



## **PRAIRIE VIEW A&M UNIVERSITY PROCUREMENT CARD GUIDE**



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## 1. OVERVIEW

### 1.1 Procurement Card Program

The Procurement Card Program is available to all Prairie View A & M University (PVAMU) departments/divisions as an innovative program that provides a simple means to procure acceptable commodities. The program is a fast, flexible payment method for processing limited dollar transactions from suppliers that accept Master Card. The purpose of the Procurement Card Program is to provide an efficient, cost-effective method for acquisition of commodities within delegated limits. If used to its potential, the program will result in significant reductions in data entry of small orders, voucher processing, check processing, and prompt payment interest.

The Procurement Card Program is designed to delegate the authority and capability to purchase limited items directly to the person to whom it most matters - YOU, the user. The procurement card will enable you to purchase non-restricted commodities, priced within your delegated purchasing authority, directly from vendors without the issuance of purchase orders. Prior to assignment of a procurement card, individuals and budget authorities or approvers must attend Procurement Card Training. All purchases with the card must be in compliance with established purchasing guidelines, Texas A & M University System regulations, Prairie View A&M University procedures, and applicable state statutes.

### 1.2 Procurement Card Contract

The terms and conditions of the procurement card contract were specified and awarded by Texas Building and Procurement Commission for the State of Texas. PVAMU is utilizing the State of Texas contract for procurement card services with Citi Bank. PVAMU will comply with the terms and conditions of the state contract.

### 1.3 Procurement Card Program Guide

The Procurement Card Program Guide provides the guidelines for using the card. It is essential for cardholders and approving authorities to read it carefully. The cardholder's signature on the Procurement Card Agreement (Attachment B) affirms that the individual understands the intent of the program and agrees to follow the established guidelines.

### 1.4 Important Points of the Program

The following important points should be reviewed before using the procurement card:

- The procurement card is issued in the cardholder's name. **The cardholder is the only individual authorized to make purchases with the assigned card.** Cardholders are responsible for the security of the card and all transactions made with it. **If you do not follow the established guidelines when using the card, disciplinary action may be taken, up to and including termination of employment.**
- The card may be used with any vendor that accepts Master Card and is not on 'vendor hold' by the State of Texas. It may be used for in-store purchases, mail, telephone, fax orders, or Internet purchases.
- The Procurement Card may be used to purchase supplies within the delegated limits.
- Transactions must not exceed the single purchase, monthly transaction and credit limits assigned to the card.
- **Purchases may not be broken down into smaller amounts to avoid the established limits.**
- Monthly Account Reconciliation is required to ensure all charges are accurate. Account Expense Reports are to be completed and submitted to Financial Services by the 10th of each month.
- Cardholders who allocate expenses to grant or contract accounts, which are managed by the Office of Sponsored Programs (OSP), must forward a copy of the completed expense report and receipts to OSP by the 10<sup>th</sup> of each month.
- Each department that utilizes the card must designate at least one individual to obtain access to Citi

Bank's Global Management Card System (GCMS),  
<https://www.globalmanagement.citidirect.com/sdng/login/login.do>.

- 
- This database is used to allocate costs on certain transactions to appropriate departmental accounts and to assign the appropriate expense object codes(s) to each transaction.
- The Procurement Card **is not to be used to avoid or bypass appropriate purchasing or payment procedures.** This program compliments existing processes available.
- The State of Texas mandates state agencies, including PVAMU, to make a good faith efforts in conducting business with Historically Underutilized Businesses (HUB) for all funding sources (state, local, grant). HUB vendors may be located by accessing the Centralized Master Bidder List (CMBL) at <http://www2.tbpc.state.tx.us/cmb/cmbhub.html> or by contacting the **HUB Office at (936) 261-1902** or [janelms@pvamu.edu](mailto:janelms@pvamu.edu).
- The Procurement Card is **not for personal use.**
- The Procurement Card must be returned to the Procurement Card Office upon a cardholder's termination of employment with the University.
- Upon transferring to a different department, a cardholder must return the card to the Procurement Card Office and if necessary submit a new card application with the new department information and department head's signature.
- Cardholders, Reconcilers and Approvers **must** attend training workshops for guidelines, reconciliation procedures, and GCMS expense allocations and approvals.

## 2. GENERAL INFORMATION

### 2.1 Duties and Responsibilities

**Patricia Baughman**  
 Assistant V.P. for Financial Services  
 (936) 261-1962  
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**Jullette Spivey**  
 Director of Disbursements and Accounts Payable  
 (936) 261-1974  
[jmspivey@pvamu.edu](mailto:jmspivey@pvamu.edu)

#### PVAMU Program Specialists:

**Tia Williams**  
 (936) 261-1936  
[tiwilliams@pvamu.edu](mailto:tiwilliams@pvamu.edu)

**Adriane Veals**  
 (936) 261-1915  
[alveals@pvamu.edu](mailto:alveals@pvamu.edu)

#### 2.1.1 *Director of Disbursements and Accounts Payable:*

The Director of Disbursements and Accounts Payable has the overall responsibility of ensuring that the procurement card program is a success. The Director of Disbursements and ensures that the program is governed in accordance with state and local policies and guidelines.

