Texas A&M International University

Procurement Card Training

http://www.tamiu.edu/adminis//purchasing/purchasingcard.shtml

Cardholder Responsibilities:

- Activate your card
- Set up your PDME/Shred-it account information
- Keep your card safe and secure, do not lend it out to <u>anyone</u>
- Make tax exempt purchases
- Follow up with vendors/check received orders and contact vendor in case of return
- Search for and use HUB vendors
- Use card for business purposes <u>only</u>
- Make sure only purchases you made are charged on your card. If there are any problems:

  1- Try to resolve situation with vendor
  2- Contact Citibank and follow dispute procedures
- Submit your Expense Report after the close of each cycle

Information

- Cards must be returned to Program Administrator upon exiting the University
- Incorrect Expense Reports will be returned to cardholder
- Noncompliance will be reported to appropriate VP
- Keeping your card is subject to proper usage and compliance

Credit Limit

- $5,000 per month
- Request to raise: in writing (dept. manager)
  approval from VP/Dean

Freight and installation charges must fall within the card limit.

Payments may not be split.

Vendor Selection

- State restricted vendors (ex: bar & grill, printers)
- TAMU Policy
  Every employee is responsible for making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the University.
- No discrimination

HUB

- HUB = Historically Underutilized Businesses
- Businesses owned, in majority, by:
  women, Hispanics, African Americans, America Indians, and Asian Americans AND that have been acknowledged by the state as such
- State entities must meet set goals

Finding a HUB

- TAMIU Website→ Administration → Purchasing→ HUB Vendors

- State Purchasing Website: http://www.window.state.tx.us/procurement/
  → scroll down to CMBL Program (left side)
  → click on NIGP Commodity Book
  → search by 'Alphabetical Index of Commodity'

- Search for CMBL/HUB Vendors (select: ALL VENDORS)

Examples of Acceptable Purchases

- Office, educational supplies;
- Subscriptions;
- Fabrics and linens w/o text/graphics;
- Flowers;
- Business meals (local)*; catering and food purchases;
- Registration fees

*Please see Food Purchasing Guidelines for a clear understanding of what is acceptable

http://www.tamiu.edu/adminis/purchasing/documents/FoodPurchasingGuidelines.pdf

Examples of Restricted Purchases

-Advertising

-Software, licenses

-Memberships

-Controlled assets over $500

-Embroidery, screen printing

-Printing/copying

-Promotional items

-Travel

-Alcohol

-Entertainment

-Chemicals

**See online manual for a more complete list of acceptable and restricted purchases.

Documentation

- Receipts
- Meal/food forms
- Communication with vendors
- Invoices
- Missing receipts form (if applicable)

Citibank Website (GCMS)

Citibank
Customer Service

- Available 24/7
- Contact for questions about your account
- Call immediately if your Pro Card is lost or stolen

