University of Texas at El Paso
Procurement Card Program
Cardholder Training
By: David M. Dominguez
Procurement Analyst
Program Administrator
AGENDA

I. What is a procurement card
II. Why use a procurement card
III. Miner Mall vs. procurement card buying cycle
IV. How to obtain a procurement card
V. Guidelines for procurement card use
VI. Unacceptable uses of the procurement card
VII. Six easy step to using your procurement card
VIII. Vendor Status State Comptroller's Website
IX. How to reconcile your monthly statements
X. How to resolve disputed charges
XI. Things to remember
XII. Whom to contact for more information
What is a procurement card

The procurement card is a Master Card issued through Citi Bank which gives the cardholders freedom and authority to make small dollar purchases with ease.

What does this mean?
Why use a Procurement Card?

I. Drastically reduces the amount of time and paperwork required to purchase low-dollar items.
II. Speeds up payments to Vendors.
III. Able to make purchases online.
IV. Able to purchase goods and services from vendors who will not accept PO’s.
V. Paperwork done once a month vs. every time you wish to make a purchase.
Miner Mall Buying Cycle vs. Procurement Card Buying Cycle

Miner Mall Buying Cycle
I. Department generates purchase requisition.
II. Requisition routes for approval depending on amount and commodity code selected.
III. Procurement Buyer solicits bids if needed.
IV. Purchase Order is generated and sent to vendor via email from automation of Miner Mall System.
V. Vendor ships goods and invoices UTEP.
VI. Central Receiving logs and delivers goods.
VII. Accounts Payable reconciles invoice with purchase orders. (3 way match)
VIII. UTEP sends check to vendor.

Procurement Card Buying Cycle
I. Individual(s) conducts transactions at Point of Sale.
II. Vendor ships goods to Central Receiving.
III. Central Receiving delivers goods to your office.
IV. Department reconciles card(s) once a month and reports activity to Purchasing and General Services Office upon request.
How to Obtain a Procurement Card

I. Contact the Program Administrator and establish a point of contact for all your procurement card needs.

II. Program Administrator will provide forms and instructions for proper completion.

III. Obtain approval from Department Head or Dean on all forms prior to submittal.

IV. Once completed and have all necessary signatures obtained, submit the forms to the Program Administrator.

V. Normally takes 7-14 business days.

VI. Upon receipt of Procurement Credit Card, Program Administrator will email cardholder to notify of card delivery.

VII. New Cardholder must sign up for mandatory training and complete the entire training.
### CITIBANK® COMMERCIAL CARD SETUP FORM

**SECTION I**

**INSTRUCTIONS (Please also see “Important Information” at the top of the next page.)**

1. To add a new account, Cardholder completes Section IV and signs in Section VI, PA completes Sections II, III and V, then signs in Section VII.

2. Maintain a copy in the Cardholder and Program Administrator’s files.

3. Fax completed form to 605-357-2002 or mail to Citibank® Commercial Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.

**SECTION II**

**REPORTING PARAMETERS**

*Reporting Hierarchy: (1) ____________________________  (2) *PLASTIC TYPE* (Please check one of the following)

<table>
<thead>
<tr>
<th>POS</th>
<th>White Plastic</th>
</tr>
</thead>
</table>

**SECTION III**

**CARDHOLDER INFORMATION (Please Print)**

<table>
<thead>
<tr>
<th>(9)</th>
<th>First Name of Cardholder</th>
<th>Middle Initial</th>
<th>Last Name (maximum 25 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>Company Name (maximum 24 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(11)</td>
<td>4th Line Embossing (maximum 24 characters)</td>
<td></td>
<td><em>Business Phone</em></td>
</tr>
<tr>
<td>(12)</td>
<td>500 West University Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(13)</td>
<td>Statement Billing Mailing Address Line 1 (maximum 36 characters)</td>
<td></td>
<td><em>Fax Number</em></td>
</tr>
<tr>
<td>(14)</td>
<td>Building Name &amp; Room Number (maximum 36 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(15)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>(16)</td>
<td>Last 4 of Social Security Number</td>
<td>Verification Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(17)</td>
<td>E-mail Address</td>
<td>Date of Birth (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(18)</td>
<td>UTEP PeopleSoft Chart # (Only One)</td>
<td>Employees PeopleSoft 600.1 (maximum 26 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION V**