#### 2.1.2 *Program Specialists:*

The Program Specialists are charged with the overall operation of the Procurement Card Program. Cardholders shall first contact one of the Specialists, who will answer questions in regards to the program or potential problems.

### 2.1.3 **Department/Division Manager:**

The department/division manager is responsible for designating cardholders and approving cardholders' monthly expense statements to ensure they are within the established guidelines. The department/division manager may also assist in assigning cardholder limits and establishing stricter departmental regulations, as well as designating a department level employee to have access to Global Card Management System for the purpose of reviewing documents and reallocating transactions to the appropriate accounts and expenditure codes. The department/division manager must review the usage of the card and request cancellation of cards based on non-usage. This review must be done at least twice per year.

**The department/division manager will monitor accounts being used by cardholders to ensure sufficient funds are available for expenditures.** Departments/Divisions must verify that all transaction data for the previous month, based on the expense report and related receipts, has been allocated in Global Card Management System no later than the 10th of the Month.

### 2.1.4 **Cardholder:**

The person designated by the department/division manager to be issued a procurement card to purchase limited dollar supplies is the cardholder. The cardholder is responsible for following the purchasing guidelines of PVAMU in regards to acceptableness of purchases, selection of vendors, security of card and preparing procurement card expense reports (Attachment C).

### 2.1.5 **Citi Bank Customer Service:**

The Procurement Card Program is serviced using a team approach with Citi Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist **the cardholder** with general questions about the procurement Card account. If a procurement card is lost or stolen, Customer Service should be notified immediately. The Customer Service number is: **1-800-248-4553**.

## 2.2 Procurement Card Controls

### 2.2.1 **Credit Limits:**

All cards have monthly spending limits. Limits will vary for each cardholder and will be established by the program coordinator in coordination with the respective department/division manager. Requests to increase or decrease card limits shall be sent to the Program Specialist in writing through the department/division manager. The Program Specialist will initiate review of the request and a response.

If the request is granted, the Program Specialist or designee will process the request with Citi Bank and notify the cardholder and division manager of the action taken. **Allow 2 to 4 working days to process any changes.**

### 2.2.2 **Transaction Limits:**

**Each procurement card will have a maximum single transaction limit of \$2000.** Changes in the transaction limit may only be made by requests from the department/division manager to the coordinator. All requests for changes in transaction amount must have a valid justification to necessitate the change. The Specialist or designee will review the request in coordination with the Purchasing Office. If approved, the change request will be submitted to Citi Bank. A transaction includes the purchase price, plus tax (when applicable), freight and installation. **A cardholder is not to attempt to make a purchase greater than his/her approved amount or to make multiple purchases from the same vendor within the same billing cycle to circumvent delegated purchasing limits. Departmental purchases should not be split into two or more transactions with the same vendor to avoid purchase order requirements.**

### **2.2.3 Vendor on Hold Status:**

State law requires agencies and institutions to verify whether or not a vendor is on warrant hold with the State Comptroller's office prior to purchasing or signing a contract for the purchase of goods and services. If the vendor is on hold, the agency cannot sign the contract unless the vendor agrees to a contract clause under which any payments owed to the vendor will be applied to the debt/delinquent taxes owed to the state until paid in full. Similarly, a state agency cannot make spot purchases without first determining that the vendor is not "on hold." (A spot purchase is defined as a purchase made and picked up directly at the vendor's establishment.)

The state has created two web sites to assist state agencies in determining whether vendors are "on hold." Franchise Tax Certificate of account status information for Texas Corporations can be found at <http://ecpa.cpa.state.tx.us/coa/index.html>. Taxpayer and Vendor Account Information can be found at <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>. After entering the vendor's 11-digit taxpayer Identification number (TIN) or the vendor name and clicking the "Search" button, the message "Taxpayer is not on vendor hold" or "Taxpayer is on vendor hold" will be displayed. If the displayed information indicates that the vendor is not on hold, a copy of the page is to be printed and attached to your purchasing documentation. You may proceed with the bidding or purchasing process. If the message displayed indicates that the vendor is on hold, the purchase will have to be made through the Purchasing Office with a purchase requisition and the contract must require payments to be applied toward eliminating the debt or delinquency. If the vendor wishes to clear up the "hold" they should contact the agency with which they are on hold.

## **2.3 Maintaining Your Procurement Card**

### **2.3.1 Procurement Card Log**

A manual log is to be used by each cardholder to record all card transactions, as they occur. Credit card receipts are to be retained with the manual log for review, tracking, and monthly reconciliation. The manual card log and the receipts will be each cardholder's back up to verify monthly card charges. (Attachment F)

Attach all documentation (receipts, packing slips, order forms, etc.), note any additional information pertinent to the purchases, verify that all purchases are valid and forward the package to the Department/ Division Manager for review and approval. Receipts must be original and not altered. (Do not tape or highlight over printed information.).

### **2.3.2 Procurement Card Expense report:**

Included in the Procurement Card Program Guide is an example of the expense report (See Attachment C). Use of the expense report is required for monthly reporting and provides a method for invoice and expenditure tracking while using the procurement card.

