

Prairie View A&M University

Non-Travel

OneCard Guide



Procurement and Disbursement Services

Card Services

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1. OVERVIEW

1.1 Non-Travel OneCard

The purpose of the Non-Travel OneCard is to establish a more efficient, cost-effective method for delegated purchase and payments. 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 Non-Travel OneCard can be used with any supplier that accepts Master Card as a form of payment and is available to all Prairie View A&M University (PVAMU) departments/divisions.

The Non-Travel OneCard 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 Non-Travel OneCard 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 Non-Travel OneCard, individuals and budget authorities or approvers must attend Non-Travel OneCard Training. All purchases with the card must comply with established purchasing guidelines, Texas A&M University System regulations, Prairie View A&M University procedures, and applicable state statutes.

1.2 Non-Travel OneCard Contract

The terms and conditions of the Non-Travel OneCard contract were specified and awarded by the Texas Building and Procurement Commission for the State of Texas. PVAMU is utilizing the State of Texas contract for Non-Travel OneCard services with US Bank. PVAMU will comply with the terms and conditions of the state contract in the implementation of this program.

1.3 Non-Travel OneCard Guide

The Non-Travel OneCard Guide provides guidelines for using the card. It is essential for cardholders and approving authorities to read it carefully. The cardholder's signature on the Non-Travel OneCard 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 Non-Travel OneCard:

- The Non-Travel OneCard is issued in the cardholder's name. **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 MasterCard and is not on 'vendor hold' by the State of Texas. It may be used for in-store purchases, telephone, or Internet purchases.
- The Non-Travel OneCard may be used for allowable business purchases within the delegated limits. **The Non-Travel OneCard is not for personal use.**
- The OneCard **is not to be used to avoid or bypass appropriate purchasing or payment procedures.** This program compliments existing processes available.

- Transactions must not exceed the single purchase limits and monthly credit limits assigned to the card.
- **Purchases may not be broken down into smaller amounts (split-transactions) to circumvent the established limits.**
- OneCard cardholders are required to submit a monthly expense report online, the Emburse expense management system which can be accessed through the Texas A&M University Single Sign On system via the following link: <https://sso.tamus.edu/main.aspx>.
- The expense management system (EMS) is used to reconcile the cardholder's monthly statement. The cardholder will ensure each individual transaction is assigned to the appropriate departmental account(s) and expense type(s).
- OneCard Expense Reports should be completed and submitted in the EMS for department/division approval prior to the 15th of each month. Departments/divisions are required to review and approve cardholder expense reports in the EMS to allow Disbursement Services to begin its review on or after the 15th of the month.
- Transactions that have **not been reconciled within 45 days of the purchase** may subject the employee to suspension of OneCard spending privileges and the expense report will require the **Greater Than 30 Days Past Due Acknowledgement Form** signed by the SVP Business Affairs/CFO for approval.
- The OneCard can be returned to the Disbursement Services Office or destroyed by the department upon a cardholder's termination of employment with the University.
- Upon transferring to a different department, a cardholder must submit an updated application with the approval of their new supervisor to allow for continuation of spending privileges. An email approval from the supervisor is allowable also.
- Cardholders, Delegates and Approvers **must** complete training for OneCard purchasing policies and reconciliation procedures. Non-Travel trainings are in Train Traq. System OneCard Training, course ID 2114840 and Emburse Expense Cardholder Training, course ID 2114884.

2. GENERAL INFORMATION

2.1 Duties and Responsibilities

2.1.1 Director of Disbursement Services:

The Director of Disbursement Services has the overall responsibility of ensuring that the Non-Travel OneCard is a success. The Director ensures that the program is governed in accordance with state and local policies and guidelines.

2.1.2 Manager, Card Services:

The Manager, Card Services is charged with the overall operation of the Non-Travel OneCard. They will review department/division activity and request cancellation of cards based on non-usage to limit our liability. This review should be done at least twice per year. They are knowledgeable about the program, the guidelines and related forms. Cardholders shall first contact the Manager, Card Services, who will answer questions regarding the program or potential problems. The Manager, Card Services will refer issues to the Director when necessary.

