The Procurement-Card Policies and Procedures guidelines is comprised of the Citibank procurement-card (p-card) for business to supplier transactions that allow the purchase of goods and services directly from vendors. The program is designed to reduce costs, shorten buying cycles, and empower the employees. All purchases must be made within the Texas A&M University System policies and regulations, Texas A&M University-San Antonio policies and procedures, and the laws of the State of Texas.

B. Purpose

The program is a fast and flexible purchasing method for processing orders from vendors who accept credit cards for payment. The purpose of the purchasing card program is to establish a more efficient, cost-effective method for executing delegated purchases for limited dollar transactions. If used to its potential, the program will result in a significant reduction in the data entry of small orders, receiving, invoices, vouchers and reduction in related documentation including invoices, checks and prompt pay interest. The p-card can be used with any supplier that accepts MasterCard as a form of payment.

The program is designed to delegate purchasing authority for the purpose of permitting employees to procure limited items to promote University goals and objectives. The p-card enables cardholders to purchase non-restricted commodities, priced below your delegated purchasing authority, directly from vendors without issuing a purchase order. Individuals who are assigned a

purchasing card attend procurement card program training prior to issuance and all purchases must comply with University policies, System regulations and applicable state statutes and laws.

C. Contractual Obligations

TPASS (Texas Procurement and Support Services) contracts with CITI Bank to provide charge card services for state agencies, universities and eligible State of Texas CO-OP entities. Texas A&M-San Antonio utilizes the State of Texas contract for procurement card services and complies with all mandated contractual terms and conditions.

D. Agreements

This Procurement Card Policies and Procedures Guidelines standardizes procedures and processes that cardholders are responsible for reading carefully to acquire gainful knowledge of its rules and regulations. Your signature on the Procurement Cardholder Agreement certifies that you understand the intent of the program and agree to follow the established guidelines.

E. Cardholder Responsibility

It is the cardholder's responsibility to review and adhere to the following purchasing rules and procedures:

- *Your* p-card is issued in your name.
- *You* are the only individual authorized to make purchases on your p-card.
- *You* are responsible for securing the p-card and all transactions made with it.
- *You* must follow the established procurement guidelines for using the card or face corrective disciplinary action, up to and including termination.

- *You* can use the p-card with vendors who accept Master Card. Card purchases can be made in-person, mail-order, secure online internet site, telephone and fax orders. Vendors are prohibited from storing or keeping card information on file for future purchases.
- *You* may use the p-card to purchase supplies within your delegated limits.
- *You* are not authorized to exceed the assigned monthly credit limit of the p-card. Temporary credit card limits can be increased if approved by your supervisor.
- *You*, the cardholder, are responsible for reconciling credit card charges on Concur. Reconciliation of monthly card activity is required to ensure all charges are accurate.
- *You* are required to allocate Concur account expenses to complete and submit reconciliation reports for approval by the due date of each month as communicated in monthly emails from the program administrator.
- *You* are not authorized to avoid or bypass purchasing rules or payment procedures. This program is designed to complement existing processes.
- *You* must complete TrainTraq training prior to the issuance of a p-card or use of reconciliation software.
- *You*, the cardholder, and account supervisors must attend routine training sessions for purchasing policy, appropriate card uses and online allocation procedures. Training records are tracked and maintained by TrainTraq.
- *You* are prohibited from using the p-card for personal use.

- *You* must ensure that department account funds are available to cover intended expenses prior to making any purchases.
- *You* are permitted to assign delegates for the purpose of allowing them to allocate monthly charges and prepare monthly expense reports on the cardholder's behalf; however, the cardholder is ultimately held responsible for meeting submission deadlines and making necessary edits for completion. Cardholders are recommended to assign at least one delegate in the event of an emergency.
- *You* and the department head are both responsible for immediately notifying the program administrator of an employee's separation. Procurement cards must be cancelled and returned to the program administrator immediately upon separation or termination from University employment.
- *You* are responsible for notifying the program administrator when transferring to another department within the University. The program administrator makes appropriate bank changes and updates cardholders department information.
- *You* and/or the department head must notify the program administrator in the event a department or employee no longer has a need or is found to no longer have a need for a p-card. P-Cards must be immediately returned to the program administrator in the event of an employee separation. The cardholder must submit current monthly and annual reconciliation to the program administrator.

