

Procurement Card Issuance

Updated: 2/27/2024

Purpose

The University of Texas at El Paso Purchasing & General Services Office offers University employees the option to participate in a Master Card Procurement Program. The program is a fast, flexible method of processing low dollar value purchases from vendors that accept a Master Card credit card. This program eases the process of purchasing commodities of low dollar and low volume for the University.

Policy

The Procurement Card (Pro Card) Program is authorized by a Texas Comptroller of Public Accounts contract with Citibank. With the Pro Card, an authorized employee may purchase non-restricted commodities of \$1,000.00 or less directly from vendors, without issuing a purchase order or entering an accounting transaction. The procedure is issued in accordance with the State of Texas Statewide Procurement Division.

Cardholders are responsible for ensuring proper use of the card. Individuals who have been designated as Pro Card Reconcilers and Pro Card Approvers help ensure the proper use of Pro Cards by overseeing department implementation and use of the card.

Procedures

To apply for a Pro Card, contact the Pro Card Program Administrator at the Purchasing & General Services Office Main Extension (5601). In order to obtain a Pro Card, a cardholder must first have approval from their department head, dean, project director, or other administrative official who is a funding source approver.

The prospective Cardholder and Pro Card Reconciler must attend training, and submit three forms to the Pro Card Program Administrator in the Purchasing and General Services Office. The forms are provided to the Cardholder and Pro Card Reconciler at the time of training.

To register for Pro Card training, visit the Campus Edge webpage (<https://campusedge.utep.edu/>) under Business Processes. Once training is completed and the forms have been submitted to the Pro Card Program Administrator, the card can be requested. After the card is issued to the Cardholder, the Cardholder may begin using the Pro Card for small dollar, low volume purchases. All transactions must be properly documented, reconciled, and final approved at the end of each billing cycle.

Applicability

This administrative procedure applies to all University departments.

Definitions

Procurement Card (Pro Card) - The Pro Card is a Master Card credit card available to individuals who have procurement responsibilities. The card simplifies and expedites buying and paying for low-cost, low volume goods.

Cardholder - A Cardholder is an employee designated to utilize the Pro Card to purchase items within the Program's controls and limits. The Cardholder is ultimately responsible for all action associated with their Pro Card.

Pro Card Reconciler - The Reconciler is the individual who monitors card activity and reconciles the funding sources associated with the Pro Card on a monthly basis.

Pro Card Approver - Funding source owner or delegated authority who final approves Pro Card transactions.

Responsible Party

Associate Vice President, Purchasing & General Services and Pro Card Administrator