### **2.3.3 Receipts and Invoices:**

**Always obtain an itemized receipt/invoice when using the procurement card.** It is each cardholder's responsibility to ensure there is an itemized receipt for each purchase. All receipts/invoices must be kept with the card log. Screen prints are acceptable for Internet orders and order forms are acceptable for fax/mail orders if the vendor does not provide a receipt/invoice. If either of these two documents is used, they must show price.

### **2.3.4 Billing Cycle**

At the end of each billing cycle, every cardholder will receive an e-mail stating "Your Citi Bank account has cycled." At the end of each billing cycle, each cardholder will also receive a Cardholder Statement, which lists charges made to the account. After allocating charges in GCMS, the cardholder will run a monthly cycle expense report in GCMS. Charges in GCMS are to be reconciled with the manual card log. By the 10<sup>th</sup> of each month, the cardholder shall reconcile the expenditures, in <https://www.globalmanagement.citidirect.com/sdng/login/login.do>.

The cardholder will then run and print an Expense Report, attach all documentation, note any additional information pertinent to their charges, verify that all purchases are valid and forward

the package to the Department/Division Head/Business Coordinator for review and approval. Upon approval, the Expense Report is then forwarded to the Program Specialist. Your account must be reconciled and forwarded to Financial Services Office no later than the 10th of the month.

A copy of the package should be retained by the department as support for the transactions that will be processed against FAMIS accounts.

## 2.4 Sales and Use Tax

PVAMU, as an agency of the State of Texas, is tax exempt. Each procurement card identifies PVAMU as being tax exempt within the State of Texas. A cardholder should carry a PVAMU tax exemption certificate (Attachment E) with their Procurement Card.

## 2.5 Security of the Procurement Card

The assigned cardholder is responsible for the security of the procurement card that has been issued to them. The card must be treated with the same level of care you would use with personal charge cards. Guard the card account number carefully. It should not be posted in a work area or left in a conspicuous place. It must be kept in an accessible, but secure location

**The only person authorized to use the Procurement Card is the cardholder whose name appears on the card. The card is to be used for business purposes only. PVAMU has disciplinary procedures related to unauthorized use of the Procurement Card. See section 3.13 of this guide.**

## 2.6 Employee Termination and Transfers

The card must be cancelled upon the cardholder's termination or transfer to another department. The department or division head should send an e-mail to the Program Specialist at [arthomas@pvamu.edu](mailto:arthomas@pvamu.edu) or [jmspivey@pvamu.edu](mailto:jmspivey@pvamu.edu) with the cardholder's name to request cancellation of the card. The Procurement Card may be given to the Program Specialist during the exiting process.

When a cardholder transfers to another department, a new cardholder application must be completed and signed by the new department head. If the cardholder will not need a Procurement Card, the card must be delivered to the Program Coordinator to be cancelled and destroyed.

## 2.7 Lost or Stolen Cards

If a Procurement Card is lost or stolen, immediately contact Citi Bank's Customer Service at **1-800-248-4553**. After contacting Citi Bank, notify the Program Coordinator and the Department/Division Manager.

Prompt, immediate action can reduce our liability of fraudulent activity. It is imperative that you contact the bank immediately for suspension of your card because PVAMU is responsible for all charges made on the card until it has been cancelled.

# 3 PROCEDURES

## 3.1 Obtaining a Procurement Card

### 3.1.1 To obtain a Procurement Card the following process shall be followed:

- 3.1.1.1 Applicants must attend one of the scheduled Procurement Card Training sessions. A copy of the sign-in log from the session will be forwarded to the Program Coordinator.
- 3.1.1.2 The applicant must submit a completed and approved Cardholder Application/Approval form (Attachment A) to Financial Services. This application will provide Financial Services with necessary information about you (the cardholder), the budgeted FAMIS account/support account for default payment, and the Department/Division Head's



approval of your application and subsequent designation of your delegated purchasing authority within the procedure of PVAMU.

- 3.1.1.3 Program Specialist will request issuance of the Procurement Card from Citi Bank (Requires 7 to 10 days). Applicant will be contacted when the card is received.
- 3.1.1.4 **Applicants must bring a photo I.D. to the Financial Services office for verification and identification, when picking up their card.**
- 3.1.1.5 **Applicant will be provided a copy of the Procurement Card Guide and will be required to sign a Procurement Cardholder Card Agreement (Attachment B).**
- 3.1.2 The following items should be provided to you, the cardholder, upon issuance of a procurement card:
  - 3.1.2.1 Cardholder Procurement Card Agreement: This is an agreement between the cardholder and PVAMU, which affirms that the cardholder has read and understands the policy and procedures for the Procurement Card. This agreement is signed at the end of the training session by the cardholder and Program Coordinator.
  - 3.1.2.2 Procurement Card Program Guide: This document outlines PVAMU procedures in regard to its Procurement Card. It also outlines some acceptable and unacceptable types of purchases.
  - 3.1.2.3 Procurement Card expense report: The cardholder will print this form from the Global Card Management System under the report tab. This form will record purchases made on the procurement card, and returns during the reconciliation process.
  - 3.1.2.4 Statement of Disputed Items Form: The cardholder shall use this form if they are disputing a transaction that appears on their Cardholder Statement.
  - 3.1.2.5 Procurement Card: Upon signing the Cardholder Procurement Card Agreement and proper identification and verification, the card will be issued and signed in the presence of the Program Coordinator.
  - 3.1.2.6 An Account Holder Guide is available to each cardholder from the Citi Bank web homepage (<https://www.citimanager.com>)