Department/Division Head:

2.1.3 The Department/Division Head is responsible for:

- Authorizing employee(s) to receive a OneCard and recommend his/her OneCard limits, if different from the standard delegated limits.
- Monitoring accounts being used by cardholders to ensure sufficient funds are available.
- Approving the monthly expense reports in the EMS prior to the 15th of each month.
- Ensuring the accuracy of accounts and expense types for each transaction included on the monthly expense reports.
- Ensuring all vendor receipts are attached to the monthly expense reports and reviewed for accountability.
- Following-up with cardholders that have outstanding expenses as shown on the Weekly Aging Reports, or through communication from the Manager, Card Services.
- Notifying the Manager, Card Services by email, as early as possible, when employees terminate employment or transfer.
- Delegating an appropriate employee to review and approve monthly expense reports if department/division head is unavailable

2.1.4 *Cardholder:*

The cardholder is an employee who has been authorized by the department/division head to utilize the OneCard for allowable business purchases within the delegated limits. The cardholder is responsible for the following:

- Completing Card Holder and Emburse trainings prior to the issuance of a OneCard.
- Following the purchasing guidelines of TAMUS & PVAMU regarding purchases, and selection of vendors.
- Agreeing to buy within the delegated limits approved.
- Securing the OneCard in a safe place when not being used.
- Ensuring appropriate accounts and expense types are used when performing monthly expense report reconciliation.
- Ensuring copies of all receipts, and applicable supporting documentation, are uploaded in the EMS and attached to the monthly expense reports.
- Notifying approving authorities when expense reports have been submitted in the EMS to ensure review and approval is completed prior to the 15th of each month.
- Monitoring the EMS profile to track the status of monthly reports to ensure swift resolution of errors or requests for additional information.
- Monitoring available expenses and reporting any possible fraudulent transactions on a weekly basis.
- Maintaining proper documentation of all Non-Travel OneCard purchases for review by supervisor, Manager, Card Services or auditors.
- Retaining OneCard records for the current year plus three prior fiscal years.
- Search Vendor Verify on any purchase of \$500 and above prior to purchasing.

2.1.5 Cardholder Delegate:

The Cardholder Delegate is the person designated by the cardholder to assist in reconciling the monthly Non-Travel OneCard expense report in the event that the cardholder is unavailable. Responsibilities will include:

- Ensuring appropriate accounts and expense types are used when performing monthly expense report reconciliation.
- Ensuring copies of all receipts are uploaded in the expense management system with the monthly expense reports.
- Notifying the cardholder, or the Manager, Card Services if the cardholder is unavailable, when the expense report is ready for submission.
- Notifying approving authorities when expense reports have been submitted in the EMS to ensure approval is completed prior to the 15th of the month.

2.1.6 US Bank Customer Service:

The Non-Travel OneCard is serviced using a team approach with US 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 Non-Travel OneCard account. If a Non-Travel OneCard is lost or stolen, Customer Service should be notified immediately. The Customer Service number is: **1-800-344-5696**.

2.2 Non-Travel OneCard Controls

2.2.1 Monthly Credit Limits:

All cards have monthly spending limits. Limits will vary for each cardholder and will be established by the Manager, Card Services in coordination with the respective department head/division manager. Requests to increase or decrease card limits shall be sent from the cardholder, copying the department head/division manager, requesting approval for the increase. The request must be sent to cardservices@pvamu.edu stating the amount, justification and duration for the increase. The Manager, Card Services or designee will review the request and provide a response within 1 business day.

If the request is granted, the Manager, Card Services will process the request with US Bank and notify the cardholder and division manager of the action taken.

2.2.2 Single Transaction Limits:

Each OneCard will have a standard single transaction limit of \$5,000. Changes in the single transaction limit may only be made by requests from the department/division manager to the Manager, Card Services. All requests for changes in single transaction amount must have valid justification to necessitate the change. The Manager, Card Services or designee will review the request in coordination with the Purchasing Office. If approved, the change will be submitted to US Bank. **A cardholder is not to attempt to make a purchase greater than his/her approved single transaction limit or to make multiple smaller dollar purchases** from the same vendor 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 no more than 7 days prior to purchasing or signing a contract for the purchase of goods and services. 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 Vendor Verify quick link is available on the SSO menu. 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 purchasing process. If the message displayed indicates that the vendor is on hold, the purchase cannot be made and another vendor should be selected. Start the same process with the other vendor.