II. GENERAL INFORMATION

A. Authorized Designee(s)

1. Program Administrator

The program administrator was designated by Texas A&M-San Antonio to answer questions, address credit card issues and administer the program. The administrator is knowledgeable on all procedures outlined in the procurement card program guidelines.

2. Program Coordinator

The program coordinator is charged with maintaining documentation for purchasing card activities within the University. Coordinators are knowledgeable about the program, the guidelines and administrating guidance. Cardholders should first contact the coordinator to answer questions related to the program or resolve potential problems. The coordinator may refer questions to the program administrator when necessary. Annual review of all card dollar limits is the responsibility of the coordinator according to usage of the card, and cancels cards based on non-usage.

3. Division Head or Delegated Representative

The division head or delegated representative is responsible for designating cardholders and approving monthly reconciliation reports to ensure compliance within Texas A&M-San Antonio policy. The division head or delegated representative may also assist in assigning cardholder limits and establishing stronger departmental regulations if deemed necessary.

4. Cardholder

The cardholder is designated by the department manager or reporting supervisor to utilize the p-card to purchase small-dollar goods and services.

The cardholder is responsible for:

- following all University purchasing procedures, rules and guidelines;
- selecting vendors according to purchasing guidelines;
- uploading itemized receipts for p-card related purchases to Concur;
- making purchases within delegated dollar limits;
- attending and completing required procurement training;
- safe keeping and securing p-card and the cards information;
- reviewing and monitoring accounts regularly for fraud and compliance;
- allocating Concur transactions monthly;
- attach agenda's, list of participants, original itemized receipts, statement of purpose, and department approvals.
- submitting monthly Concur expense reports in a timely manner; and
- maintaining Concur expense reports and itemized receipts.

5. Employees Spouse

As stated in the Disbursement of Funds Guidelines travel expenses for an employee's spouse is prohibited unless the following conditions are met:

- it can be adequately shown that the spouse's presence is essential;
- the spouse's presence is beneficial;
- written approval is obtained by the President of A&M-San Antonio in advance of the expense taking place; and

- the procurement coordinator is notified.

B. Card Controls

1. Credit Limits

Procurement cards are assigned monthly cardholder spending limits. The program administrator establishes p-card limits which may vary for each cardholder. Contact the program coordinator for questions regarding p-card limits. Changing an initial setup of a cardholder's monthly credit limit entails department/division head approval before submitting requests in writing by mail or email to the program administrator.

2. Transaction Limits

In most cases a p-cards are limited to a single transaction of \$1,500. This is the maximum amount available for a single purchase on a p-card. A transaction limit includes purchase price plus tax (out of state only if applicable), freight and delivery charges, and installation. Department cardholders are prohibited from attempting to make a single transaction purchase that is greater than their approved amount or to make multiple purchases from the same vendor for the same charge and item over a period to circumvent delegated transaction limits. Transaction limit changes must be approved by the program coordinator. Departmental purchases should not be split into two or more transactions with the same vendor to avoid purchase-order requirements or card limits.

3. Merchant Category Codes

There are some types of businesses that are blocked from charging the p-card based upon their merchant category code (MCC). This code groups merchants and vendors into common categories. The Office of Procurement Services is authorized to accommodate department managers to block certain code ranges of merchants for a particular cardholder. For example, cards can be permitted for business meals only, the procurement administrator can restrict all MCC classifications except restaurants. A business can operate as a restaurant establishment yet list a primary merchant code that identifies as an airport kiosk bar, thus rejecting the card. Cardholders are prohibited from making purchases with the p-card once it is rejected by the merchant's credit card machine.

C. Card Maintenance

1. Itemized Invoices and Receipts

Cardholders are responsible for obtaining and retaining itemized invoices or receipts for each purchase or transaction. Itemized invoices and receipts are maintained and submitted through Concur. Acceptable forms of itemized invoices and receipts extends to computer-screen prints for secure online internet orders and order forms for fax or mail orders only if a vendor is unable to provide an original itemized receipt. This information is retained in the department for audit purposes and is the University's official record for transactions. Cardholders should download [SAP.Concur APPSonGooglePlay](#) for iPhone, iPad or cell phone app store to allow cardholders ease of uploading and saving receipts to minimize loss.

