

The University of Texas at El Paso Purchasing & General Services



Procurement Card Program Policies & Procedures

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Introduction

The Purchasing & General Services Procurement Card (Pro Card) Program is a fast, flexible method of processing low dollar value purchases from vendors that accept MasterCard credit cards. This program eases the process of purchasing commodities of low dollar and low volume for employees at The University of Texas at El Paso.

The Pro Card Program is authorized by the State of Texas Commercial Charge Card Program contract with Citibank, N.A. With the pro card, Cardholders may purchase non-restricted commodities of \$1,000.00 or less directly from vendors without issuing a purchase order or entering an accounting transaction at the time of purchase. This program reduces the time and effort required to make payments for University purchases.

The use of the Pro Card to pay for a purchase does not exempt The University or its officers and employees from the purchasing requirements of The University of Texas at El Paso, or by the State of Texas.

How to Obtain a Procurement (Pro) Card

To apply for a Pro Card, contact the University Program Administrator at 915-747-5810. Employees must have approval to do so from their departmental leadership. Applicants must attend training prior to the issuance of the card. Employees that are granted a Pro Card by Purchasing & General Services must abide by the policies and procedures governing the use of a Pro Card. A government-issued ID is required when taking ownership of a pro card.

Training Requirements

Cardholders and designated Pro Card Reconcilers are required to attend Pro Card training. All existing Cardholders and Pro Card Reconcilers are required to take the Pro Card training upon expiration of the current card. It is the Cardholder's responsibility to ensure they meet the training requirement prior to the issuance of a renewed card.

Cardholders will be given application and agreement forms to complete and submit to the Program Administrator at the time of training.

Register for Training

To register for training, go the Human Resources webpage and register for "Procurement Card Training."

Responsibilities and Liabilities

Program Administrator Responsibilities

The Program Administrator is responsible for the overall administration of the Pro Card Program. The Program Administrator is responsible for processing pro card changes such as credit limits, account information, name changes, exception requests, etc.

All Pro Card request must go through the Program Administrator.

Cardholder Responsibilities

- The employee listed on the card has sole responsibility for the control and use of the card.
- Cards are issued to an individual employee and not to an office, department, or other group.
- The Cardholder is ultimately responsible for verifying that all transactions listed on the statement are valid and that the amount charged is accurate.
- Cardholders are ultimately responsible for ensuring that all required pro card documentation is maintained by the Cardholder, or by a designated individual on their behalf.

Cardholder Liability

- Any Cardholder making an unauthorized purchase will be held liable for reimbursing The University for the amount of the purchase.
- Cardholders that do not abide by University policies will have their card privileges suspended and or terminated.

Pro Card Reconciler Responsibilities

- It is the Pro Card Reconciler's responsibility to verify the receipts obtained by the Cardholder, reconcile all transactions in PeopleSoft and update the Transaction Log for each statement period.
- The reconciliation in PeopleSoft includes verifying that all transactions are correct, and the correct funding source is applied to each transaction. If the Pro Card Reconciler is unable to perform the functions of their role, it is the Cardholder's responsibility to notify the Program Administrator so that accommodations can be made. If the Pro Card Reconciler leaves the University, it is the responsibility of the Cardholder to notify the Program Administrator.

Pro Card Approver Responsibilities

- Pro Card Approvers are responsible for ensuring that the Cardholder's transactions are business-related, and authorized by the department.
- It is the Pro Card Approver's responsibility to final approve the Cardholder's transactions in PeopleSoft, prior to the monthly Reconciliation deadline provided by the Program Administrator.
- It is the Pro Card Approver's responsibility to approve and provide signature authority on the Transaction Log on a monthly basis. The Transaction Log for each statement period must be signed and dated by the Pro Card Approver prior to the 4th of the following month.