2.2.4 Restricted Vendors:

The Non-Travel OneCard may be restricted for use with certain types of suppliers and merchants (MCC – Merchant Category Codes). If you present your OneCard for payment to these vendors, the authorization request will be declined. If so, contact the Manager, Card Services or Director to provide purchasing details and justification for using the vendor. Once approval of the purchase has been authorized, the Manager, Card Services or Director will contact US Bank to have the Merchant Code overridden so the transaction can be processed.

2.3 Expense Reporting

2.3.1 Non-Travel OneCard Expense report:

Monthly expense reports must be submitted in the EMS to ensure proper accounting of all purchases. Use of the expense report provides a method for invoice and expenditure tracking while using the OneCard.

2.3.2 Receipts and Invoices:

Always obtain an itemized receipt/invoice when using the Non-Travel OneCard.

Cardholders must provide documentation of pricing that was agreed upon at the time of purchase. Types of documentation can include receipts, invoices, screen prints, and order forms. Screenprints or PDFs of order forms with total pricing are acceptable for internet orders. Cardholders are required to upload documentation of pricing in the EMS for each transaction listed on the monthly expense report. Original receipts/invoices should be retained in the department.

2.3.3 Reporting Cycle

At the end of each month, cardholders are required to login to the EMS and create their OneCard expense report. The expense report should include all OneCard Non-Travel transactions that have posted in EMS for the previous month. When creating the expense report, the report name should include the month the transactions posted in EMS, the current year, and the last four digits of the cardholder's OneCard (e.g., **November 2018 - XXXX**). No other information should be used in the report name. Cardholder expense reports should be submitted for department/division approval prior to the 15th of the month.

The Expense Management System can be accessed via Single Sign On at:
<https://sso.tamus.edu/main.aspx>.

2.4 Sales and Use Tax

PVAMU, as an agency of the State of Texas, is tax exempt. Each Non-Travel OneCard identifies PVAMU as being tax exempt within the State of Texas. **Each cardholder is required to ensure taxes are not charged on their purchases when using the OneCard.** The cardholder must carry a copy of the PVAMU tax exemption certificate with their Non-Travel OneCard and present it to the vendor at time of purchase. Cardholders must review their receipts/invoices at time of purchase to ensure amounts are correct and taxes are not applied.

2.5 Security of the Non-Travel OneCard

The assigned cardholder is responsible for the security of the Non-Travel OneCard that has been issued to them. The card must be treated with the same level of care you would use with personal credit 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 person authorized to approve transactions and use the Non-Travel OneCard 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 Non-Travel OneCard. See section 3.13 of this guide.

2.6 Employee Termination and Transfers

The card must be cancelled upon the cardholder's termination. The department or division head should send an e-mail to cardservices@pvamu.edu providing the cardholder's name to request cancellation of the card. The OneCard should be returned to Disbursement Services prior to the exiting process. The supervisor may destroy the credit card upon notifying Disbursement Services.

When a cardholder transfers to another department, notification of the transfer must be provided to Disbursement Services via email. Additionally, if it is anticipated that the employee will need use of the OneCard in their new role, an updated application with approval by the new department head must be submitted to allow for continuation of spending privileges. If the cardholder will not need a OneCard in their subsequent position, the card must be returned to Disbursement Services to be cancelled and destroyed.

2.7 Lost or Stolen Cards

If a Non-Travel OneCard is lost or stolen, immediately contact US Bank's Customer Service at **1-800-344-5696**. After contacting US Bank, notify the Manager, Card Services and the Department/ Division Manager.

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

3 PROCEDURES

3.1 Obtaining a Non-Travel OneCard

3.1.1 To obtain a Non-Travel OneCard the following process shall be followed:

- Applicants must complete the Cardholder and Emburse Trainings in Train Traq - Course ID'S 2114840 and 2114884.
- Submit a copy of the training completion from the session must be included in with your Application/Approval form (Attachment A) to dsbevill@pvamu.edu via DocuSign. This application will provide Disbursement Services with necessary information about you (the cardholder) and the Department/Division Head's approval.
- The Manager, Card Services will submit the application (requires 7 to 10 days). Applicant will be contacted via email when the card is received.
- Applicants must bring a photo I.D. to the Disbursement Services office for verification and identification, when picking up their card.
- Applicant will be provided an electronic copy of the Non-Travel OneCard Guide and will be required to sign a Cardholder Card Agreement (Attachment B).

