



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 19, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-02

Distributed via Campus Mail

TO: Procurement Card Holders

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Pro Card Usage & Updates

As a State institution, certain State, Local and Federal guidelines and laws bind us. All purchases must be in accordance with the laws of the State of Texas and the Texas A&M University System. The Cardholder is responsible for compliance and adherence to all purchasing guidelines within their delegated authority, and the University is responsible for ensuring that all guidelines are met.

We are experiencing compliance issues with a few cardholders. To ensure university compliance in our ProCard program, beginning in October, all incomplete Procurement Card Expense Reports will be returned to the department. If your report is not resubmitted in two (2) business days with the proper documentation, services will be suspended until your file is complete. In addition, services will be suspended if your report is not received by the designated deadline. Please remember that the Procurement Office will no longer accept purchase requisitions for purchases of \$2,000 or less. So it is imperative that you stay in compliance with the Procurement Card Guidelines.

Feel free to contact the Procurement Card office if you have any questions about the use of the card. If you wish to receive additional training, please contact Uel Smith at ext. 1929 or Sceffers Ward at ext. 1915 if you have any questions.

xc: Ms. Marilyn Maynard
Ms. Juliette Spivey
Mr. Sceffers Ward
Mr. Uel Smith