**AUTHORIZATION PARAMETERS**

| (13) | Dollars per Cycle Limit (Card Limit) | $ ________  | (14) | Dollars per Transaction Limit | $ ________ |
| (15) | ATM Access: Y □ N □ Cash % __ |
| (16) | MCC Template: ____________________  | (17) | Number of Transactions: Cycle __ Daily __ |
| (18) | Bulk Ship ID: ________  | (19) | AT & T Calling Card: Y □ N □ (If yes please complete AT&T application) |
| (20) | Convenience Checks: Y □ N □ Number of Books: 2 □ 6 □ |

**SECTION VI**

**CARDHOLDER SIGNATURE**

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the card to be sent to me shall constitute my agreement with the terms, conditions and procedures contained in the Citibank Corporate Purchasing Card Cardholder Account Agreement that will accompany the card. I understand that it is my responsibility to notify Citibank at 1-800-248-4553 immediately if my card is lost or stolen.

*Cardholder Signature*  
Date

**SECTION VII**

**SUPERVISOR SIGNATURE AND PHONE NUMBER**

*Supervisor / Department Head Signature*  
Date

*Supervisor / Department Head Name (printed)*  
Date

*Supervisor / Department Head Direct Phone Number*  
Fax

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* Asterisked fields must be completed prior to submission.
Numbers in parentheses correspond to numbers on guide sheet on next page.

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UNIVERSITY OF TEXAS AT EL PASO
PURCHASING OFFICE

Procurement Card Program
Card Holder Supervisor Agreement

[Signature] has received the training required of an authorized ProCard user for your area. He/she is now in possession of an institutional Bank of America MasterCard that will be used to purchase items as appropriate and has been trained in the following controls in the use of the card:

- Physical security of credit card
- Types of purchases allowed on the card
- Instructions for maintaining a Transaction Log of all purchases
- Access and use PeopleSoft system for Pro Card Reconciliation process

As the cardholder's supervisor, you are responsible for ensuring that the proper controls are in place and followed within your department. Your specific responsibilities are:

- Verify that the purchases made on the ProCard are listed on the transaction log each month, are appropriate and necessary for the department.
- Verify expenditures are allocated to the appropriate account number
- Verify the amounts of individual transactions do not exceed $999.99, daily limit of $1999.99 and monthly transactions do not exceed the $5,000 limit.
- Sign and date the transaction log each month. Verify that an itemized receipt corresponds for each expenditure processed.
- Perform the Reviewer Role in PeopleSoft and “Approve” all transaction for voucher payment.

Key Program Contacts

PeopleSoft Help Desk: 915-747-4357

Rene Rayon, Billing/Reconciliation Questions, rener@utepl.edu or (915) 747-7881

David Dominguez, General Questions, daviddm@utepl.edu or (915) 747-3810

ProCard Program User’s Guide and Documentation

The ProCard Program User’s Guide is the primary reference document for the ProCard. It provides information regarding what can/cannot be purchased, duties and responsibilities of the cardholder and other general information. You are encouraged to refer to the on-line documentation for the most up-to-date ProCard information:

http://purchasing.utepl.edu > Purchasing > Procard

As supervisor of the above referenced ProCard holder, I have read and understand the information above and will ensure that the required departmental oversight and controls are in place.

Supervisor Name: __________________________ Signature: __________________________ Date: __________________________
PROCUREMENT CARD AGREEMENT

The University of Texas at El Paso is pleased to present you with this procurement card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect company assets.

I ___________________ hereby acknowledge receipt of The University of Texas at El Paso MasterCard Procurement Card, No. ____________________. As cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement card procedures.

I acknowledge receipt of said Agreement and confirm that I have read and understand the terms and conditions. I understand that The University of Texas at El Paso is liable to Citi Bank & MasterCard for all UTEP charges. I agree to use this card for UTEP approved purchases only and agree not to charge personal purchases. I understand that The University of Texas at El Paso will audit the use of this card and report any discrepancies to upper management.

I agree to approve all PeopleSoft Pro Card Reconciliation process as per the monthly indicate deadlines. I understand that purchases made with this procurement card may involve a grant account and I agree to provide Contracts and Grants with original invoices and transaction logs within five days of PeopleSoft Pro Card Reconciliation process. Failure to do so may result in the revocation of this card.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment.

I understand that UTEP may terminate my right to use this card at any time for any reason. I agree to return the card to The University of Texas at El Paso immediately upon request or upon termination of employment.