1-800-248-4553

Citimanager

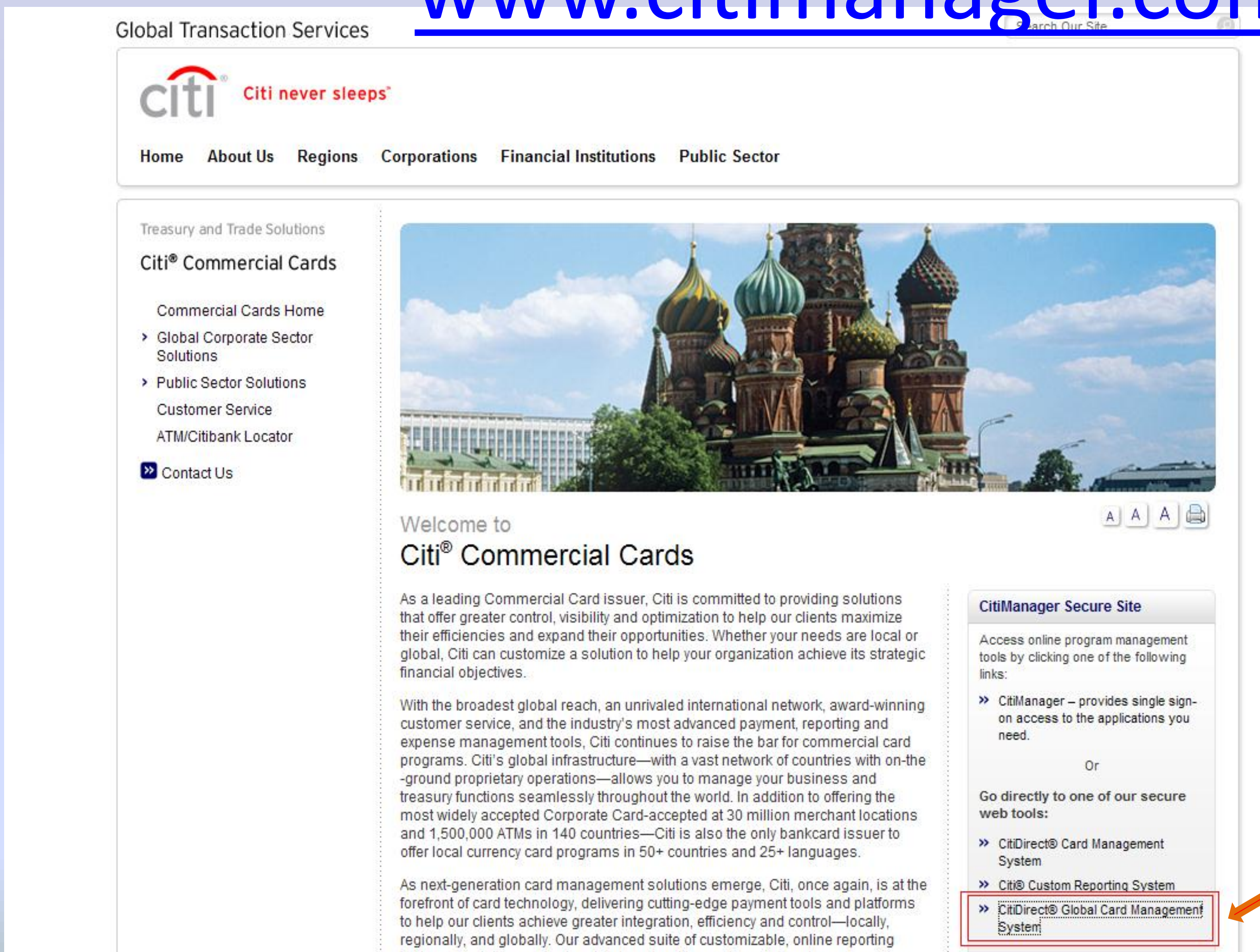
- Billing cycle closes on the 3rd of every month (unless it's a weekend)

- Expense Reports are due to Purchasing Office on the 13th with required signatures and paperwork

- Reconcile (by REPORTING CYCLE, not date range) by going to www.citimanager.com and clicking on the CitiDirect GLOBAL Card Management System