Example:

Statement Period: August 4 through September 3

Signature Date: Must be signed prior to October 4

Procedures

How to use a Pro Card

The Pro Card works like a credit card. The Cardholder may make low dollar value purchases (\$1,000.00 or less) from vendors that accept MasterCard credit cards. The card may be used for the purchase of goods that are specifically related to the Cardholder's job-related duties at The University, and must serve a legitimate business purpose.

Purchases must be considered allowable according to the guidelines outlined in this manual. If unsure whether a purchase is allowed, please refer to this manual first, and/or contact the Program Administrator for further clarification.

How to report a lost card

If a Pro Card is lost or stolen the Cardholder must notify Citibank immediately by calling Customer Service at 1-800-248-4553. Citibank must be informed that the card in question is a state-issued Pro Card. Citibank will deactivate the old card and issue a new card.

After notifying Citibank of a lost or stolen card, the Cardholder must also inform the Program Administrator and Pro Card Approver. The University is responsible for all charges incurred against a card until the Bank receives notification that the card has been lost or stolen.

How to dispute a transaction

A Cardholder may dispute a charge that is not recognized or that appears to be incorrect. The Cardholder should make a good-faith effort to settle a claim or dispute directly with the vendor. If the Cardholder is unable to come to an agreement with the vendor regarding a purchase made with the Pro Card, the Cardholder should initiate the dispute process with Citibank Customer Service at 1-800-248-4553, or online via the Citibank Commercial Cards online portal.

A disputed transaction must be submitted within 60 days of the statement date. Citibank may require additional dispute information be faxed or emailed in order for the process to be completed. Failure to take immediate and appropriate action could result in a loss of departmental funds.

A review of statements is imperative to ensure that the Pro Card is properly credited for returns, credits, and disputed charges. If an item is returned for any reason, the return must be credited back to the Pro Card. Cash refunds gift cards cannot be accepted in place of the credit. All returns, credits, or disputes should be noted on the Transaction Log.

How to close a Pro Card

The Cardholder is responsible for returning the Pro Card to the Program Administrator if transferring to a different department, separating from the University, or if it is determined that the Cardholder no longer requires a Pro Card. If transferring to another department, the Cardholder may apply for another card under new department management.

In the event that the Cardholder does not return the card, it is the responsibility of the Pro Card Approver to inform the Program Administrator prior to the employee's termination date. If a terminated employee continues to use the card, the department will be liable for all charges.

How to report fraudulent use of a Pro Card

If fraudulent activity is observed on a Pro Card, the Cardholder must notify Citibank immediately by calling Customer Service at 1-800-248-4553. After notifying Citibank the Cardholder must also inform the Program Administrator.

Policies and Guidelines – General Use

Application Policy

A University of Texas at El Paso employee may request a Pro Card if approved by a department head, dean, project director, or other administrative official who has budget authority over the default account for the anticipated Pro Card. The approval authority must be senior to the Cardholder, or not be directly supervised by the Cardholder.

Cardholder Policy

The Cardholder cannot be the approving official for payment of his or her own purchases. The Cardholder may not sign as the designated Pro Card Approver.

Policies and Guidelines – Allowable & Unallowable Purchases

Allowable Purchases

The Pro Card may be used for purchase of goods or business services that are of small dollar value, (\$1,000.00 or less), time sensitive, or when a P.O. cannot be generated for the purchase. All purchases must conform to the policies and procedures of this manual, and any set forth by Purchasing & General Services. Items that are on the Unallowable Purchases list, or otherwise considered unallowable by Purchasing & General Services may not be purchased on the Pro Card.