2. Monthly Email Reminder

At the end of each billing cycle, a monthly email reminder will be sent out stating: "This is a reminder that the p-card billing cycle closes at month end."

Your Concur expense report must be submitted and completed routing by estimated date given by the program administrator. The cardholder is ultimately responsible for verifying that all p-card requirements are submitted timely and correctly even though a delegate may prepare the cardholders monthly expense reports.

D. Sales and Use Tax

Texas A&M-San Antonio is a tax-exempt State of Texas agency. The procurement card identifiers recognize A&M-San Antonio as being tax exempt within the State of Texas. Cardholders must carry and present the Universities tax exemption certificate whenever the p-card is used inside the State of Texas.

- If sales tax is charged in error, notify the vendor to immediately credit the p-card for the sales tax portion.
- Attach the credit receipt to the expense report submitted in Concur to reflect that no sales tax was paid. Initial expense and credit should be on the same account and expense code as the items purchased.
- Cardholders must contact the program coordinator immediately if vendor refuses to refund sales tax.
- The procurement coordinator guides the cardholder and division head on proceeding with

- Cardholders must itemize the expense and mark the sales tax portion as an “*Unallowed*” expense in Concur. When creating the itemization in Concur for the sales tax, use the same account and expense type as the items purchased. The unallowed portion will be collected from the *employee*. An invoice is distributed to the employee for payment of the unallowed expense as an accounts receivable collection.

E. Card Security

The cardholder is responsible for securing the card and the card information. The card must be treated with the same level of care as the cardholder would use with his or her own personal charge cards. Guard the cards account number carefully to minimize theft and fraud. It must not be posted in a work area or left in a conspicuous place. It should be kept in an accessible but secure location under lock and key. Maintain a front and back copy of the card in case of theft or loss in a similar secure location but store it in a separate file. Cardholders are prohibited from allowing vendors to place cards “on file” for ease of future use on purchases.

F. Employee Separation

The p-card must be returned to the program administrator or coordinator upon the cardholder’s separation for immediate cancellation.

Cardholders must allocate Concur charges, process expense reports and submitted reconciliation to the program administrator upon separation of an active employee. Departments must submit a request to the program administrator when assigning delegates in lieu of the cardholder for processing separation reconciliations.

G. Lost or Stolen Cards

Lost or stolen cards must be immediately reported to Citi Customer Service at (800) 248-4553. Cardholders must notify the program coordinator, program administrator and department/division head after contacting Citibank. Prompt action is necessary to minimize the University's and department's liability for fraudulent use of the card. Contacting Citibank for immediate suspension of the card is imperative because departments are responsible for all charges until cancellation is complete.

I. PROCEDURES

A. Obtaining a Card

1. Application

- a. Click [Procurement-Forms](#) link to be directed to the procurement website.
- b. Click [Cardholder Application](#) to fill out information on procurement webpage: on the Request Cards webpage complete required P-Card training for [TrainTraq 2114301](#) and save certificate. P-Card training is approximately one-hour.
- c. Clicking *Next* redirects the page to request a travel card by completing the application. This application provides information about the potential cardholder, the budgeted FAMIS account for default payment, the division head or delegated representative's approval, and subsequent designation of cardholders delegated purchasing authority.

- d. Clicking *Submit* generates a JIRA p-card request to route for approvals. The program coordinator monitors JIRA p-card request to department reviewer and division VP/provost approval.
- e. The program coordinator will generate a Citibank profile to authorize card issuance.
- f. Allow a *10-day* grace period for p-card applicant processing to be completed. Contact the program coordinator for card processing status after the *10-day* grace period.

2. Issuance

The Program Coordinator will:

- a. obtain cardholder signature on the Procurement Cardholder Agreement to acknowledge compliance and responsibility;
- b. email a copy of the Procurement Cardholder Agreement to the cardholder as a reminder to adhere to A&M-San Antonio compliance requirements;
- c. administer Concur application training to certify expenses, reconcile charges, and access training tools;
- d. distribute the Procurement Card Policies and Procedures Guidelines to the cardholder by email as a required reading reference of policy and procedures; and
- e. dispense Citibank p-card to the cardholder in person.

