

Prairie View A&M University Procurement Card Help List

General Information

- The Pro Card is a Credit Card used by the University to reduce purchasing costs.
- Vendors receive payment from the Credit Card Company faster than they would through the traditional PO/AP Process.
- Fast flexible purchasing method for processing limited dollar amounts.
- Establishes a more efficient, cost effective method for delegated purchases and payment.
- Will result in the reduction of data entry or small orders, receiving orders and allows for prompt pay to vendors.
- Payment of past due invoices is not allowed on the Pro Card.

Advantages of the Pro Card

- It is easier to make small purchases. The Master Card is virtually accepted anywhere.
- The cardholder can make purchases as needed.
- No Petty Cash/Personal Cash/Requisitions
- Less cost to the University.

Cardholder Responsibilities

- The Procurement Card is NOT for personal use.
- Intentional misuse and violations will result in termination of employment.
- Card is issued in the cardholder's name.
- You must remain within your delegated limits.
- Approved Reconciliations must be turned in by the 10th of each month.
- Cannot be used for Employee Travel.
- Upon terminating your employment or switching departments, the pro card must be turned in to the Program Administrator.

Single Transactions Limits

- Single Temporary Transaction limit is \$2000.
- If single transaction increase is needed the cardholder must contact the Pro Card Specialist with the reason for the increase.
- Vendors are not allowed to split purchases.

Sales Tax

- PVAMU is an agency of the State of Texas and is tax exempt.
- Tax exemption cards are provided to the cardholders.
- Taxes must be disputed and credited or repaid by the cardholder.

**FOR ADDITIONAL INFORMATION CONTACT THE PRO CARD OFFICE
LOCATED IN W.R. BANKS BLDG. Suite 149.**