



TEXAS A&M UNIVERSITY- CORPUS CHRISTI

PROCUREMENT CARD

PROGRAM GUIDE

UPDATED November 2021

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1. OVERVIEW

1.1 Procurement Card Program

Procurement & Disbursements is delighted to offer to all Texas A&M University-Corpus Christi (TAMU-CC) departments/divisions an exciting, innovative program that simplifies the way in which you may order and pay for goods. The Procurement Card (Pcard) Program is a fast, flexible purchasing method for processing delegated orders from suppliers that accept credit cards. The purpose of the Pcard Program is to establish a more efficient and cost-effective method of purchasing and payment for transactions that fall within the delegated purchase thresholds. If used to its potential, the program will result in a significant reduction in the data entry of small orders, receiving, invoices, and vouchers. It can also prevent prompt pay interest. The Pcard can be used with any supplier that accepts MasterCard as a form of payment.

The Pcard 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 Pcard will enable you to purchase under your delegated authority non-restricted commodities directly from the vendors without the issuance of a purchase order.

1.2 Pcard Contract

The terms and conditions of the Pcard contract were specified and awarded by the Texas Procurement & Support Services for the State of Texas. TAMU-CC is utilizing the State of Texas contract for Pcard services with Citibank and will comply with the terms and conditions of the state contract in the implementation of this program.

1.3 Pcard Program Guide

The Procurement Card Program Guide provides the guidelines for using the Pcard at TAMU-CC. Please, read it carefully. Your signature on the Individual Cardholder Pcard Application and Agreement form indicates that you understand the intent of the program and agree to follow the established guidelines.

1.4 Pcard Program Training

The cardholder must have completed required TrainTraq trainings prior to issuance of cards. The required TrainTraq courses are:

- 11010: HUB Purchasing Requirements
- 2112043: Purchasing Card Overview

Cardholders, account managers, and reviewers must complete the following required TrainTraq training on an annual basis:

- 2112043: Purchasing Card Overview

Card Services offers classroom training on a quarterly basis. There are two separate classes offered:

- Pcard and Travel Card Cardholders Training – this class includes review of the Pcard Program and Travel Program Guidelines and Expense Report reconciliation in Concur.
- Pcard Approvers Training – this class includes instruction for Account Managers in how to review and approve Expense Reports in Concur.

Card Services also offers one-on-one or group trainings by request. Please contact the Program Coordinator (listed below) if you are interested in training opportunities.

For additional training in the Concur system, a great resource is the Texas A&M University System Concur Training page found at <http://it.tamus.edu/concur/training>. This page contains several short training videos designed to increase knowledge and skill in the Concur system.

2. GENERAL INFORMATION

2.1. Duties and Responsibilities

2.1.1. Card Services:

Card Services is a sub-department within Procurement & Disbursements that is tasked with administration, oversight, and auditing of the Pcard program. The Card Services team members include a Program Administrator, a Program Coordinator, and a Pcard Compliance Specialist.

2.1.2. Program Administrator:

The Program Administrator is designated by TAMU-CC as the primary contact for questions, issues, and administration of the program. The Administrator is knowledgeable on all procedures in the Pcard Program Cardholder Guide. All Pcard requests must go through the Program Administrator or their designee. For TAMU-CC, the Program Administrator is Will Hobart who can be reached at (361) 825-2616 or will.hobart@tamucc.edu

2.1.3. Program Coordinator:

The Program Coordinator is charged with keeping documentation for the Pcard activities at TAMU-CC. The Coordinator is knowledgeable about the program, the guidelines, and related forms. Cardholders shall first contact the Program Coordinator, who will answer questions in regard to the program or potential problems. The Coordinator may refer questions to the Program Administrator when necessary. For TAMU-CC the Program Coordinator is Elizabeth "Liz" Longoria who can be reached at (361) 825-2749 or elizabeth.longoria@tamucc.edu

2.1.4. Pcard Compliance Specialist:

The Pcard Compliance Specialist is tasked with auditing the Pcard expense reports within the Concur system. In the event discrepancies are found, the Pcard Compliance Specialist notifies the Cardholder of the findings and any corrective action that needs to be taken. For TAMU-CC the Pcard Compliance Specialist is Susana Reyes who can be reached at (361) 825-2777 or pcard@tamucc.edu

2.1.5. Account Manager:

The account manager, or designee, is responsible for approving monthly Pcard statements of cardholders to ensure they are in accordance with policy. The Account Manager may also assist in assigning cardholder limits and departmental Pcard processes. For a list of key items that should be reviewed within each expense report, please see Attachment C – Pcard Expense Report Checklist.