B. About the Card

The p-card will be issued in the cardholder's name with the appropriate member seal and display the words "***For Official Use Only.***" This card is used for Texas

A&M-San Antonio business purposes only and may not be used for personal transactions. ***It is important to understand that you are personally liable, responsible and accountable for the p-card and card transactions.***

Important Note:

- The p-card is linked to the department's operating account.
- Charges can be reallocated to different departmental accounts.
- Object codes can be changed to reflect actual usage.

C. Activation

The cardholder must activate the p-card before using it by contacting Citibank to establish a four-digit personal identification Number (PIN). Cardholders are required to create a Concur profile using the University Identification Number (UIN) assigned by Human Resources in the employee's new hire packet. Upon receipt, sign the back of the card and keep it in a secure location, under lock and key. Maintain a copy of the front and back of the card in that same secure location as a reference if the card is stolen or lost.

D. Procurement Principals

1. General Information

As a State of Texas Institution, we are bound by state, local and federal policies, and laws. All purchases must be in accordance with the laws of the State of Texas, A&M System and Texas A&M-San Antonio purchasing procedures. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

University faculty, staff, and student representatives must promote and encourage positive interactions with suppliers by conducting business in a professional and ethical manner. Respect, honesty and courtesy are essential ingredients that University representatives are required to embody in all aspects of a buyer and supplier relationship.

Required Purchasing Process:

- a. Determine if the transaction is an acceptable purchase according to procurement policy and procedures.
- b. Determine if the anticipated purchase is within the cardholder's spending limit.
- c. Identify a potential vendor to verify if status is in good standing with the State of Texas taxpayer by visiting [Texas Comptroller of Public Accounts- Purchasing, Franchise Tax Account Status \(texas.gov\)](#), and [Sales Taxpayer Search - Sales Taxpayer Search \(state.tx.us\)](#).
- d. Cardholders are authorized to make vendor purchases by phone, fax, mail, in-person or a secure online site.
- e. Confirm pricing and freight charges.
- f. Request itemized quote or proposals that list total price of goods, shipping, freight, and miscellaneous fee's to be included in shipment of the goods.
- g. If a supplier requests a purchase order number, use a combination of initials and FAMIS account number.

- h. Request that the supplier includes the cardholder's name and the words "*Purchasing Card*" on all packing lists and box labels. This will enable the receiving department to facilitate delivery of your supplies.
- i. Complete a "Document in Lieu of Missing Receipt" form, obtain supervisor approval and attach to expense report for missing receipts if vendor is unable to replace. Due diligence must be made to contact a vendor to request replacement of an original receipt with duplicate.

2. Acceptable Purchases

- Books
- Business Meals w/5W's form
- Conferences
- Hardware
- Janitorial Supplies
- Medical Supplies
- Office Supplies
- Registration Fees
- Rentals
- Safety Supplies
- Seminars
- Subscriptions
- Tools
- Training Courses
- Videos

3. Unacceptable Purchases

- 1099 Reportable Services
- Animals
- Cash Advances
- Computer Hardware
- Computer Software
- Consulting Services
- Controlled Capital Equipment (total cost over > \$500; contact procurement)
- Fuel for State Owned Vehicles
- Items for Personal Use
- Money Orders
- Prospective Employee Travel
- Refunds
- Services by Partnership
- Services by Sole Proprietor
- Social Club Dues
- Transportation & Related Expenses for Staff
- Travel & Related Expenses for Staff
- Tuition & Fees

4. Restricted Purchases

Alcohol (requires University President approval on allowable accounts only)

Food (allowed accounts: include IRSs and 5W's)

Florist (local accounts only)

Promotional products (requires MARCOM approval)

E. Receiving Goods and Services

It is your responsibility to ensure an accurate receipt of goods and services to resolve vendor delivery of discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or other information related to the purchase must be retained. Invoices without an amount due are the most optimal documentation since they itemize the purchases. A vendor's entry system usually prints an automatic invoice with the processed order. *Do Not* instruct vendors to send invoices to the Accounts Payable Department. Instruct vendors to send invoices directly to the individual cardholder making the purchase to prevent duplicate payments to vendors. If a purchase is made by mail or telephone, ask vendors to include a receipt with goods inside the product packing when shipped.