## 3.2 About the Card

The card will be issued in the assigned employee's name with the State of Texas seal and the wording "For Official Use Only" clearly indicated on the card. This card is for University business purposes only and may not be used for any personal transactions. **It is important to understand that the cardholder is personally responsible and accountable for his/her Procurement Card.**

### **Please Note:**

- The department head and coordinator will establish the transaction limit for the procurement card.
- Charges can be reallocated to different accounts and object codes changed to reflect usage.

## 3.3 Procurement Card Activation

The cardholder must activate the Procurement Card before using it. Upon receipt of the card, the cardholder should sign the back of the Procurement Card and always keep the card in a secure place.

### 3.4 Purchasing Guidelines

#### 3.4.1 General Information

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 purchasing procedures of PVAMU and the Texas A & M University System. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

All PVAMU employees shall comply with the provisions of any export license, government approval requirements, required certifications, technology control plans, and procedures.

Purchases to foreign vendors or countries should not be made using the University Procurement Card.

As a reminder, the departmental delegated authority is for small dollar amount transactions. **State law mandates that large purchases may not be broken down into small purchases to meet delegated limits. To do so would be a violation of state law and of PVAMU Purchasing Procedures.**

Cardholders should promote and encourage positive interactions with suppliers. Honesty and courtesy are essential ingredients in all aspects of a buyer/supplier relationship.

All cardholders shall follow these guidelines when using the Procurement Card:

- 3.4.1.1 Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's spending limit. Review the acceptable and unacceptable purchases lists included in this guide.
- 3.4.1.2 Obtain Quotes from different vendors to determine the best value. HUB vendors must be included in the solicitation process. Always confirm pricing and freight in print, when possible.
- 3.4.1.3 Identify the vendor and verify that the vendor is in good standing with the State on Franchise & Sales tax by visiting <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html> and <http://ecpa.cpa.state.tx.us/coa/Index.html>.
- 3.4.1.4 Contact vendor to place the order.
- 3.4.1.5 Request that a hard copy of the receipt with detail pricing, and freight be faxed to the cardholder and/or included in the shipment of supplies.
- 3.4.1.6 Ask the supplier if a purchase order number is required. If supplier requests a purchase order number use a combination of initials "PCP" and Name, e.g. PCP-John Doe, would be the purchase order number.
- 3.4.1.7 Request that the supplier indicates your name and the initials "PCP" and your name and extension appear on all packing lists and box labels. E.g. PCP-John Doe x-1111. This will enable the receiving department to facilitate delivery of your supplies.

#### 3.4.2 Examples of Acceptable Purchases:

All purchases must be made in accordance with the Texas and United States Constitutions, applicable statutes and regulations, the State Comptroller's rules, Texas A&M University System regulations, and PVAMU rules. A state agency may not pay for goods before their delivery to the agency. The purchaser needs to ensure goods will be delivered before the statement closing date. The statement closing date will be the 3<sup>rd</sup> of each month. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped. **(Refer to Guidelines for Disbursement of funds <http://www.tamus.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf>).**

**Examples of Acceptable Purchases:**

Supplies-Office General	Supplies-Paper Goods & Janitorial
Supplies-Education	Supplies-Research
Supplies-Other	Computer Consumables
Subscription, Periodicals	Fuels & Lubricants
Medical Supplies	Food Purchases, (Rsrch, Smnrs, Tchg)
Farm, Ranch, and Nursery supplies	Fertilizer
Packing Suppliers	Pesticides
Supplies & Material-Roads & Hwy	Parts-Motor Vehicles
Parts-Machinery & Equip	
Parts-Tractors	Shop & Industrial Supplies
Plants-Local Funds only	Landscaping Supplies
Building Supplies & Materials	Furnishings & Equipment (non-inv)
Fabrics & Linens	Employee Training-Regis. Fees
Furnishing & Equip-Research	M&R- Machinery & Equipment***
Telecom-Parts & Supplies	M&R-Tractors***
Employee Training-Tuition	M&R-Improvements other than Bldg***
M&R-Motor Vehicles***	Reproduction Services-Local funds only
M&R-Medical Equipment***	Postal Services
Photographic Services	Office Furnishings & Equip
Freight/Delivery Services	Institutional Furnishings & Equip
Medical, Scientific & Lab Equip	Computer Equipment (under \$500) **
Shop & Industrial Equip	Educational Books, Film & Ref
Uniforms & Clothing	Rental or Exhibit Space
	Participant Costs-Tuition
Fabrication of Equipment	Participant Costs-Books
Rental of Tools & Equipment	Participant Costs-Travel
Entertainment/Business Meals*	Participant Costs-Foreign Travel
Participant Costs-Fees	Participant Costs-Other
Participant Costs-Materials	Raw Material Purchased
Participant Costs-Travel Out of State	Participant Costs-Room & Board