3.1.2 The following documents will be emailed to the cardholder, upon issuance of a Non-Travel OneCard:

- Cardholder Non-Travel OneCard 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 Non-Travel OneCard. This agreement is signed by the cardholder when picking up the card.
- Non-Travel OneCard Guide: This document outlines PVAMU procedures in regard to its Non-Travel OneCard. It also outlines some acceptable and unacceptable types of purchases.
- A signed copy of the Sales Tax Exempt Form and other frequently used forms are provided electronically.

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 OneCard.**

Please Note:

- The department head and Manager, Card Services will establish the transaction limit for the OneCard.
- Charges can be reallocated to different accounts and object codes if needed.

3.3 OneCard Activation

The cardholder must activate the OneCard before using it. Upon receipt of the card, the cardholder should sign the back of the OneCard 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.

As a reminder, the departmental delegated authority is for limited dollar amount transactions. **State law mandates that large purchases may not be broken down into smaller purchases to meet delegated limits. To do so would be a violation of state law and of PVAMU Purchasing Procedures. (Ref. TX GOVT CODE 2155.132)**

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 OneCard:

- Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's spending limit. Review the allowable and unallowable purchase lists included in this guide.
- 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.
- Identify the vendor and verify that the vendor is in good standing with the State on Franchise & Sales Tax by visiting the State of Texas Comptroller website 7 days prior from purchase at <https://comptroller.texas.gov/taxes/franchise/coas-instructions.php>.

- Contact vendor to place the order and confirm that the vendor is aware that PVAMU is an agency of the State of Texas and is **sales tax exempt**.
- Request that a copy of the receipt or invoice with detail pricing, and freight be emailed to the cardholder and/or included in the shipment of supplies.
- 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.
- Request that the supplier indicate 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 Allowable Purchases:

All purchases must be made in accordance with the Texas and United States Constitutions, applicable statutes and regulations, the State Comptroller 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 is the 3rd 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>).**

a. Allowable purchase within budgetary guidelines

Supplies	Off campus postal services
Subscriptions/Periodicals	Research supplies
Employee training/Registration fees	Non Inventory Furnishings/Equip
Employee License/Cert. fees	Office Furnishings/Equip
Non-employee gifts	Participant Costs (students)
Reproduction, Scan, Imaging	Maint. & Repair for PV vehicles only***
Production of Publications	Maint. & Repair for PV equip. only***
Plants/Flowers – Local other expense	

A detailed list of OneCard expense types with the object codes is found in Appendix A

b. **Allowable purchases requiring prior approval or justification – these items require either an email with managerial approval from Disbursement Services or a form supporting the purchase that is signed by the appropriate approver.**

- **Gift Cards** – prior approval needed from Disbursement Services, must follow all restrictions and turn in all needed paperwork with expense report
- **Food/Meal purchases** – 5 W’s: who (names), what, where, when and why – purchased on Local funds only
- **Memberships** – approved membership justification form needs to be attached – signed at the VP level
- **Promotional** – any items with PVAMU logos must have approval attached from the marketing department
- **Chemicals/Fertilizers** – any chemical or fertilizer purchase must have an approval email attached from the Environment Health and Safety Department.
- **Alcohol** – an approval email from the CFO must be attached to the report and the purchase needs to be itemized and allocated to one of the local accounts that allows the purchase of alcohol.
- **Software** – an approval email must be attached to the report from ORIM. [ISO Software Review Form \(https://it-lf-ecmf2.ads.tamu.edu/Forms/pvamu-its-service-request\)](https://it-lf-ecmf2.ads.tamu.edu/Forms/pvamu-its-service-request).
- ***Fixed Assets** – a fixed asset form must be completed and attached to the expense report

***Fixed 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 OneCard.

The Asset Management office must be notified within 48 hours of the purchase of any fixed asset to insure proper coding, tagging, and reporting. An Asset Information Form, along with the invoice, sales slip or packing slip, should be completed and emailed to fixedassets@pvamu.edu. A copy of the sales receipt and a copy of the Asset Information Form are to be submitted in the expense management system with the monthly OneCard Expense report.