2.1.6. Reviewer:

Any person designated by the department to review or approve the expense report prior to the final approval. For a list of key items that should be reviewed within each expense report, please see Attachment C – [Pcard Expense Report Checklist](#).

2.1.7. Cardholder:

The person designated by the Department Head to utilize the Pcard for purchasing small dollar supplies is the cardholder. The cardholder is responsible for following the purchasing guidelines and disbursement guidelines of the University and Texas A&M University System (TAMUS) regarding purchases, selection of vendors, documentation of purchases, and card security.

2.1.8. Citibank's Customer Service:

The Pcard program is serviced using a team approach with Citibank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist *the cardholder* with general questions (decline reasons, balance available, etc.) about the Pcard account. If a Pcard is lost or stolen, Customer Service should be notified immediately.

Customer Service: **(800) 248-4553**

Outside the US, call collect: **(904) 954-7314**

2.2 Pcard Controls

221. Credit Limits:

All Pcards have monthly cardholder spending limits. Limits are requested and established at the time of application. Questions regarding changing limits must be sent to the Program Coordinator in writing or via email through the Department Head. The Coordinator will initiate the review of the request and respond appropriately.

If the request is granted, the Program Coordinator will process the change with Citibank.

Please allow 1-2 working days to process any changes.

222. Transaction Limits:

Your Pcard has a single transaction limit (which is normally defaulted to \$2,000). This is the amount available on the Pcard for a single purchase. A transaction includes the purchase price plus tax, freight, and installation. Cardholders should not attempt to make a purchase greater than their approved amount. We understand that there are situations in which limits must be modified to meet the needs of departments. To request a modification to your card limit, contact Card Services for approval. **DO NOT split the purchase by swiping your card multiple times for the same transaction.**

223. Merchant Category Codes:

There are some types of merchants or vendors that are already blocked from being able to accept our card based upon their merchant category code (MCC). This code system groups merchants/vendors into common categories. If a Department Head wants to block certain ranges of merchants for a particular cardholder, the Program Coordinator can place that restriction on the card. For example, if the only purpose for the card is for business meals, then the Program Coordinator can restrict all MCC classifications except restaurants.

224. Restricted Vendors:

The Pcard program may be restricted for use with certain types of suppliers and merchants like liquor stores. If you present your Pcard for payment to a restricted vendor, the authorization request will be declined.

If you feel a particular vendor should be added or deleted, submit a request to the Program Coordinator. The Coordinator will initiate the review of the request and respond appropriately.

2.3 Sales and Use Tax

The University, as an Agency of the State of Texas, is tax exempt and the credit card identifies the University and TAMUS as being tax exempt within the State of Texas. A cardholder should carry a [Texas Sales and Use Tax Exemption Certificate](#) with their Pcard. State Sales Tax should never be paid on a State Account.

2.4 Security of the Pcard

The cardholder is responsible for the security of the card. This card shall be treated with the same level of care as the cardholder would use with their own personal credit cards. Guard the Pcard account number

carefully. It shall not be posted in a work area or left in a conspicuous place. It should be kept in an accessible, but secure location.

The only person authorized to use the Pcard is the cardholder whose name appears on the card. **The card is to be used for business purposes only. Unauthorized use of a Pcard may result in disciplinary action.**

25 Lost or Stolen Cards

If a Pcard is lost or stolen, immediately contact Citibank's Customer Service at **1-800-248-4553**. After contacting Citibank, notify the Program Coordinator and the Department Head.

Prompt, immediate action can reduce our liability for fraudulent activity. It is imperative that you contact Citibank immediately to suspend your account. Failure to suspend your account in a timely manner can result in University liability for fraudulent charges.