**\*Controlled Assets** are property items that the State Comptroller requires agencies to report to the State Property Accounting System. Any purchases for furniture or equipment that are deemed “controlled assets” must be coded with the appropriate object code when the items are purchased using the ProCard. The Asset Management office must be notified within 48 hours of the purchase of any controlled asset to insure proper coding, tagging, and reporting. An Asset Information Form should be completed and faxed to the Office of Asset Management at **936-261-1958**. Also ensure to fax along with this form, the invoice, sales slip or packing slip. The original receipts, as well as, a copy of the Asset Information Form are to be submitted with the monthly Pro-Card Expense report. When reconciling your purchase in Smart Data Online be sure to choose “YES” in the pull down that asks if this is a controlled item.

**Controlled Items \$1,000.00 thru \$4,999.99**

<b>Property Item</b>
Fax Machines, Telecopiers, projectors, Stereo Systems, Cameras,
Video Cameras, TV, VCR, Camcorders, Laserdisc Players, Printers

\*\* Meals purchased on the Procurement Card **must** always be documented as to who, what, when, where and why (5-W’s). Expenditures of University funds for meals with co-workers are not allowable except for business meals. Approval by the appropriate budget authority should be received in advance if you need to conduct business during a meal. Refer to “TAMUS Guidelines for Disbursement of Funds”, Food Purchases: <http://www.tamus.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf>

\*\*\* All Maintenance and Repair (5510 through 5545) purchases placed on the Procurement Card must be for the service of actual repair costs. **It does not include maintenance agreements. Automobile, building and grounds maintenance purchases for the main campus are only allowable through Physical Plant Operations.**

**3.4.3 Examples of Unacceptable Purchases:**

The Procurement Card may **not be** used for the following purchases:

Advertisements (without prior approval)	Alcohol
Ammunition	Animals
Capital Equipment	Cash advances or cash equivalent
Catering Services	Cellular Phones associated with a data plan
Cellular Phones and related charges	Cellular phone service
Chemicals (precursor per EHS list)	Clothing for resale
Clothing imprinted with university trademark/logos	Communication devices (incl. pagers, cell phones, Blackberries, PDA; excluding fax machines)
Communication Services (incl. services for Internet, pagers, cell phones, etc.)	Computer or telecommunication equipment (excludes SHI purchases from pre-approved list)
Construction or renovations	Consulting or related services
Contract agreements or agreements of any type that require a signature	Controlled prescription drugs
Cylinder Gases	Donations
Employee travel of any type (incl. rental cars, gas, airfare, hotel, parking, etc.)	Employment Advertisements Without prior approval
Entertainment Services	Firearms of any type
Fireworks	Gasoline, Automotive (for non-state vehicles only)
Genetic materials	Gift certificates or gift cards
	Hazardous chemicals or materials
Hypodermic Syringes	Insurance
Leases or rentals and lease-purchases	Legal Services
Maintenance Agreements	Memberships (unless membership justification is provided)
Network firewalls	Network Hubs, switches and routers
On-line payment services, such as Pay Pal	Personal purchase of any type
Postage stamps (main campus only)	Prepaid phone cards
Development Fee	Development Fee Return
Infrastructure Support	Arbitrage
Dormitory Charges for Students	Food Services for Classes
Housing for Guest Instructors	Participant Cost-Conference & Short Crs
Use Fee foe Equip Repair	Administrative Allowance
Sub awards- 1 <sup>st</sup> \$25,000 & Collecting	Sub awards- after 1 <sup>st</sup> \$25,000
Capital Outlay Pool \$100,000>	Lease Purchase \$100,000>
Capitalized Furn & Equip > \$5,000.00	Construction
Computer Supplies and Equipment	Any Payment to a foreign Vendor/Country

\*In order to obtain travel or other restricted privileges on the Procurement Card, you submit written justification to the Procurement Card Coordinator, who will obtain further authorization up to the Chief Financial Officer or his designee. They will review each situation on a case-by-case basis. Only local funds may be used for travel and restricted purchases. Travel that is funded by State funds must follow the University and State Travel procedures <http://www.window.state.tx.us/fm/pubs/travallow/>.

**3.5 Receiving Supplies**

It is the cardholder’s responsibility to ensure receipt of goods and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or any other information related to the purchase must be retained.

Invoices with no amount due are the most optimal documentation since they itemize the purchases. A vendor’s entry system usually prints an automatic invoice with the processed order. Instruct the vendor not to send the invoice to the Accounts Payable Office but directly to the individual cardholder making the purchase (this will prevent duplicate payments to vendors). If a purchase is made via mail or telephone, ask the vendor to include the receipt with the goods when shipping the product.

All Deliveries are to be made to the Central Receiving Warehouse.