Fixed Assets \$1,000.00 thru \$4,999.99

Property Item
Copiers, Projectors, Video/Audio equipment, Cameras, Printers, iPads, etc.

**** Meals** purchased on the OneCard **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 Non-Travel OneCard 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 Purchases Only Allowable with Justification or Support

Depending on the expense there may be specific supporting documentation required before purchasing. The table below lists the expense types and the appropriate supporting documentation that must be attached to the expense report. **Note:** All justifications must be obtained prior to purchasing.

<u>Examples</u>	<u>Justification Required</u>	<u>Who Approves</u>
Gift Cards	Gift Card Request Form Gift Card Acknowledgement Form	Manager/Department Head Cardservices@pvamu.edu
Fixed Assets	Asset Information Form	Fixedassets@pvamu.edu
Meal Purchases	5 W's – who, what, where, when and why	N/A
Memberships	Membership Justification Form	Division Vice President
Promotional It the EMS	Any it the EMS with PVAMU logos	Marketing
Chemicals/Fertilizers (non-hazardous)	Email approval	Environment Health and Safety Department
Alcohol	Email approval and appropriate account	University President
Software	ISO Software Review Form and approval email	N/A
Sales Tax	Credit transaction posted to THE EMS or Treasury Services Receipt	N/A

3.4.4 Examples of Unallowable Purchases:

The Non-Travel OneCard may **not be** used for the following purchases:

Salaries and Benefits	Housing charges
Utilities	Construction/Repairs
Telecom equipment	Warranties
Contracted Services	Texas Sales Tax
Rentals (food trucks, port-a-potty, etc.)	Animals
Travel expenses	Firearms
Scholarships	Consulting or related services
Computers, iPads, Phones, Laptops	Hazardous Chemicals or materials (including and not limited to pesticides, insecticides, fungicides, herbicides)

*Disbursement Services can approve an item to process with special circumstances with department VP approval and Disbursement Services Director approval.

***Travel expenses may not be charged to the Non-Travel OneCard.** All travel related expenses, to include student and guest travel, must be charged to the Travel Card. Contact the Travel office for details on how to reconcile any travel related expenses.

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 paid should show a \$0.00 balance due.

If a purchase is made via mail or telephone, ask the vendor to include a copy of 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 Non-Travel Documentation:

The following Expense Report documentation must be retained by the cardholder/department:

All Purchase Voucher Requirements that applies to Non-Travel card transactions

- Sales Receipts
- Packing Slips
- Credit Card Receipts/Slips
- Screen prints are acceptable for internet orders
- Business purpose is required for every purchase made
- Other information or correspondence related to the purchase – this would include approval emails/forms if necessary

Any discrepancies identified must be promptly investigated and resolved by the cardholder. If the cardholder is unsuccessful in resolving any disputes, cardholder will need to contact US Bank to file a dispute. Documentation of any action taken to resolve a discrepancy must be recorded and attached with the rest of the attachments. The transaction in dispute will need to be reconciled in a report. It is recommended to put the transaction in the next month's pending report with a note in the comment field that the item has been reported and awaiting the credit transaction. Do not submit the disputed transaction until both transactions (charge and credit) can be added to the report.

3.7 Guidelines for Reconciling Non-Travel Expenditures:

All cardholders are required to reconcile their monthly transactions. Cardholders should verify available funds in all designated accounts. There should be an itemized receipt of all purchases placed on the OneCard. It is the cardholder's responsibility to ensure there is an itemized receipt for each purchase. Screenprints or order forms are acceptable if the vendor does not provide a receipt. Attach itemized invoices, receipts, and other supporting documentation to the expense report.

3.7.1 Upon receipt of your e-mail reminder, completed reconciliation is required prior to the 15th of every month. This reconciliation should reflect all items posted in the EMS during the date range of the 1st to the last day of the previous month. The monthly reports are due to the Disbursement Office box on or before the 15th of the subsequent month.