Unallowable Purchases

The Pro Card may not be used for purchasing the following items:

Advertising	Deposit Fees	Membership Fees or Dues
Alcoholic Beverages	Entertainment Expenses	Mobile Devices
Ammunition	Food & Drink/Catering	Networking Equipment
Animals	Foreign Transactions	Personal Items
Antibodies	Furniture/Office Chairs	Postage Stamps
Bars/Night Clubs/Liquor Stores	Gasoline	Prescription or Over the Counter Medications
Capital Equipment Upgrades	Gift Certificates/Cards	Purchases Involving Equipment Trade-In
Cash Advances	Good/Services Requiring a Signed Agreement	Software/Licenses
Chemicals	Goods/Services with Terms and Conditions	Stereo Systems over \$500
Computers	Hazardous Materials	Tablets
Controlled Assets Exceeding \$500	Leases or Rentals	Travel-Planning Related Expenses
Controlled Substances	Live or Artificial Flowers & Plants	Weapons
Cylinder Gases	Living Organisms	Wireless Access Points

The University may delegate a temporary or long-term exception to the Cardholder in order to meet specific University business requirements, or to enable the purchase of commodities or services due to

unique circumstances. Requests for exceptions must be final approved by Purchasing & General Services department. Purchasing & General Services will require a business justification for the purchase on the Pro Card, and may require additional approval from the Cardholder's department leadership. All granted exceptions must be retained as a part of Pro Card documentation.

- *Food & Drink/Catering - Departments requiring food for meetings or events on campus must contact Sodexo Food Services.
- An entertainment expense form must be documented for any entertainment, or food & drink/catering exception purchases.
- Service exceptions are only granted to a business.
- PayPal payments to an individual are not allowed.

Appropriated Funds

The following items cannot be purchased with appropriated (State) funding.

Employee Awards exceeding \$100	*Alcoholic Beverages
Holiday Cards	*Membership Fees or Dues
Paper exceeding 8.5 x 11	*Food & Drink/Catering
	*Live or Artificial Flowers & Plants

*The Cardholder must have an exception in place to purchase the item.

Merchant Category Codes

Transactions attempted at certain vendors may decline due to the Merchant Category Code that has been assigned to the vendor. If a transaction declines due to a vendor's MCC code, and there reasonable is justification for the purchase, contact the Program Administrator.

Policies and Guidelines – Rules

Statement Period

The statement period for the Pro Card begins on the 4th of every month, and ends on the 3rd of the following month.

Limits

The following controls limits are set in place for each Cardholder.

Single transaction limit* (per vendor)	\$1,000.00
Daily transaction limit	\$2,000.00
Monthly credit limit (per statement period)	\$5,000.00

*A single transaction includes the purchase price, shipping, handling and any other related charges.

A Cardholder may request a temporary limit increase to dollar thresholds. Requests for increases must be final approved by Purchasing & General Services department.

Split Purchases

“Split Purchases” are not allowed on the Pro Card. A split purchase occurs when the total cost of multiple transactions from one vendor exceeds \$1,000.00. The purchase is broken up into multiple transactions, circumventing the \$1,000.00 single transaction limit.

Example: A Cardholder wants to buy a projector that costs \$1,200.00. The Cardholder has the vendor process a transaction of \$800.00, and second separate transaction of \$400.00.

Note: Multiple conference registrations purchased on the same day may result in a split purchase. Please contact the Program Administrator in advance to request an exception to the single transaction limit.

Sales Tax

All transactions purchased from a Texas vendor are exempt from State of Texas sales tax. The Cardholder must present tax-exempt status (in-person or online) prior to making a transaction. The Cardholder should monitor all transactions to ensure that tax is not charged on any Pro Card purchase. If sales tax is charged on a purchase, the Cardholder must contact the vendor for a credit. Credit receipts must be retained as a part of Pro Card documentation.

A good-faith effort to remove sales tax must be made and documented for all transactions. To remedy unallowable tax charges, the Cardholder may be required to obtain a refund credit, or deposit personal funds at the University’s cashier’s office. Deposit receipts must be retained as a part of Pro Card documentation.

Note: Though not a Texas vendor, Amazon honors Texas sales tax exemptions. Cardholders must ensure that tax is not charged on Amazon purchases, or that a credit is received for the sales tax.