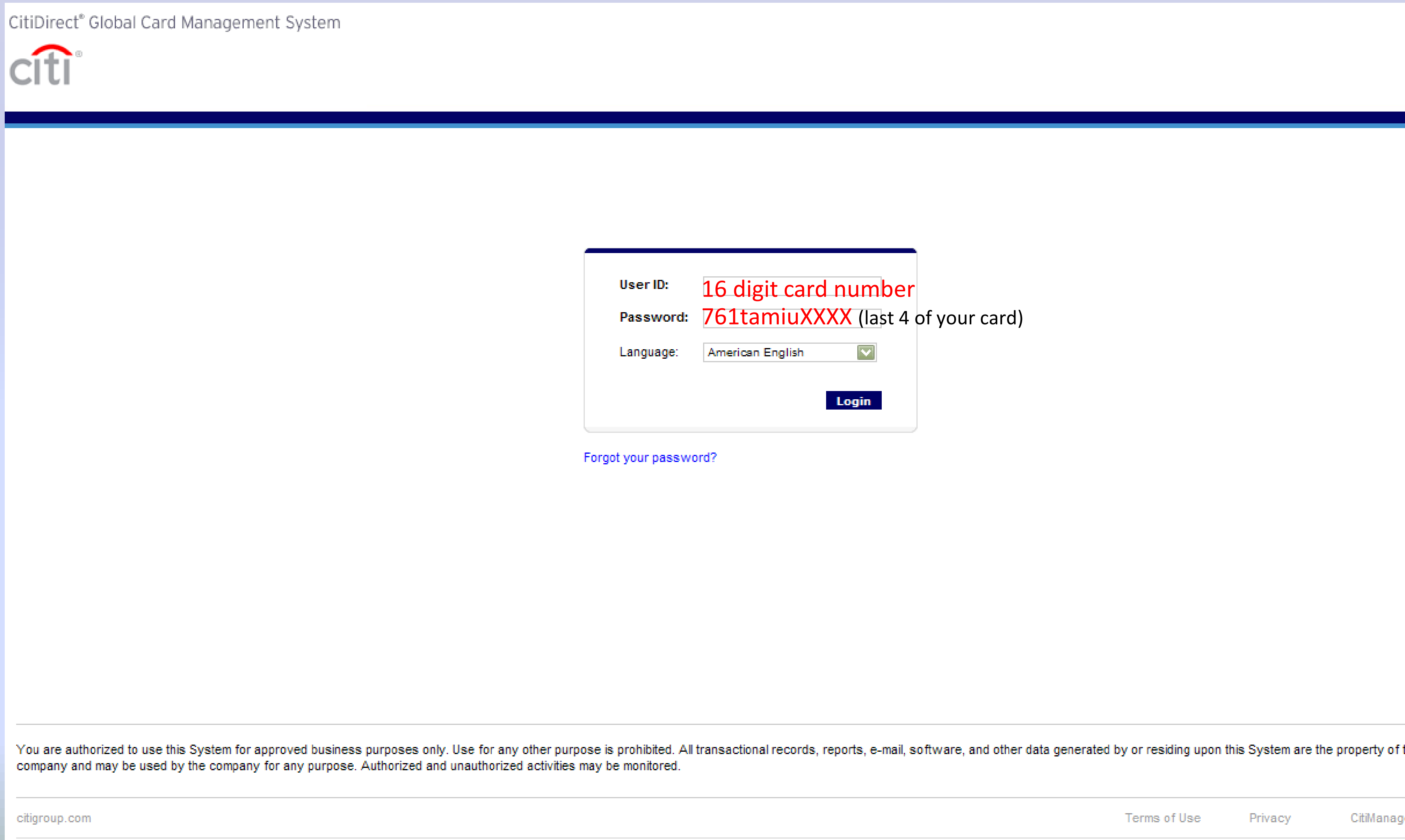
Citi Website

www.citimanager.com