3. ABOUT THE CARD

A Pcard is in your name with the appropriate member 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 that you understand that you are personally responsible and accountable for this Pcard.**

Please Note:

- Charges can be reallocated to different accounts and object codes to reflect usage.
- Employees do not pay their own monthly statement. The program does not affect your credit rating in any way. The Pcard program carries corporate and individual liability.

4. PROCEDURES

4.1 Obtaining a Pcard

4.1.1. To obtain a Pcard visit the following address:

<https://credit-card-administration/pcard-application-form>

4.1.2. Fill out the application and email it to Card Services at Pcard@tamucc.edu.

4.1.3. Prior to obtaining a Pcard, you are required to complete the following TrainTraq courses:

11010: HUB Purchasing Requirements,

2112043: Purchasing Card Overview- TAMU- CC

Navigate to Single Sign On (SSO), then click on "TrainTraq". Under "Course Number" type the required TrainTraq course number (11010 & 2112043) and click "Search". Once it brings up the course name, click on it, and then click "Start Course".

4.1.4. Go through the training material, and then take the exam. Once completed, please email verification of course completion to Pcard@tamucc.edu.

4.1.5. Once notified that your card is ready, pick up your card in Card Services (Purchasing Building). Bring a picture ID with you.

4.2 Pcard Activation

The cardholder must activate the Pcard before it can be used. Upon receipt of the card, the cardholder should sign the back of the Pcard and always keep the card in a secure place.

5. PURCHASING GUIDLINES

5.1 General Information

As a state institution, certain State, Local, and Federal guidelines and laws apply to purchases with your

Pcard. All purchases must be in accordance with the laws of the State of Texas and the purchasing procedures of TAMUS and the University. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

All cards have a default single transaction limit of \$2,000.00 (unless specifically authorized). This amount cannot be increased unless approved by the Account Manager and Program Administrator in advance and in writing. Permanent increases require submission of a new Purchasing Card Program Cardholder Application.

As a reminder, the departmental delegated authority applies to all orders. State law, along with state, TAMUS, and University purchasing procedures, prohibits breaking large purchases down into smaller purchases to meet delegated limits.

All cardholders should follow these guidelines when using the Pcard:

- 5.1.1. Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's delegated spending limit.
- 5.1.2. Determine if a HUB vendor can be used by visiting the [CMBL](#) (State of Texas website that allows searching by name, commodity code, or city)
- 5.1.3. Identify the vendor
- 5.1.4. If the vendor has a contract or cooperative pricing within the State of Texas, verify that we receive contracted pricing.
- 5.1.5. Do not allow the vendor to split the purchase to remain within the delegated limit. To do so would be a violation of State of Texas, TAMUS and University rules.
- 5.1.6. All purchases should have a quote, unless the purchase is made in person at the point of sale.
- 5.1.7. If the purchase is greater than \$500.00, verify that the vendor is not on the [State of Texas Vendor Hold List or State of Texas Debarred Vendor List](#).
- 5.1.8. Determine if the item is available from the [Workquest \(formerly Texas Industries for the Blind and Handicapped\)](#).
- 5.1.9. Present the Texas Sales Tax Exemption Form to the vendor prior to purchase, if the purchase is within the State of Texas.
- 5.1.10. Confirm pricing and freight.
- 5.1.11. Request that a copy of the invoice with the pricing and freight be emailed to the cardholder and/or included in the shipment of items.
- 5.1.12. Request that the supplier indicate "ATTN: Your Name" and the words "Pcard" appear on all packing lists and box labels. This will enable Central Receiving to facilitate delivery of your supplies.

52 . Examples of Acceptable Purchases:

All purchases must be made in accordance with all applicable statutes and regulations, the State Comptroller's rules, TAMUS regulations and University rules/procedures.

(Refer to [Guidelines for Disbursement of Funds](#)).

A typical cardholder is any employee who has delegated purchasing authority. The Pcard may be used for various purchases such as:

Tools/Hardware	Supplies
Promotional Items	Lab Supplies
Minor Hardware & Supplies	Postage Stamps
Medical Supplies	Safety Supplies
Janitorial Supplies	Office Supplies

53 . Restricted Purchases:

The following types of purchases should be processed using a requisition in IslanderBuy for processing because such authority has not been delegated to departments, and should not be purchased using a Pcard, unless approved by Procurement Services in advance, in writing. Approval documentation must be uploaded with the corresponding Expense Report in Concur.