**Central Receiving Warehouse  
Reba Bland Evans St. @ Anne Preston St.  
Prairie View TX 77446**

### 3.6 Procurement Card Documentation

The following documentation must be retained with Reconciled Expense Report:

- All Purchase Voucher Requirements apply to Procurement Card transactions
- Sales Receipts
- Packing Slips
- Credit Card Receipts/Slips
- Other information or correspondence related to the purchase
- Screen prints are acceptable for internet orders

Any discrepancies identified shall be promptly investigated and resolved by the cardholder/department. If the cardholder/department is unsuccessful in resolving any disputes, cardholder will need to fill out a "Statement of Dispute Item" and forward the form to the Program Coordinator. The Program Coordinator will then forward the form to Citi Bank. Documentation of any action taken to resolve a discrepancy must be recorded and attached with the rest of the documentation.

### 3.7 Guidelines for Reconciling Procurement Card Expenditures

All cardholders are required to reconcile their monthly transactions. Cardholders will verify adequate available funds in all designated accounts. There should be record (i.e. receipts, invoice, and copy of orders) of all orders/purchases placed on the Procurement Card. It is the cardholder's responsibility to ensure there is an itemized invoice/receipt for each purchase. Screen prints are acceptable for Internet orders and order forms for fax/mail orders if the vendor does not provide a receipt/invoice. Attach itemized invoices, receipts, and other supporting documentation to the log.

- 3.7.1** Upon receipt of your e-mail reminder, completed reconciliation is required by the 10th of every month. This reconciliation should reflect all items during the date range of 4<sup>th</sup> of the previous month to the 3<sup>rd</sup> of the current month. Refer to Procurement Card Cycle Cut Off Schedule.
- 3.7.2** Instructions on how to reconcile procurement card Expense Reports are on the PVAMU Pro Card web site:  
<http://pvamu.edu/pages/5589.asp>
- 3.7.3** The Procurement Card Expense report must have department approval (cardholder signature and a supervisor other than the cardholder. One of the signers must have budget approved signature authority on the accounts(s) being charged).

### 3.8 Audits

The Expense Report, along with the supporting documentation become the official records and shall be maintained in the Procurement Card Office in accordance with PVAMU Record Retention Schedule. Records for Procurement Card purchases will be required, when PVAMU is audited by Texas Building Procurement Commission, State Comptroller, Texas A & M University System, or other external entities (i.e. State of Texas Auditors, Public Accounting Offices). Procurement Card Specialists will make random internal audits, for compliance. Department Heads will be notified in writing if any transactions audited do not conform to these handbook guidelines.

### 3.9 Statement and Payment

Citi Bank will mail a statement for each cardholder to the departments for reconciliation. Copies of the statement, the receipts, expense report and all supporting documentation will be filed and kept within the department.

Citi Bank will mail a summary billing to the University, listing all transactions during the period by cardholders. All charges will be paid in full from a clearing account. Cardholders will submit reconciled Expense Report and original supporting documentation to the Program Specialists. Program Specialists will review and balance Expense Reports for accuracy and compliance. Once all Expense Reports have been reviewed and Expense Report amounts and billing summary balance, the Program Specialists will export data from GCMS and forward it to FAMIS production. Designated accounts are debited, and in

turn reimburse the clearing account. Citi Bank pays the merchants between 24-48 hours of your placing your order or picking up merchandise.

The Texas Government Code requires Fiscal Affairs to audit all vouchers before they are submitted to the State Comptroller's office for payment. **All expenditures using grant and contract accounts (OSP) will require the department to submit one set of original corresponding receipts and GCMS Expense Report to the Procurement Card Office and one set of copies with the GCMS Expense Report to the Office of Sponsored Programs.**

### 3.10 Procurement Card Payment

Employees do not pay their own monthly statement. **The program does not affect your credit rating in any way.** The Procurement Card program carries corporate liability. **However, it is essential to note that cardholders will be held personally liable by the university for card security and for the transactions made to the card.**

### 3.11 Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item or charge, the cardholder shall make every attempt to first resolve the issue directly with the supplier. Review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item shall be noted on the expense report.

- Returns: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns. All returns should be indicated on the expense report.
- Credits: If the supplier accepts an item as a return, a credit for this item should appear on the following month's statement. All expected credits should be indicated on the expense report.
- Disputed Charges: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the supplier and attempt to resolve the problem directly. Unresolved disputed items should be documented on line and by completing the Citi Bank Dispute Form. A copy of the form and letters shall be kept as documentation.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall complete the Statement of Disputed Item Form and forward to the Program Coordinator. Citi Bank will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then post to the new account.

Please remember that the Procurement Card Office is your partner in this venture and is willing to assist in any dispute resolution.

### 3.12 Non-Compliance

Multiple notifications to a single cardholder/department for insufficient budgets by Financial Services may result in revoking all card privileges. Once a card is revoked, it will not be reinstated without approval and recommendation from the University's Compliance Office and the CFO.

Non-adherence to State and University Purchasing and Procurement Card policy and procedures may result in revoking of individual cardholder privileges. All non-compliance will be monitored. Non-compliance is defined as late receipt of Expense reports (Expense reports are due by 12th of each month), unacceptable purchase, insufficient documentation to back up expenditures, and over spending budgeted funds. Non-compliance will be documented with a Non-Compliance Form and will be forwarded to the Compliance Office. Excessive non-compliance will be reviewed by the Compliance Office, Program Coordinator and the Accounts Payable Manager, who will decide on whether cardholders privileges are to be revoked.