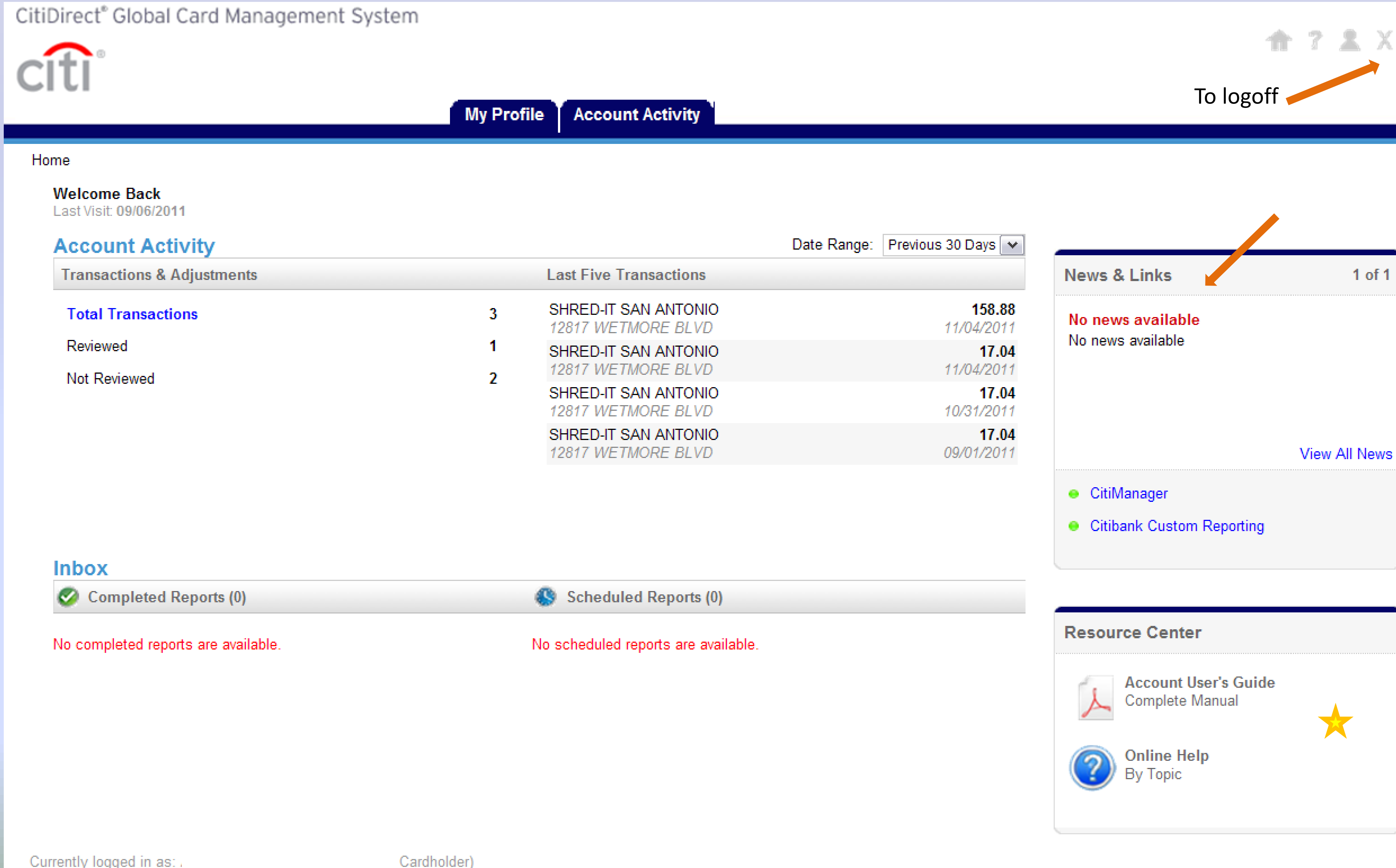
Select the CitiDirect Global Card Management System (GCMS)