- Alcohol (reference Alcohol procedure)
- Prescription Drugs/Controlled Substances (*if allowable on the account*)

- Chemicals (Certain individuals have been given approval to purchase chemicals. The list of these individuals is maintained by Environmental Health & Safety)
- All Software, Software as a Service, and IT Hardware Purchases >\$500
- All Telecommunication Purchases >\$500
- Cameras, TVs, and Projectors >\$500
- Drones >\$500
- All Capitalized or Controlled Items
- All State Term Contract Purchases
- All TIBH set-aside purchases, ex. nameplates, furniture, etc.
- All Purchases of Services >\$500
- Rental Equipment >\$500

Many of the purchases above have been defined by the State of Texas Comptroller as "controlled assets" and include facsimile machines, stereo systems, cameras, video recorders/players, VCR, DVD, camcorder, televisions, micro-computers, computers, servers, mini-computers, printers, silver service, tractors, graders/loaders, trucks, vans, all-terrain vehicles, golf carts, motorcycles, motor driven farm/shop equipment, forklifts, boats. Firearms and cash registers for any amount are controlled. If you need further clarification regarding "controlled assets", please call Property Management at 361-825-5936.

54 Unacceptable Purchases:

The Pcard may not be used for the following purchases, unless approved by Program Administrator in advance, in writing. Approval documentation must be uploaded with the corresponding Expense Report in Concur.

Salaries	1110 – 1640	Wages	1710 – 1775
Employee Benefits	1910 – 1990	Travel	3010 – 3410
Utilities	5010 – 5035	Telecom	5110 – 5116
Telecom (continued)	5125 – 5158	Services	5220 - 5226
Services (continued)	5231- 5233	Judgment & Court Cost	5310 – 5340
Consultant Services	5350 - 5356	Professional Services	5410 – 5471
Reproduction Service (State \$)	5616	Reproduction of Publication & Ads	5617
Temporary Support Service	5620	Advertising Services-Sponsored	5640
Advertising Services-All Others	5641	Data Processing Employment Services	5646
Data Processing Rental Service	5648	Other Contracted Service >\$500	5670
Extermination Services	5671	Security Service	5672
Royalty Distribution Services	5680	Scholarships	5910 – 5925
Rental & Leasing >\$500	5810 – 5871		
Grants	6010 – 6032	Inter-agency Contracts & Transfers	6210
Trust or Suspense Payment	6215	Group Insurance Premiums for Retirees	6225
Penalty on Late Payment to Vendor	6230	Bad Debt Expense	6310
Fines and Penalties	6315	Investment Fees	6320
Development Fee	6350	Development Fee Return	6351
Infrastructure Support	6355	Arbitrage	6360
Dormitory Charges for Students	6361	Housing for Guest Instructors	6363
Use Fee for Equip Repair	6410	Administrative Allowance	6415
Subawards& Collecting	6449	Subawards	6450
Capital Outlay \$100,000	8010 – 8250	Lease Purchase \$100,000	8310 – 8371
Construction	8710 – 8733		

* Exceptions to Unacceptable and Restricted Purchases:

- Administrative Operations has been given permission to pay utility bills on the Pcard.
- Contracted catering and food purchases with Chartwells have been approved campus wide for payment with the Pcard.
- Athletics has been given permission to pay medical services for student athletes with the Pcard.
- Athletics has been given permission to purchase contracted Adidas team apparel and products with the Pcard.

6. RECEIVING SUPPLIES

It is your responsibility to ensure the receipt of goods and follow-up with vendors to resolve any delivery problems, discrepancies, and/or damaged goods. A copy of the charge slip, sales receipt, or other information related to the purchase must be uploaded to the expense report in Concur.

Invoices with no “amount due” are the preferred type of documentation since they itemize the purchases. A vendor's entry system usually prints an automatic invoice with the processed order. Unlike orders through IslanderBuy, instruct the vendor not to send the invoice to the Accounts Payable Department but directly to the individual cardholder who made the purchase (this will help 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.