3.7.2 Instructions on how to reconcile Non-Travel expense reports are demonstrated in training and provided to attendees.

3.7.3 The OneCard Expense report routes to the approvers with budget authority for the account(s) being charged.

3.8 Audits

The Expense Report, along with the supporting documentation become official records and shall be maintained by the cardholder/department in accordance with PVAMU Record Retention Schedule. Records for Non-Travel 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). The Manager, Card Services will make random internal audits, for compliance. Department Heads will be notified in writing if any transactions audited do not conform to the guidelines.

3.9 Statement and Payment:

US Bank provides a summary billing to Disbursement Services, listing all transactions during the period by cardholders. All charges will be paid in full from a clearing account. Cardholders will submit reconciled Expense Reports and supporting documentation in the expense management system. The Manager, Card Services will review Expense Reports for accuracy and compliance. Designated accounts are debited, and in turn reimburse the clearing account. US 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.

3.10 Non-Travel OneCard Payment:

Employees do not pay their own monthly statement. **The program does not affect your credit rating in any way.** The OneCard 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. **A note in the comment field should reference the report with the original purchase.**
- 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 in the comment field.**
- 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.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall contact US Bank to file a dispute with customer service. If the charge is suspected to be fraudulent, 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 non-travel OneCard Office is your partner in this venture and is willing to assist in any dispute resolution.

3.12 Non-Compliance:

Non-adherence to State and University Purchasing and non-travel OneCard policy and procedures may result in revoking individual cardholder privileges. All non-compliance will be monitored. Non-compliance is defined as late receipt of Expense reports (Expense reports are due by the 15th of each month), unacceptable purchase, insufficient documentation to back up expenditures, and overspending budgeted funds.

Misuse of the non-travel OneCard may result in termination of employment if a cardholder is found to be negligent in their duties as agreed upon. It is the policy that if anyone should intentionally violate or misuse the non-travel OneCard that the university will pursue actions against the cardholder to include termination of employment and recovery of loss funds through garnishment of wages.

3.13 Purchasing Card Violations and Consequences:

Cardholder Violations

Cardholder transactions are subject to review and audit by the Program Coordinator, Accounting Department, Internal Auditor, or other external auditing agencies. Based upon these audits, cards may be suspended or permanently revoked, or other disciplinary action may be taken. The severity of violations will determine the extent of the consequences. Serious violations of non-travel OneCard policies may result in disciplinary action. Disciplinary action may include, but is not limited to, oral reprimand, written reprimand, card deactivation or termination of employment. Refer to Authorized and Unauthorized purchases earlier in this guide for descriptions of what is allowable and unallowable. There are 6 general violation categories.

1. Personal Purchases

Definition: A personal purchase is any purchase that is not for use and ownership by the institution regardless of the intent to reimburse.

2. Assignment or Transfer of an Individual Card

Definition: Allowing an unauthorized person to make a purchase on a card not designated for that person is a cardholder violation. If a cardholder continues to use a card after the cardholder has terminated/separated from the institution then that is a cardholder violation. Continued use of a card after an authorized person has requested the card's surrender is a cardholder violation. The cardholder is the only authorized individual to use his/her card.

3. Cash or Cash Type Transactions

Definition: Cash, cash in addition to a purchase, cash in lieu of a credit to the cardholder's account, traveler's checks, money orders, gambling, ATM transactions, etc.

4. Split Transactions or "Pyramiding"

Definition: Split transactions or "pyramiding" are defined as single item the EMS costing more than the cardholder's single purchase limit which are split among multiple transactions to circumvent the cardholder's defined maximum purchase limit.

5. Inappropriate Purchases

Definition: Appropriate purchases are listed in this guide under Allowable and Unallowable Purchases. Any other uses of the Purchasing Card, except as specifically endorsed by TAMU or PVAMU in advance, is considered inappropriate. In addition, when used for a grant or contract, the appropriateness of the purchase may be further restricted by the terms of the grant or contract.

6. Lack of Original Documentation

Definition: Lack of original documentation for every purchase is a cardholder violation.