F. Reconciliation Stipulation

Cardholders are required to reconcile p-card activity to a Concur expense report upon receipt of the monthly email from the program administrator. The monthly email notifies cardholders when the billing cycle ends, which reflects all card charges from the previous month. The Concur expense report must be approved by the cardholder and supervisor before submitting to the program coordinator, which is part of the reconciliation process. Cardholders should download [SAP.Concur APPSonGooglePlay](#) for iPhone, iPad or cell phone app store to allow cardholders ease of uploading and saving receipts to minimize loss.

Retain Concur expense report documentation:

- All purchases that apply to p-card transactions

- Itemized invoices/receipts
- Packing slips
- Related information or correspondence
- Screen prints for online orders if original receipt is missing or unavailable

It is the cardholder's responsibility to identify, resolve and investigate all discrepancies promptly. Contact Citibank Customer Service at (800) 248-4553 to dispute charges if the cardholder or department is unsuccessful in resolving discrepancies with the supplier or a suspicion of fraud is present. Documentation of any action taken to resolve a discrepancy must be recorded and retained with the expense report.

F. Employee Reimbursement

Employee reimbursement requests can only be requested after receipt of goods or services is complete. The reimbursement request should be submitted within 30 days of the receipt date, but no later than [90 days](#) from the receipt date. The reimbursement request must provide an [itemized receipt](#) showing proof of payment. For more information regarding the employee reimbursement process, please visit the [Individual Payment and Employee Reimbursement](#) site. For any questions about payments to individuals or employee reimbursements, please email procurement@tamusa.edu or call (210) 784-2067.

G. Student Reimbursement

Certain student payment types will have tax implications to the student. In some cases, taxes will have to be immediately withheld from the payment prior to the payment being released.

1. Domestic Status

Refunds are none taxable income to students. Refunds should be processed using revenue code where payment was originally billed at initial purchase.

2. International Status

All payments to international students will require Glacier setup before payment can be issued. GLACIER is a nonresident alien tax compliance system designed to allow institutions to collect information, make tax residency and treaty determinations, manage paperwork, maintain data, and file reporting statements with the IRS efficiently and effectively. Contact the Office of Procurement Services to reimburse students for approved purchases.

IV. Allocation

All cardholders are required to allocate transactions card activity monthly.

Cardholders are required to maintain a record of itemized receipts, invoices and orders placed on the p-card. Acceptable forms of itemized invoices and receipts extend to computer screen prints for secure online internet orders and order forms for fax or mail orders only if a vendor is unable to provide an itemized invoice or receipt. Itemized invoices, receipts and other supporting documentation are uploaded to Concur for expense report processing.

Cardholders are required to submit Concur online allocation expense reports by the end of each month. This allocation should reflect all items during the date range of the beginning to the end of the previous month.

A. Audit

Cardholders are required to submit reconciliation reports to the Office of Procurement Services by the required deadline with supporting documentation after obtaining department manager approval. The report will be retained as part of the Universities official records in accordance with the Texas A&M-San Antonio record retention schedule. Procurement card program records are subject to audit by the program administrator, internal auditor, the State Comptroller, and other external entities (i.e., state auditor, federal auditor, and public accounting offices). Reports are retained by departments as support for transactions processed against FAMIS accounts. The Procurement Department is required to randomly audit reconciliation records for accuracy and compliance monthly.

B. Citibank Summary Billing

Citibank summary billing for Texas A&M-San Antonio outlines a list all transactions made by each cardholder during the period. The Accounting Department will pay summary billing in full each month. The payment cycle ends on the third of each month and payment must be made within 30 days to Citibank. Merchants and vendors are paid by Citibank within 24 to 48 hours of order placement or merchandise pickup.

C. Credit Reporting

The procurement card does not affect your credit rating in any way. The cardholder is not responsible for payment. The card program is limited to Texas A&M-San Antonio corporate and individual liability because the activity on the card is reported on the organization's credit report. Corporate card account

activity in outstanding balance and payments is reported on the University's credit report.