Cardholder:

Signature: ___________________ Date: ___________________
Print Name: ___________________ Department: ___________________
Phone Number: ___________________ Bld/Rm Number: ___________________

Account Reconciler:

Signature: ___________________ Date: ___________________
Print Name: ___________________ Phone Number: ___________________

Division Director

Signature: ___________________ Date: ___________________
Print Name: ___________________ Phone: ___________________
Procurement Card Guidelines

I. Credit Card is for UTEP **BUSINESS PURPOSES ONLY!** Personally liable for any unauthorized purchases. The card is issued in the individual’s name; the individual is responsible for their own card.

II. $1,000.00 limit per transaction

III. $2,000.00 limit per day

IV. $5,000.00 limit per month

V. Cardholders must **NOT** split purchases to stay within the guidelines.

VI. Must reconcile transactions every month & ensure logs are signed.

VII. All purchases are tax exempt, if purchased from Texas vendors.

VIII. **Procurement Cards are subject to review by State Auditors, State Comptrollers, Internal Auditors, Purchasing Department and student interns from Financial Services.**
### Unacceptable Purchases! (Many will reject due to SIC Codes)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any single purchase exceeding $1000.00 (including shipping, freight &amp; handling and related charges)</td>
<td>Leases or rentals</td>
</tr>
<tr>
<td>Alcoholic beverages, Bars, Liquor Stores</td>
<td>Liquid nitrogen</td>
</tr>
<tr>
<td>Ammunition, weapons</td>
<td>Personal items (i.e., candy, Kleenex, hand lotion)</td>
</tr>
<tr>
<td>Animals</td>
<td>Postage (Federal Express, DHL, etc.) UPS is acceptable</td>
</tr>
<tr>
<td>Cameras (exceeding $500) - No security/surveillance cameras allowed</td>
<td>Printers (exceeding $500)</td>
</tr>
<tr>
<td>Cash advances</td>
<td>Purchases from foreign countries</td>
</tr>
<tr>
<td>Cellular/Portable phone or Tablets (I Pads)</td>
<td>Purchases involving equipment trade-in</td>
</tr>
<tr>
<td>Computer(s)</td>
<td>Radioactive purchases</td>
</tr>
<tr>
<td>Consulting services</td>
<td>Software</td>
</tr>
<tr>
<td>Controlled assets (<strong>exceeding $500.00</strong>) (No Computers under $500.00) Fax Machines, Scanners, CD/VCR/Players, ANY mobile IOS or Android supported devices.</td>
<td>Stereo systems (exceeding $500)</td>
</tr>
<tr>
<td>Controlled substances or prescription drugs</td>
<td>Telephone systems</td>
</tr>
<tr>
<td>Cylinder gases</td>
<td>Travel (transportation) and related expenses</td>
</tr>
<tr>
<td>Entertainment (i.e., videos, restaurants, fast food, gratuities)</td>
<td>Video recorder/player</td>
</tr>
<tr>
<td>Facsimile machines (exceeding $500)</td>
<td>Temporary services/labor agencies</td>
</tr>
<tr>
<td>*Food/catering, Restaurants, Fast Food</td>
<td>*Services</td>
</tr>
<tr>
<td>Gasoline</td>
<td>Any and all chemicals or hazardous materials</td>
</tr>
<tr>
<td>Wireless access points</td>
<td>Network hubs, switches and routers</td>
</tr>
<tr>
<td>Network firewalls</td>
<td>Gift certificates/gift cards</td>
</tr>
<tr>
<td>Oral medications (i.e., Tylenol, aspirin, antacids, cold medicine etc)</td>
<td>Membership fees</td>
</tr>
<tr>
<td>Capital equipment upgrades</td>
<td>Any purchase requiring a signed contract</td>
</tr>
</tbody>
</table>

Please no foreign transactions.