Verification of Vendor Hold Status

Per the Texas Administrative Code, state agencies are not allowed to do business or make payments to entities that are on “warrant” hold (also called “credit hold” or “vendor hold”) with the State of Texas until the situation is remedied and the hold is lifted. If a Cardholder wishes to make a purchase of \$500.00 or more from a vendor based in the State of Texas, they are required to research and document the vendor’s hold status beforehand through the Texas Comptroller of Public Accounts Vendor Hold Search website. A screenshot displaying that the vendor is in good standing must be retained as a part of Pro Card documentation.

Credits and Returns

Cardholders are not allowed to receive a cash refund for returned merchandise. All credit or refunds must be applied to the same Cardholder Pro Card that was used for the original purchase.

Policies and Guidelines – Post Purchases

Shipping and Receiving

It is the Cardholder’s responsibility to ensure receipts of goods and services in a timely manner, and follow up with vendor to resolve any delivery problems, discrepancies, or damaged goods.

If the Cardholder’s office is located on campus, the order must be shipped to the Central Receiving Dock

at 3120 Sun Bowl Drive. The shipping documentation must state that it is a “Pro Card Purchase.” The shipment should also reference the Cardholder’s name, phone number and the building/room number the item is to be delivered to once it has been received at the dock.

When ordering products online, the billing address is as follows:

Cardholder’s Name
500 W. University Ave.
El Paso, Texas 79902

When ordering products online, the shipping address is as follows:

Attn: Cardholder’s Name – Pro Card Purchase
Department, Room
Central Receiving
Physical Complex Building B
3120 Sun Bowl Drive
El Paso, Texas 79902

Shipments are not allowed to be sent to a personal residence.

Pro Card Reconciliation Requirements

Transaction Logs

A hard copy Pro Card Transaction Log form must be maintained for each statement period to log expenditures made with the Pro Card. A copy of the Pro Card Transaction Log is available in the Appendix of this manual, or can be requested from the Pro Card Administrator.

The following information must be recorded on the Transaction Log:

- Statement period dates, Cardholder name, department, and default funding source; and
- Transaction dates, vendor, transaction amount, transaction funding source, business justification, vendor hold status

The Transaction Log must be signed by the Cardholder, Pro Card Reconciler, and the Pro Card Approver. If the Cardholder and Pro Card Reconciler is the same person, the individual must sign in both places. The signature is an acknowledgement that all transactions are business-related, and authorized by the department, and that all necessary approvals to utilize the funding sources listed were obtained. The Transaction Log for each statement period must be signed and dated by the Pro Card Approver prior to the 4th of the following month.

PeopleSoft Reconciliation Process

In addition to the approval of the Transaction Log, transactions must be reconciled electronically in PeopleSoft. Every month, after the Pro Card monthly statement period has ended, Pro Card Reconcilers and Pro Card Approvers will receive a notice indicating that the transactions are available to be verified and approved in PeopleSoft. Transactions must be reconciled and approved prior to the designated reconciliation deadline, set by the Program Administrator. A screenshot of the verified transactions in PeopleSoft must be maintained as a part of Pro Card documentation.

The following documentation should be referenced when verifying and approving transactions in PeopleSoft:

- Transaction Log
- Citibank Statement (Issued by mail to Cardholder)
- Sales and credit receipts
- Supporting documentation

The transactions in PeopleSoft must be verified against the Citibank statement and transaction receipts. All transactions are assigned to a default funding source that was indicated on the Citibank Pro Card application request. The funding source for each transaction should be modified and verified by the Pro Card Reconciler to reflect allocation to the correct funding source and accounting.

If no funds are available, a funding source with an available balance must be utilized. If there are insufficient funds in the Cost Center, the reconciliation process should not be approved until a new Cost Center number has been allocated to the transaction. It is the department's responsibility to ensure that the correct funding source and accounting is allocated to the Cardholder's transaction.