D. Returns, Credits, Disputes & Unresolved Charges

Cardholders are required to first resolve transaction or purchasing issues directly with vendors. Cardholder responsibility to conduct routine monitoring of card activity is vital to ensure the account and expense report is properly annotated for returns, credits, disputes and unresolved charges. Cardholders must note returns, credits or disputes on the Concur expense report.

- *Returns:* Cardholders must contact the vendor to obtain instructions for returning purchases. Vendors may charge a restocking or handling fee for returns. All returns must be documented on the monthly expense report.
- *Credits:* Returns appear as a credit line item in the following month's credit card activity. All expected credits must be documented on the monthly expense report.
- *Disputes:* Cardholders are required to contact vendors immediately upon identifying a transaction discrepancy to resolve the problem directly. All supporting documentation must be attached to the expense report.
- *Unresolved Charges:* If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder should immediately contact the program administrator. The administrator contacts Citibank to place the charge in a "Statement of Dispute" status so the account may be given a provisional credit until the vendor presents documentation to support the transaction.

If the documentation appears to be in order, the transaction is reposted to the account and the dispute considered closed. If the vendor is unable to provide valid documentation, or if the charge is suspected to be fraudulent, the card will be immediately blocked by Citibank. Provisional credits remain in effect to allow an investigation to be completed. A new card may be reissued to the cardholder depending on the investigation findings. If it is later determined that the charge is legitimate, the transaction will then post to the new account. Contact the program administrator to request assistance with cardholder's dispute resolution efforts.

E. Surrendering Cards

Cardholders are required to surrender p-cards to the department head or program administrator for immediate card cancellation prior to an employee's separation or termination date. Departmental and individual card privileges may be revoked for the following reasons:

- Non-compliance of the procedures outlined in the Travel Card Policies and Procedures Guidelines.
- Failure to notify the program administrator of employee separations or terminations.
- Reoccurring department budget notifications of insufficient funds.
- Non-compliance with state, federal, Texas A&M University System and Texas A&M-San Antonio purchasing policy and procedures.

F. Compliance

This section standardizes protocol for discouraging non-compliance of purchasing

responsibilities, suspensions, cancellations, card replacements and restricted cardholders. Adhering to procurement program policies and procedures is critical to internal controls within the Business Affairs Division for the purpose of providing accurate budget data to account managers.

1. Cardholder Responsibility

Cardholders are required to:

- a. verify Citibank credit card statement of charges against Concur record of transactions with itemized receipts monthly;
- b. submit the monthly reconciliation findings timely;
- c. submit reconciliation with supporting documentation to the Procurement Department for monthly review of compliance; and
- d. verify that supporting documentation is included but is not limited to itemized receipts, invoices, contracts, agreements, scope of work, product advertisements, communication correspondence, purchase orders, requisitions, attendee lists and meeting agendas.

2. Suspension or Cancellation of Card Privileges

An occurrence noted on a cardholder reconciliation relates to, but is not limited to late reconciliation reports, missing or inadequate receipts, missing signature on receipt(s) and sales-tax charges.

- a. *First* occurrence of cardholder reconciliation non-compliance consequently places the card on an inactive status. The card will remain inactive until reconciliation is received by the Procurement Department. Notification that

the card has been placed on an inactivate status will be sent to the cardholder, immediate supervisor, and division head of the cardholder.

b. *Second* occurrence of cardholder reconciliation non-compliance

consequently places the card on an inactive status for *one* month.

Notification that the card has been placed on an inactivate status will be sent to the cardholder, immediate supervisor and division head of the cardholder.

c. *Third* occurrence of cardholder reconciliation non-compliance

consequently places the card on an inactive status for *three* months.

Notification that the card has been placed on an inactivate status will be sent to the cardholder, immediate supervisor and division head of the cardholder. Reactivation occurs after completion of the *three*-month inactivation period and the following stipulations:

- The cardholder is required to attend p-card training.
- The cardholder and reporting supervisor must meet with the Assistant VP for Financial Services to discuss steps the department will take to prevent future violations.

d. *Fourth* occurrence of cardholder reconciliation non-compliance

consequently places the card on an inactive status for *six* months.

Notification that the card has been placed on an inactivate status will be sent to the cardholder, immediate supervisor and division head of the cardholder.