Purchasing Confidential
The following items may never be purchased under State Funds

**The following items can not be purchased with State funding – NO EXCEPTIONS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Christmas cards</td>
</tr>
<tr>
<td>Deposits to secure performance contracts</td>
<td>Food or drinks of any kind</td>
</tr>
<tr>
<td>Membership fees to Chamber of Commerce</td>
<td>Paper exceeding 8 1/2 X 11 (certain uses may allow for larger paper – check with Procard Administrator)</td>
</tr>
<tr>
<td>Plants – live or artificial (includes flowers and Christmas trees)</td>
<td>Employee awards exceeding $100</td>
</tr>
</tbody>
</table>

Purchasing Confidential
Six Easy Steps to Using your Pro Card

I. Make an authorized purchase on the card at the point of sale.
II. Record the purchase on a monthly transaction log.
III. Save receipts and other documentation in a “pending” folder.
IV. Compare your monthly statement with your receipts for accuracy.
V. Provide statement, receipts, transaction log, and any additional back up information to reconciler for review.
VI. Ensure that reconciler and signature authority approves PeopleSoft reconciliation by approval deadline.
VII. Keep receipts with all PeopleSoft documents in same order as they appear on the activity report for any future audits.
Vendor Status State Comptroller’s Website

I. When checking the status of a Vendor, please use the following link:
   https://cpafmprd.cpa.state.tx.us/tpis/search.html

II. Search by taxpayer number, business name or business location.

II. Maintain copy of check status with your transaction log for future reference.
I. Keep all receipts and paperwork in a safe, central location.

II. When activity report (PeopleSoft) comes in, match transactions on report to paperwork in “pending” file. Notify Program Administrator if any unauthorized charges appear.

III. Cardholder, reconciler and department head must sign the transaction log. Department heads or CAO should review all activity and ensure a valid business purpose exists for each purchase.

IV. The CAO/Director has the responsibility to review detailed transactions on a monthly basis.
## PROCUREMENT CARD TRANSACTION LOG

**For the Month of:**
<table>
<thead>
<tr>
<th>MONTH</th>
<th>YEAR</th>
<th>To</th>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,</td>
<td></td>
<td></td>
<td>3,</td>
<td></td>
</tr>
</tbody>
</table>

**Department:**

**Cardholder Name:**

**Account Number:**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
<th>Reconcile Statement</th>
<th>Is Vendor in Good Standing with Comptroller’s? Yes/No Date Status Checked</th>
<th>Justification for Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Cardholder Signature**

**PI Signature**

**Division Director**

**Account Reconciler**

Updated 12/17/2011
Define-PeopleSoft Account Conversion

Accounting Details
Define to PeopleSoft Conversion

To populate your accounting details information please enter the Define Budget Group:

Define Budget Group:

Search

Accounting Details
Define to PeopleSoft Conversion

To populate your accounting details information please enter the Define Budget Group:

Define Budget Group:

14021405

Search

<table>
<thead>
<tr>
<th>Define Sub Acct</th>
<th>Speedchart</th>
<th>GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
<th>Program</th>
<th>Pc Bus Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>14021405</td>
<td>UTEP1</td>
<td>2100</td>
<td>301000</td>
<td>14021405</td>
<td>700</td>
<td>63701</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Navigation to Reconcile/Review
Main Menu> Purchasing> Procurement Cards> Reconcile> Reconcile Statement
Pro-Card Reconciliation Process

1. Select the Accounts Payable-Procard Recon role.
2. Enter the Employee ID.
   • Search employees by clicking the .
3. Select the Card Issuer.
4. Click Search.
Pro-Card Reconciliation Process

1. Click on to expand the screen.

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Redistrib</th>
<th>Voucher F</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2013</td>
<td>C AND L PLUMBING SUPPL</td>
<td>Staged</td>
<td>22.44 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11/05/2013</td>
<td>EWING IRRGTRN PRDTS #60</td>
<td>Staged</td>
<td>330.40 USD</td>
<td>USD</td>
<td>Valid</td>
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<td>No</td>
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<tr>
<td>11/05/2013</td>
<td>DALE BORENS SERVICE</td>
<td>Staged</td>
<td>148.89 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11/05/2013</td>
<td>C AND L PLUMBING SUPPL</td>
<td>Staged</td>
<td>90.47 USD</td>
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<td>No</td>
</tr>
<tr>
<td>11/04/2013</td>
<td>PURVIS INDUSTRIES</td>
<td>Staged</td>
<td>63.14 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
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<tr>
<td>11/05/2013</td>
<td>FERGUSON ENT #553</td>
<td>Staged</td>
<td>105.38 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>AMERICAN REFRIG SUPP #</td>
<td>Staged</td>
<td>74.90 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11/08/2013</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>Staged</td>
<td>6.40 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11/08/2013</td>
<td>GRAYBAR ELECTRIC COMPA</td>
<td>Staged</td>
<td>30.46 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Pro-Card Reconciliation Process

1. Clicking ✉️ allows you to add comments to the corresponding transaction.
2. Verify the **Budget Status** is Valid and does not require further action.
3. Click on the 📄 to view the **Account Distribution** page.
Pro-Card Reconciliation Process

1. The Account Distribution page allows you to:
   a. Pay out of a different funding source.
   b. Add additional funding sources.
   c. Correct errors.