Pro Card Reconcilers must complete their reconciliation process prior to the approval of transactions by the Pro Card Approver. Failure to meet the set PeopleSoft reconciliation deadline may result in corrective action taken by the Program Administrator, as follows:

- First failure: Warning
- Second failure: Strike
- Third failure: 1-month suspension of card privileges
- Fourth failure: Loss of card privileges

PeopleSoft Payment Vouchers

After transactions have been verified and approved, payment vouchers are created by Purchasing & Accounts Payable to issue payment to Citibank, prior to the monthly payment deadline.

Prior to the monthly Citibank payment deadline, Purchasing will communicate with the department to resolve any voucher errors that are identified. If a voucher error is identified, it is the department's responsibility to ensure that the correct accounting information is communicated to the Program Administrator, prior to the deadline set by the Program Administrator. Frequent voucher errors may result in corrective action issued to the associated Cardholder.

Pro Card Documentation

The Cardholder is responsible for ensuring that Pro Card documentation is maintained at the department. The following documentation must be retained for each statement period:

- Sales and credit receipts
- Invoices*
- Transaction Log
- Bank statement
- PeopleSoft verified transactions screenshot
- Entertainment expense form, if applicable
- Cleared vendor hold search screenshot, if applicable

- Documentation indicating that an exception was granted for the purchase.

*Invoices should not be sent to the Accounts Payable Department.

If the Cardholder receives a receipt from a vendor that does not have a description itemization of the product purchased, the Cardholder must list all items on the receipt. If the receipt does not have the space to list the itemization, attach a separate paper with a detailed listing of all items.

Records Retention

Transaction Logs and all Pro Card-related documentation, must be kept for a period of nine (9) years. Documentation for the current and previous fiscal years must be retained in the department for two (2) years; all subsequent files should be archived and stored as “Pro Card”, with associated fiscal year dates. If there are multiple Pro Cards and/or procurement Cardholders in a department, the documentation should be consolidated when archived.

Audits

Every month, Cardholders are selected by the Program Administrator for a detailed audit review. If a Cardholder is selected, they will receive a notification indicating a deadline in which a copy of all Pro Card documentation for a specific period of time must be submitted to the Program Administrator for review.

Pro Cards are subject to review by State Auditors, State Comptrollers, Internal Auditors, Purchasing & General Services Department, and the Program Administrator.

Tax audits are conducted on a monthly basis in order to confirm that tax was not paid on a Pro Card purchase. The Cardholder is required to provide receipt documentation for review to the Program Administrator prior to the deadline set by the Program Administrator.

Transaction audits are conducted on a monthly basis in order to confirm that a prohibited item was not purchased on the Pro Card. The Cardholder is required to provide receipt or granted exception request approval documentation for review to the Program Administrator prior to the deadline set by the Program Administrator.

Warnings & Strikes

A Pro Card violation is any action taken in contrary to the policies and procedures set forth by this manual or direction given from Purchasing. Violations may result in a warning or strike being applied to the Cardholder’s profile.

The Program Administrator will notify the Cardholder if a warning or strike is issued. Upon receiving three strikes, the Program Administrator will make the determination to cancel or suspend the Pro Card. If the card is suspended, the Cardholder and Pro Card Reconciler will be required to attend a mandatory “refresher” training prior to reactivation of the card.

Safeguarding the Card

The Cardholder’s name and the University of Texas at El Paso are printed on the front of each Pro Card. Safeguarding the Pro Card is the sole responsibility of each individual Cardholder. The Cardholder is the only person authorized to use the Pro Card. The Pro Card and or its account number should not be

“loaned” to any other individual(s). If the Cardholder loans the card to another individual and fraudulent activity is identified, the Cardholder may be held liable. The Pro Card is to be kept in a safe place, preferably locked up, when not in use.

Activating the Account

Prior to the initial use of the Pro Card, the Cardholder must activate their account, and set up an online profile. The online profile gives the Cardholder electronic access to statements, transaction history, notification setup, credit information, etc. Upon receipt of the card, the Cardholder should sign the back of the card.

Pro Card Program Contact Information

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