Reactivation occurs after completion of the *six*-month inactivation period and the following stipulations:

- The cardholder is required to attend p-card training.
- The cardholder and reporting supervisor must meet with the assistant VP for financial services to discuss steps the department will take to prevent future violations.

3. Card Replacement

P-Cards are replaced on an annual basis of 30-days prior to expiration date.

The Procurement Department provides continuous compliance monitoring for violations of all issued cards. Cardholders will not receive a new card, or a reactivation approval until the terms of the violation(s) lapse once a cardholder's account is rendered inactive or cancelled due to a violation at which time the new card year begins.

4. Restricted Cardholders

Restricted cardholders are prohibited from making purchases until regulations are lifted. Departments are required to redirect purchasing responsibilities to another cardholder within the department/division or process requisitions.

IV. KEY PROGRAM CONTACTS

The Office of Procurement Services

procurement@tamusa.edu

(210) 784-2067

VI. PROHIBITED PURCHASES & EXCEPTIONS

See page 28.

Prohibited Purchases

Exceptions

Alcoholic Beverages	None-Prohibited
Capital Expenditures	None-Prohibited
Cash Advances	None-Prohibited
Computers, Laptops, and Servers	All technology purchases require coordination with Information Technology Services (ITS) Department for validation before submitting requisitions to the purchasing department. Inventory control asset tags are required.
Construction, Remodeling, Renovation	Permitted: must coordinate with the Facilities Department.
Contributions, Donations to Other Facilities	Permitted: must obtain authorized MOU or MOA.
Controlled Substance and Prescription Drugs	None-Prohibited
Data Network Equipment and Accessories: Ethernet Switches, Hubs, Routers, DSL, Firewalls, Wireless Access Points, VPN, and Gateways	Exception for obtaining prior approval by ITS Department before purchase.
Decorations (Personal Office)	Exception for obtaining prior approval by CFO to display in public areas only.
Employee Benefits: Entertainment, Tuition, and Gifts	None-Prohibited
Entertainment: Movies, Concerts, Theme Parks, Athletic Events, Parties (Birthday, Holiday, Anniversary, Promotion, Baby Shower, and Retirement)	None-Prohibited
Equipment	Permitted: equipment exceeding \$500 requires a requisition, purchase order, and inventory management asset tag.
Flowers	For Official Occasions Only - prior approval by President, Provost or Divisional VP.
Food, Meals, Drinks, Coffee, and Consumables	For Business Purposes Only. All food orders must be coordinated with Chartwells. Departments are authorized to obtain quotes from external vendors if Chartwells is unable to accommodate catering requests. Departments are prohibited from purchasing food, drinks, coffee, creamer, sugar, cups, or stir sticks for “Personal” consumption.
Gift Cards, Certificates, Vouchers, and Coupons	Permitted: requires prior approval by the President, Provost or CFO.
Phone Calling Cards	None-Prohibited
Postage	For Business Purposes Only. The Business Office is the Only Authorized department.
Personal Purchases	None-Prohibited (No commodities or services for intent of “Personal” use or benefit)
Radioactive Materials & Devices: Isotopes, X-Rays, Electron Capture Device (ECD), Gas Chromatograph, Radiological Source, Phosphorus-32 (P-32), Iodine-125 (I-125), Radionuclide, Scintillation Counter, Gamma Counter, Sealed Source, Sealed Radioactive Source & Laser	None-Prohibited
Services (Suppliers, Vendors, and Independent Contractors)	Permitted: authorization to perform services on campus occurs after an executed purchase order (including indemnity bonds and independent contractors).
Services (Department of Facilities)	None-Prohibited
Software Licenses	All software licenses must be coordinated with the ITS Department.
Split Requisitions	None-Prohibited (Circumventing procurement threshold competitive processes by submitting splitting requisitions are strictly prohibited)
Student Tuition, Scholarships, and Stipends	None-Prohibited
Telecommunication: Landline and Cellular (Equipment, Installation, and Services)	None-Prohibited (ITS Department is the Only Authorized department)
Weapons, Ammunition, and Chemical Ammunition	None-Prohibited (University Police Department (UPD) is the Only Authorized department)