2. Click on the + to add distribution lines.
Pro-Card Reconciliation Process

1. Click to change default **SpeedChart**
2. Distribute by percent/amount within each line.
3. Click to select accounts.
4. Click on the to select the appropriate chart fields for Line 2.
5. Click **Refresh**.
6. Click **OK**.

Note: For Grants Travel, verify or enter information for PC Business Unit, Project, and Activity fields. **DO NOT** include Cost Center.
1. Notice how the **Budget Status** reads **Not Chk’d**.
1. Click **Validate Budget**.
   - The **Budget Status** changes to **Valid**.

Pro-Card Reconciliation Process
1. Enter a brief **Description** about the item or service.
2. Any amount that is incorrect can be entered in the **Dispute Amount** column.
   - The **Dispute Amount** is the difference between the statement amount and the actual amount.
Pro-Card Reconciliation Process

1. Click **Select All** to select all transaction lines.
2. Click **Verify**.
   - Select each line to verify a line at a time.

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Merchant</th>
<th>*Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Redistrib</th>
<th>Voucher Error</th>
<th>Reference</th>
<th>Description</th>
<th>Billing Date</th>
<th>Billing Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2013</td>
<td>C AND L PLUMBING SUPL</td>
<td>Verified</td>
<td>22.44 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>Yes</td>
<td>No</td>
<td>17-8022909290</td>
<td></td>
<td>12/03/2013</td>
<td>22.44 USD</td>
<td></td>
</tr>
<tr>
<td>11/05/2013</td>
<td>EWING IRRIG PRTS #60</td>
<td>Verified</td>
<td>330.40 USD</td>
<td>USD</td>
<td>Valid</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
<td>320220259997</td>
<td></td>
<td>12/03/2013</td>
<td>330.40 USD</td>
<td></td>
</tr>
<tr>
<td>11/05/2013</td>
<td>CAP E RORENS SERVICE</td>
<td>Verified</td>
<td>148.89 USD</td>
<td>USD</td>
<td>Valid</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>12/03/2013</td>
<td>148.89 USD</td>
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<tr>
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<td>Valid</td>
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Pro-Card Reconciliation Process

1. Click **Save**.
Pro-Card Review Process

1. Select the **Accounts Payable-ProcardReview** role.

2. Enter the **Employee ID**.
   - Search employees by clicking the 🔍.

3. Select the **Card Issuer** from the drop-down menu.

4. Click **Search**.
# Pro-Card Review Process

1. Click on 📜 to expand the screen.

## Procurement Card Transactions

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Merchant</th>
<th>*Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Redistib</th>
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</tbody>
</table>
1. Click **Select All** to select all transaction lines.
2. Click **Approve**.
   - Select each line to approve a line at a time.
Pro-Card Review Process

1. Click **Save**.
How to Resolve Disputes

I. Contact vendor and try to resolve dispute directly.

II. If the dispute cannot be resolved with the vendor, complete a “Statement of Disputed Item” form and send it to the Program Administrator David M. Dominguez at daviddm@utep.edu.
Things to Remember:

- Must still comply with existing UTEP Procurement policies.
- Personal purchases are strictly forbidden.
- Don’t break purchases up into smaller pieces to “get around” limits.
- Purchases are exempt from state sales tax. Kept a tax exempt form with you.
- Cardholders are responsible for all transactions made on card.
- Safeguard the Procurement Card in a safe & secure (locked) place to avoid card being stolen.
- Keep all your receipts safe and easy to find.
- Procurement Card cannot be used for travel expenses such as airfare, rental car, hotel & meals.
- Reconcile and return your reports promptly each month.
- Make sure your SUPERVISOR as the reviewer of the activity report.
- Immediately notify Program Administrator if cardholder transfers or terminates from the UTEP.
- Cardholder receives strikes for infractions. Three strikes and the card is reviewed for possible suspension or termination.
- Retention schedule is nine years.
- [Link](https://cpafmprd.cpa.state.tx.us/tpis/search.html)
For More Information--- Please contact:

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Fax Line: 915.747.5932