First log in…

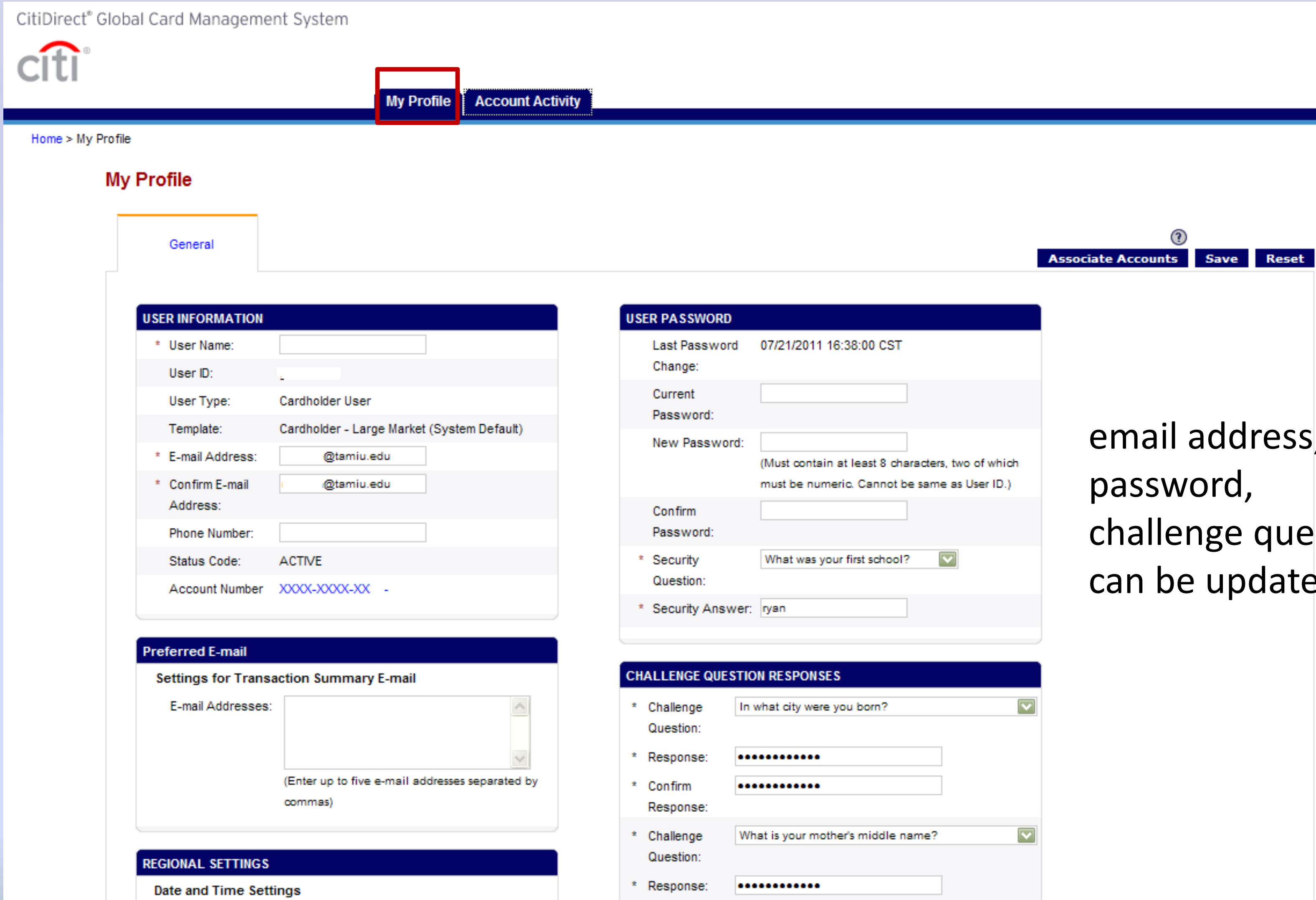


www.citimanager.com → CitiDirect® Global Card Management System link

Main Screen

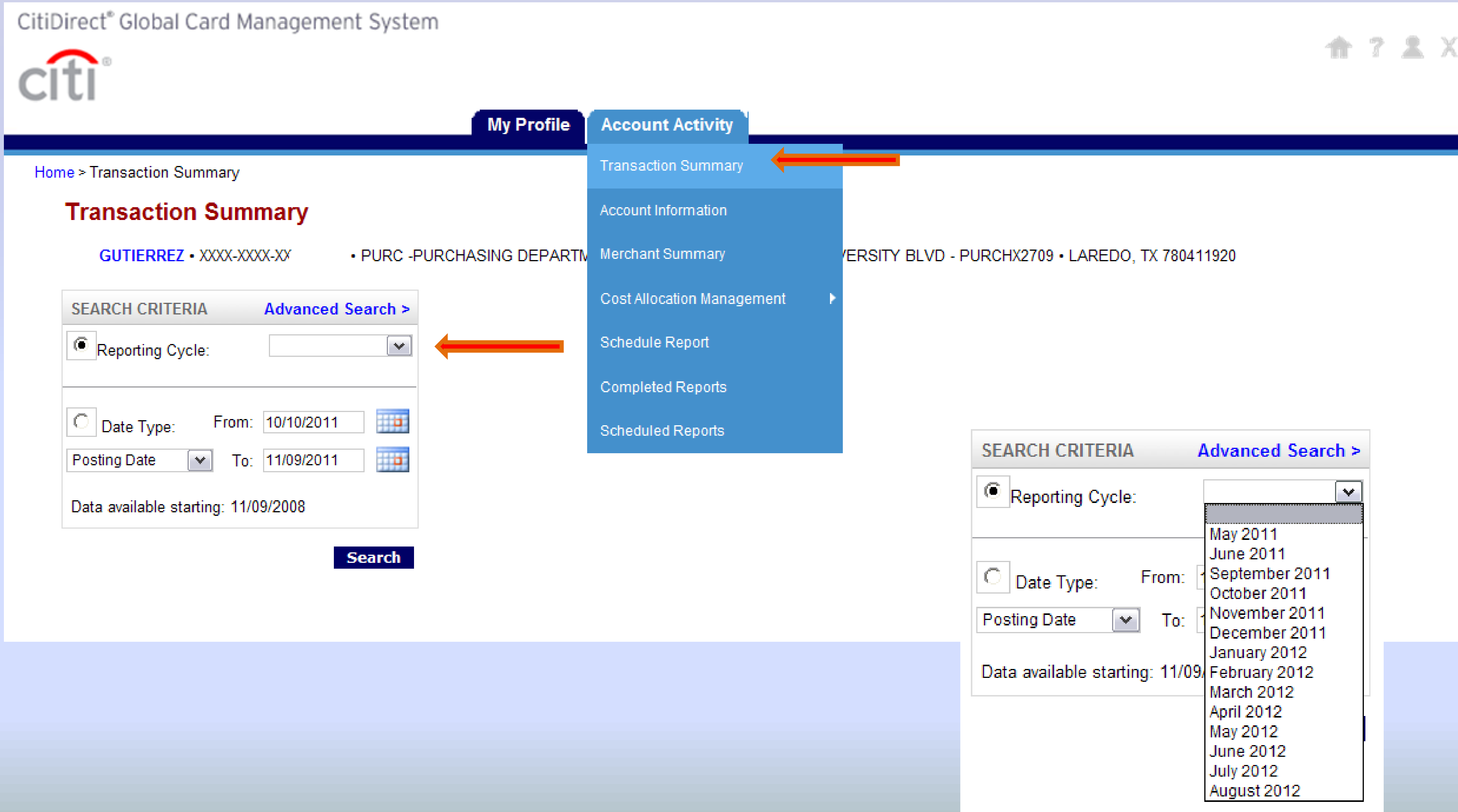

CitiDirect® Global Card Management System
citi
My Profile
Account Activity
To logoff
Home
Welcome Back
Last Visit: 09/06/2011
Account Activity
Date Range: Previous 30 Days
Transactions & Adjustments
Last Five Transactions
Total Transactions 3
Reviewed 1
Not Reviewed 2
SHRED-IT SAN ANTONIO 158.88
12817 WETMORE BLVD 11/04/2011
SHRED-IT SAN ANTONIO 17.04
12817 WETMORE BLVD 11/04/2011
SHRED-IT SAN ANTONIO 17.04
12817 WETMORE BLVD 10/31/2011
SHRED-IT SAN ANTONIO 17.04
12817 WETMORE BLVD 09/01/2011
News & Links
1 of 1
No news available
No news available
View All News
CitiManager
Citibank Custom Reporting
Inbox
Completed Reports (0)
Scheduled Reports (0)
No completed reports are available.
No scheduled reports are available.
Resource Center
Account User's Guide
Complete Manual
Online Help
By Topic
Currently logged in as: .
Cardholder)

My Profile Tab



email address, password, challenge questions, can be updated

Account Activity



Transaction Screen

SEARCH CRITERIA Advanced Search >

Reporting Cycle:

Date Type: From: 07/19/2011

Posting Date To: 08/18/2011

Data available starting: 08/18/2008

Search

1 - 7

Expand All | Collapse All

Accounting Details

Send Email Save Reset

SEARCH RESULTS Search Total: 3,559.38

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
		08/09/2011	08/08/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	731.72			
		08/09/2011	08/08/2011	ACADEMY SPORTS #120 LAREDO, TX -78045	319.97			
		08/11/2011	08/10/2011	COOPER'S PURCHASING LAREDO, TX -78041	1,600.00			
		08/12/2011	08/10/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	190.82			
		08/12/2011	08/10/2011	THE HOME DEPOT 6540 LAREDO, TX -78041	128.47			
				Split 1: Split - ROSIN SOLDER	7.47	0.00	0.00	
				Split 2: Split - TOOL TOTE	59.00	0.00	0.00	
				Split 3: Split - 4' FG STEP	62.00	0.00	0.00	
		08/16/2011	08/15/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	409.90			
		08/17/2011	08/15/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	178.50			