Please note that if your procurement card has been suspended for any non-compliance issue, cardholders are not to purchase items with personal funds and seek reimbursement through the Procurement Office. All outstanding issues should be resolved with the Pro Card Office.

**Misuse of the procurement card may result in termination of employment if a card holder is found to be negligent in their duties as a cardholder. It is the policy that if anyone should intentionally violate or misuse the Procurement card that the university will pursue actions against the cardholder to include termination of employment and recovery of loss funds through garnishment of wages.**

## 4 KEY PROGRAM CONTACTS

### 4.1 Procurement Card Contacts

Program Specialist:	Tia Williams (936) 261-1936 <a href="mailto:tjwilliams@pvamu.edu">tjwilliams@pvamu.edu</a>
	Adriane Veals (936-261-1915 <a href="mailto:alveals@pvamu.edu">alveals@pvamu.edu</a>
Program Administrator	Director of Disbursements and Accounts Payable Jullette Spivey (936) 261-1974 <a href="mailto:jmspivey@pvamu.edu">jmspivey@pvamu.edu</a>
Purchasing Agent/HUB Coordinator:	Jim Nelms (936) 857-2323 <a href="mailto:janelms@pvamu.edu">janelms@pvamu.edu</a>
Assistant V. P. for Financial Services	Patricia Baughman <a href="mailto:pabaughman@pvamu.edu">pabaughman@pvamu.edu</a> (936) 261-1962



## 5 FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. **What type of purchases should I use with the Procurement Card?**

The procurement card may be used for small dollar purchases of supplies and limited services of \$2,000.00 or less. Refer to the 'Acceptable Purchases' and 'Unacceptable Purchases' Lists in Section 3.4 of this guide. Also, see the TAMUS Disbursement of Funds Guide at <http://www.tamus.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf>.
2. **In what ways do I benefit from using the Procurement Card?**

When you use the Procurement Card, you enjoy quick and efficient order processing, faster delivery, no prompt payment interest, no more phone calls from the vendors asking where their money is and the ability to monitor purchases on-line through out the month instead of waiting for invoices to come in.
3. **How does PVAMU benefit from the Procurement Card Program?**

When employees use the Procurement Card, PVAMU enjoys greater productivity as a result of reduced paperwork and savings from consolidated multiple supplier invoices to one statement from Citi Bank.
4. **What should I do if my Procurement Card is lost or stolen?**

You should call Citi Bank Customer Service toll-free at **1-800-248-4553** immediately to report the Procurement Card missing and request a replacement. Then contact one of the Program Specialists, and your Department/Division Head to advise that you have called Citi Bank.
5. **What do I do if a purchase is denied?**

Your purchase may have exceeded a spending or transaction limit, PVAMU may have excluded that type of merchant or the vendor is not equipped to accept MasterCard as payment. Contact a Program Coordinator to determine the reason.
6. **Is it possible for someone else to use my card?**

No, it is not possible for someone else to use the card. According to the Cardholder Agreement that you signed, you are responsible for all charges and the safekeeping of the card. However, the cardholder may purchase or register for a conference or seminar for someone else on their card.
7. **What should I do if a supplier does not accept the Procurement Card?**

Contact the a Program Coordinator and provide the supplier's name, address, and phone number. This will be sent to Citi Bank. Citi Bank will enroll the supplier in the FAST program and work with PVAMU to bring the supplier into the program.
8. **Will use of the Procurement Card affect my credit report?**

No. The Procurement Card is a corporate liability card and carries no personal liability for cardholders that use the Procurement Card.
9. **Whom should I contact to resolve an error or dispute concerning my account?**

You should first contact should be the supplier. Most exceptions or issues can be resolved between the cardholder and the supplier. If you cannot resolve an issue with the supplier, complete the Dispute Form in your Cardholder Guide packet, and fax to the Procurement Card Office at (936) 261-1958.
10. **When I use my Procurement Card to make a purchase, how is the transaction authorized?**

When you use the Procurement Card to make a purchase, the supplier verifies the account number with Citi Bank. Your spending limits are checked automatically against preset PVAMU limits.



**11. What about PVAMU being tax exempt?**

The card is identified as a "State of Texas" official business, tax-exempt card. You are encouraged to advise the supplier (at the time of order or check out) that the purchase is to be tax exempt. You may be required to present a copy of the PVAMU tax exemption certificate when making a purchase. PVAMU is exempt from paying sales tax on business meals when we are direct billed. Payments made by the Procurement Card are considered direct bills. If ordering by phone or the Internet, the vendor must be told that we are exempt and a form can be faxed.

