Outline

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What is the PRO CARD?

- Pro Cards are credit cards
- Used by the University to reduce purchasing costs
- University pay bank with single invoice, not multiple invoices to multiple vendors
- Vendors receive payment from the Card Company faster than they would through traditional PO/AP process.
Pro Card vs. Purchase Order

- Fast flexible purchasing method for processing limited dollar amounts.
- Establishes a more efficient, cost effective method for delegated purchases and payment.
- Will result in reduction of data entry of small orders, receiving, vouchers, and allows for prompt pay to vendors.
Advantages of the Pro Card

• It is easier to make small purchases. (the MasterCard is accepted virtually anywhere.)
• The cardholder may make purchases as needed. (There are no delays associated with Processing a purchase order.)
• No Petty Cash / No Personal Cash / No requisitions
• There is less cost to the University. (Every transaction made using the purchasing card carries a fee that the vendor must pay to the credit card network.)
Cardholder Responsibilities

• The Procurement Card is **not for personal use**
• Intentional misuse and violations will result in termination of card account and actions may result in termination of employment
• Card is issued in cardholders name
• You may use the Pro-Card to make purchases within your delegated limits
• Use must not exceed the account budget.
• Reconciliation must be turned in by the 12th of each month.
• ProCard cannot be used for Employee Travel
Cardholder Responsibilities cont

• The Pro Card Must be returned to the ProCard Administrator or the ProCard Specialist upon your leaving employment of the university or transferring to a different department.
Single Transaction Limit

- Transaction Limit is a $2000.00 if your cycle limit is equal or greater.
- The University Bid limit is $2000.00 and up.
- If an single transaction increase is needed the cardholder must contact the Procard Specialist with the reason of the increase.
- Vendors should not be allowed to split payments.
Sales Tax

PVAMU is an agency of the State of Texas and is tax exempt.

- Tax exemption cards will be provided to cardholders
- Taxes must be disputed and credited
Examples of Acceptable Purchases

- Supplies
- Subscriptions
  - Periodicals
- Minor Maintenance & Repair
  - Not Services
- Medical Supplies
- Employee Training-Registration
- Printing/Promotional
  - Logos must be approved
- Controlled Items
  - Printers
  - Digital Cameras
- Landscaping Supplies
- Business Meals
  - Local Funds Only
- Office Furnishing
- Participant Cost
- Student Travel
- Fuel &Lubricants
  - Local Funds Only
Unacceptable Purchases

- Salaries
- Employee Benefits
- Utilities
- Telecom Equipment
- Service
- Judgment
- Scholarship
- Employee Travel

- Contractual Maintenance & Repair
- Grants
- Housing for Guest Inst.
- Dorm charges (student)
- Rental & Leasing
- Construction

Prairie View A&M University
Office of Financial Services
Student Travel on Pro Card

- Student Travel is an allowable charge on the Procard.
- Travel related expenses **for students** such as hotel, parking, food, rental cars to transport students, etc. can be paid using the ProCard.
- For the student travel a list of students traveling, event they are attending representing the university, dates, etc. should be included with all detailed receipts.
Student Travel con’t

• Texas travel – you should not pay the hotel occupancy tax.

• Employees (non students) traveling with the students should pay for their own travel expenses (hotel, food etc).
  – employees should keep all their receipts for travel and seek a travel reimbursement when they return.
Default Account & Object code
6251

- **Procards have been set up with a default FAMIS account number and object code (6251).**
- **The procard default account number and object code 6251 will appear in SDOL as your procard transactions are posted.**
Default 6251 con’t

- Problem ProCard transactions will be posted to the ProCard’s default account number and object code 6251. This would include:
  1. sales tax
  2. credits for returns
  3. purchasing requiring extra documentation
  4. unreconciled items
Billing Cycle

– Cycle ends the 5th, 6th or 7th depending on the day of week of the 5th that month
– SDOL reconcile is done prior to turning in receipts.
– Expense Reports and receipts due by the 12th of every month.
– Cardholders/Approvers must ensure all purchases are accurate before turn in.
– Forward receipts and expense report to Financial Services Office Attention Pro-Card Specialist.
Pro Card Reconcile

- All cardholders are required to reconcile monthly transactions.
- Failure to reconcile accounts and turn in proper documentation to Pro Card Coordinator will result in card suspension until card is reconciled as well as Non Compliance actions.
- Cardholders will verify adequate available funds in all designated accounts.
- Cardholders will ensure there is an itemized invoice/receipts.
Pro Card Reconcile con’t

• Documentation
  – All purchase vouchers that apply to purchase
  – Sales Receipts stapled to a sheet of paper
  – Credit Card Receipts/Slips
  – Other information or correspondence
  – Screen Prints are acceptable for internet orders
Pro Card Reconcile con’t

• Items forwarded to the Pro Card Specialist:
  – Expense Report
  – All receipts/invoices and paperwork for each order
• Ensure invoices match transaction in SDOL.
PRAIRIE VIEW A&M UNIVERSITY
CARDHOLDER PROCUREMENT CARD AGREEMENT

I, ____________________________, hereby acknowledge receipt of a Prairie View A&M University MasterCard Procurement Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement Card procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Procurement Card procedures. I understand that Prairie View A&M University is liable to JPMorgan Chase and MasterCard for all Prairie View A&M University charges.

I agree to use this card for Prairie View A&M University approved purchases only and agree not to charge personal purchases. I understand that Prairie View A&M University will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay Prairie View A&M University any amounts owed by me even if I am no longer employed by Prairie View A&M University.

I understand that the card is property of Prairie View A&M University. I further understand that Prairie View A&M University may terminate my right to use this card at any time for any reason. I agree to return the card to Prairie View A&M University immediately upon request or upon termination of employment.

Cardholder: ___________________________  Card Identification #: _____________________________
Signature: _____________________________  Date: _____________________________

Program Coordinator: ______________________________  Date: _____________________________
Signature: ________________________________

Prairie View A&M University  Office of Financial Services
Procurement Card Services

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