7. GUIDELINES FOR RECONCILING PCARD STATEMENT

71. It is recommended that all cardholders complete a monthly Concur expense report when charges exist. This report should be a record of all orders/purchases placed on the Pcard. It is the cardholder's responsibility to ensure there is an itemized quote, when necessary, and invoice/receipt attached for each purchase. Attach itemized invoices, receipts, and other supporting documentation to the expense report in Concur.
72. In the event that a receipt is not present or obtainable, or is illegible, a missing receipt form should be filed out and uploaded to the expense report in Concur.
73. If a receipt is not fully itemized, cardholder must provide a fully itemized listing of the purchase, to include any taxes, and must certify that it is correct and accurate.
74. Reconciliation should be done within 30 days of the purchase date.

Any discrepancies identified shall be promptly investigated with documentation of action taken recorded. It is the cardholders/department responsibility to resolve all discrepancies.

75. During the reconciliation in Concur, the Cardholders and Account Managers should be aware of potential fraudulent transactions. The fraud indicators below should be considered during the reconciliation process.
76. A Reviewer's Checklist is required to be completed, by a Reviewer, and uploaded with each expense report.

8. COMPLIANCE REVIEWS AND AUDITS

The expense report and supporting documentation shall be maintained in Concur in accordance with the University's record retention schedule, three Fiscal Years plus the current Fiscal Year. Pcard Compliance Reviews may be made by Procurement & Disbursements. Audits may be conducted by System Internal Audit or other external entities (i.e., State of Texas Auditors, Public Accounting Offices).

81. The Texas Government Code requires Card Services to audit all State vouchers before they are submitted to the State Comptroller's office for payment. For this reason, all Pcard transactions using state accounts will require the department to submit original documentation in Concur prior to the reallocation deadline seven days after the statement closing date.
82. The original documentation uploaded to Concur must include a detailed receipt, all required state documentation (quotes, receipts, and invoices showing charged amount equals expected ordered amount and quantity), and a Concur Transaction Summary (reconciled and approved). Any approvals or allowances (outside of the noted exceptions) for purchase of items on the Unacceptable and Restricted Purchases lists must be documented in writing and uploaded to the corresponding expense report in Concur. A Reviewer's Checklist must be uploaded to each expense report.

9. ENFORCEMENT OF NON-COMPLIANCE

Findings for non-compliant purchases will be documented on a Notice of Finding. The Notice of Finding will list the policy violation(s) and any corrective action(s) that need to be taken. In the event that a cardholder receives more than 3 separate Notice of Findings within a 3-month period, the cardholder and/or reviewer will be required to take remedial training. If the cardholder receives any additional Notice of Finding within 3 months of being required to attend remedial training, the cardholder's account will be suspended for 1 year.

In the event of intentional fraud or misuse by the cardholder, the cardholder may face disciplinary action up to and including termination and legal action.

10. RETURNS, CREDITS, AND DISPUTED CHARGES

Should a problem arise with a purchased item or charge, every attempt shall be made 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/or disputed charges. The returned, credited, or disputed item shall be noted on the Concur Transaction Summary.

101. Returns: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the Concur Transaction Summary.

102. Credits: If the supplier accepts an item as a return, a credit for this item should appear on the following month's statement. All credits should be indicated in the Concur Transaction Summary.

103. Disputed Charges: If a cardholder finds a discrepancy on a transaction, the cardholder should contact the supplier and attempt to resolve the problem directly. All disputed items should be indicated in the Concur Transaction Summary. If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall complete the Statement of Disputed Item Form (provided by Citibank) and forward to the Program Coordinator. A copy of the Statement of Disputed Item Form and letters should be kept as backup documentation.

Citibank 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 Procurement Services is your partner in this venture and is willing to assist in any dispute resolution.

11. CARD TERMINATION

When a cardholder terminates employment with the University, Human Resources will notify Card Services. Upon notification of termination Card Services will close the account of the terminated cardholder. The terminated cardholders Pcard should be either returned to Card Services or destroyed/shredded. If the cardholder is a student employee or graduate assistant, it is the department's responsible to notify Card Services of termination of employment.