This includes missing receipts, approved membership forms or special occasion forms, and any other pertinent information pertaining to Non-Travel OneCard transactions. Transactions where the merchant does not provide original documentation is not considered a violation if there is sufficient supporting evidence to meet the requirements for substantiation. In unusual cases, substitute documentation may be used (i.e. Document in Lieu of Receipt Form).

Department Head & Account/Business Manager Responsibilities

Consultation with the Disbursement Services Office is prudent. Prudence will dictate how, when and the severity of consequences to apply to each individual infraction and cardholder. The steps and definitions that follow are designed to be a guide rather than a rule book. Each incident will call for the Disbursement Services office to determine what action is appropriate for each event. The general process will involve the following steps:

3.14 Suspension/Revocation of OneCard Privileges: Reasons to Suspend and/or Revoke

OneCard Privileges

- Failure to safeguard the OneCard from unauthorized use
- Failure to adhere to University policies and procedures
- Use of OneCard for non-University or personal purchases
- Failure to provide all necessary documentation on OneCard transactions
- Failure to reconcile monthly charges on time, and submit expense reports by the 15th of each month

Consequences of OneCard Misuse. Possible actions against cardholder include:

- Written Warning
- Repeat of cardholder training.
- Surrender OneCard - privileges revoked.
- Improper or fraudulent use of OneCard will result in disciplinary action, termination of employment, and potential criminal prosecution.
- In all cases of fraudulent use of a OneCard, the University's Compliance Office, Human Resources, Public Safety, Procurement & Disbursement Services, and respective Dean/Vice President will be notified.

4 KEY PROGRAM CONTACTS:

4.1 Non-Travel OneCard Contacts

Director, Disbursement Services:

Alane Lillie
Director, Disbursement Services
allillie@pvamu.edu
(936) 261-1902 ext. 1756

Manager, Card Services:

Dyesha Bevill
Manager, Card Services
936-261-1902 ext. 1964
dsbevill@pvamu.edu

Financial Accountants:

Soraya Rodriguez
smrodriguez@pvamu.edu
936-261-1902 ext. 1936

Deanna Munos
dcmunos@pvamu.edu
936-261-1902 ext. 1974

Prairie View A&M University Non-Travel OneCard

Frequently Asked Questions

1. What type of purchases should I use with the OneCard?

The OneCard may be used for small dollar purchases of supplies and limited services of \$10,000.00 or less. Refer to the 'Allowable Purchases' and 'Unallowable 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 OneCard?

When you use the OneCard, you enjoy quick and efficient order processing, faster delivery, no prompt payment interest, no more phone calls from the vendors asking for payment and the ability to monitor purchases online throughout the month instead of waiting for invoices.

3. How does PVAMU benefit from the OneCard Program?

When employees use the OneCard, PVAMU enjoys greater productivity as a result of reduced paperwork and savings from consolidated multiple supplier invoices to one statement.

4. What should I do if my OneCard is lost or stolen?

You should call US Bank Customer Service toll-free at **1-800-344-5696** immediately to report the OneCard missing and request a replacement. Then contact the Manager, Card Services, and your Department/Division Head to advise that you have called US 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 the Program Administrator to determine the reason.

6. Is it possible for someone else to use my 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 make purchases for others in their department such as registration for a conference or seminar for someone else or the purchase of goods for the department on their card.

7. What should I do if a supplier does not accept the OneCard?

Find another merchant for the good or services needed. Inform Card Services. Contact the Program Coordinator and provide the supplier's name, address, and phone number. This will be sent to US Bank. US 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 OneCard affect my credit report?

No. The OneCard is a corporate liability card and carries no personal liability for cardholders that use the OneCard. The cardholder's credit is not impacted.

Prairie View A&M University Non-Travel OneCard

Frequently Asked Questions

9. Whom should I contact to resolve an error or dispute concerning my account?

You should first contact the supplier. Most exceptions or issues can be resolved between the cardholder and the supplier. If you cannot resolve an issue with the supplier, contact US Bank Customer Service at 1-800-344-5696.

10. What about PVAMU being tax exempt?

The card is identified as a "State of Texas" official business, tax-exempt card. You must 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 OneCard 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 provided. The form will be made available upon request.