**6 ATTACHMENTS/FORMS**

- A. Procurement Card Application..... Attachment A
- B. Cardholder Procurement Card Agreement ..... Attachment B
- C. Procurement Expense Report..... Attachment C
- D. Sales Tax Exemption Form.....Attachment D
- E. Transaction Log.....Attachment E

### Attachment A – Procurement Card Application

#### PRAIRIE VIEW A&M UNIVERSITY PROCUREMENT CARD CARDHOLDER APPLICATION/APPROVAL FORM

Cardholder Name: \_\_\_\_\_

Department Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Department's FAMIS Code: (Four alpha characters i.e. CEPR, ATHL) \_\_\_\_\_

Card Holders Work Phone: \_\_\_\_\_ Card Holders Home Phone: \_\_\_\_\_

E-mail \_\_\_\_\_ Last 4 of Security Number: \_\_\_\_\_

Account to be utilized: FAMIS Account \_\_\_\_\_ / Support Account: \_\_\_\_\_

Secondary Account \_\_\_\_\_ / Support Account: \_\_\_\_\_

Monthly Credit Limit \$ \_\_\_\_\_ Single Purchase Limit (SPL) \$ \_\_\_\_\_ \$1500 \_\_\_\_\_

**Department contact for Audit/Reconciliation**

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I understand that I must attend a training class and agree to follow the procedures set forth in the Cardholder's Procurement Card Guide. I further agree to adhere to the departmental delegated authority guidelines and to sign the Cardholder Purchasing Card Agreement before a Purchasing Card will be issued. Upon the issuance of the card, I understand that the improper use of this card may result in disciplinary action, up to and including termination of my employment.

\_\_\_\_\_  
Applicant's Name (Print/Type) Applicant's Signature Date

\_\_\_\_\_  
Approver (Print/Type) Approver Signature Date

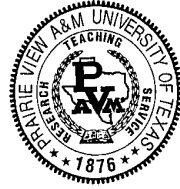
I hereby approve the applicant, listed above, for issuance of a Prairie View A&M University Procurement Card. I agree that the account used will have funds sufficient to any and all charges made by this individual. I have assigned the duty to assure monthly reconciliation of all statements will be done as required and all documentation retained. I understand that the improper use of this card by this individual may result in disciplinary action, up to and including termination of the applicant's employment.

\_\_\_\_\_  
Budget Authority (Print/Type) Department Head or Supervisor's Signature Date

\_\_\_\_\_  
Accounts Payables Manager Date

\_\_\_\_\_  
Procurement Card Program Administrator Date

**ATTACHMENT B - Cardholder Procurement Card Agreement**



**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 Citi Bank 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: \_\_\_\_\_

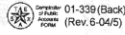
Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**ATTACHMENT C - Procurement Card Expense report**

<b>Custom Fields:</b> Item Description: Dry Cleaning					
05/23/2005	05/20/2005	C & E SPECIALTIES (S) HOUSTON, TX	S	CH	247.38
<b>Expense Description:</b> neck totes					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 5242(7309)Promotional items (local only), Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Promotional					
05/23/2005	05/20/2005	C & E SPECIALTIES (S) HOUSTON, TX	S	CH	361.38
<b>Expense Description:</b> sports bottles					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 5242(7309)Promotional items (local only), Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Promotional					
05/24/2005	05/22/2005	WAL-MART #5091 SE2 CYPRESS, TX	S	CH	46.70
<b>Expense Description:</b> Storage Boxes to organize our storage room.					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 4014(7300)Supplies - Other (Incl Ammunit, Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Storage boxes					
05/24/2005	05/22/2005	WM SUPERCENTER SE2 CYPRESS, TX	S	CH	101.76
<b>Expense Description:</b> Beverages and plastic ware purchased for use in the office for incoming guest of the president.					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 4014(7300)Supplies - Other (Incl Ammunit, Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Kitchen supply					
05/25/2005	05/24/2005	DONNA'S FLORIST WALLER, TX	S	CH	75.00
<b>Expense Description:</b> Floral Arrangement purchased at the request of President wright for the funeral of Ms. Nancy Baker.					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 6335(7574)Other Expenses - Local Only, Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Plants/floral					
05/25/2005	05/24/2005	DONNA'S FLORIST WALLER, TX	S	CH	<SPAN&NBSP;CLASS="DETAIL-VALUE-FIN-CREDIT">(15.00)
<b>Expense Description:</b> Credit-Wrong price for floral arrangement. Correction is being made in the amount of \$75.00.					
<b>Cost Allocation Fields:</b> Department: PRES, FAMIS Acct #: L-222100-00000, Object: 4070(7331)Plants, Controlled Item?: No					
<b>Custom Fields:</b> Item Description: Credit					
05/26/2005	05/25/2005	AMZ*AMAZON PAYMENTS AMAZON.COM, WA	S	CH	<SPAN&NBSP;CLASS="DETAIL-VALUE-FIN-CREDIT">(13.43)

Attachment D



**TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION**

Name of purchaser, firm or agency <b>Prairie View A&amp;M University</b>	
Address (Street & number, P.O. Box or Route number) <b>P. O. Box 519, MS 1311</b>	Phone (Area code and number) <b>936-261-1902</b>
City, State, ZIP code <b>Prairie View, TX 77446</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

**\_ Various supplies or services purchased with the university procurement card**

Purchaser claims this exemption for the following reason:

**\_ Purchases made by or for an Institution of Higher Education, as defined in Texas Education Code, Section 61.003. Prairie View A&M University is exempt from taxation of every character per Section 53.46 of the Texas Education Code. PVAMU Federal Tax Identification Number is 74-6001078. For questions regarding this exemption, you may contact the Office of Procurement and Contracts at 936-261-1902.**

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
 THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