Split Transaction

Search Total: 3,559.38

Expand All | Collapse All

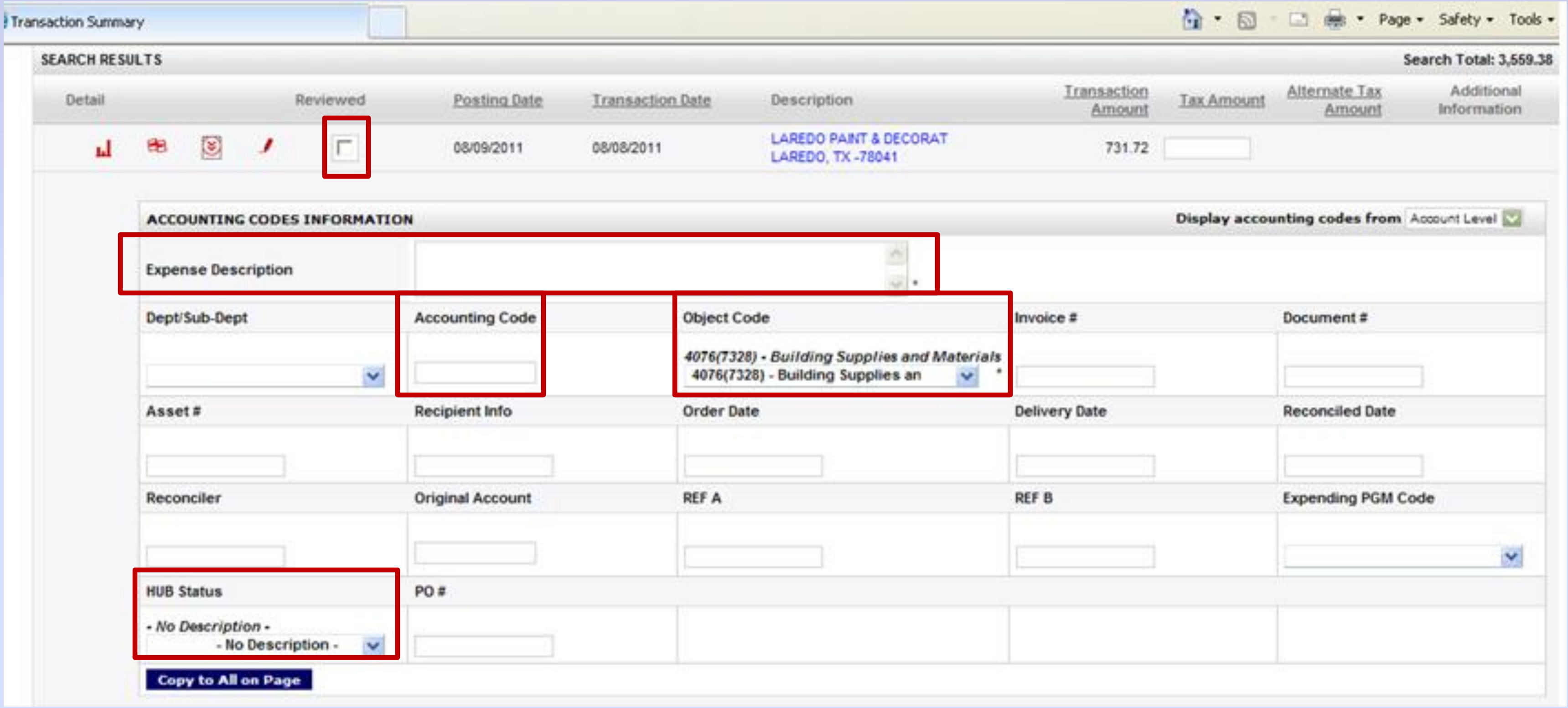
Send Email Save Reset

1 - 7

Clicking on the Accounting Details icon will take you to …

Required Fields

Your transaction information expanded so that you can enter **<u>the required</u>** fields (boxed below in red).



You will NEED to select the ‘Reviewed’ box once all of your transaction information is inputted. Clicking this box will lock all of the information so that you will no longer be able to edit the transaction. Make sure this is selected before you begin running your report.

Splitting Transactions

1- When you buy items, in a single transaction, that have different object codes

2- When you are paying for items with more than one account

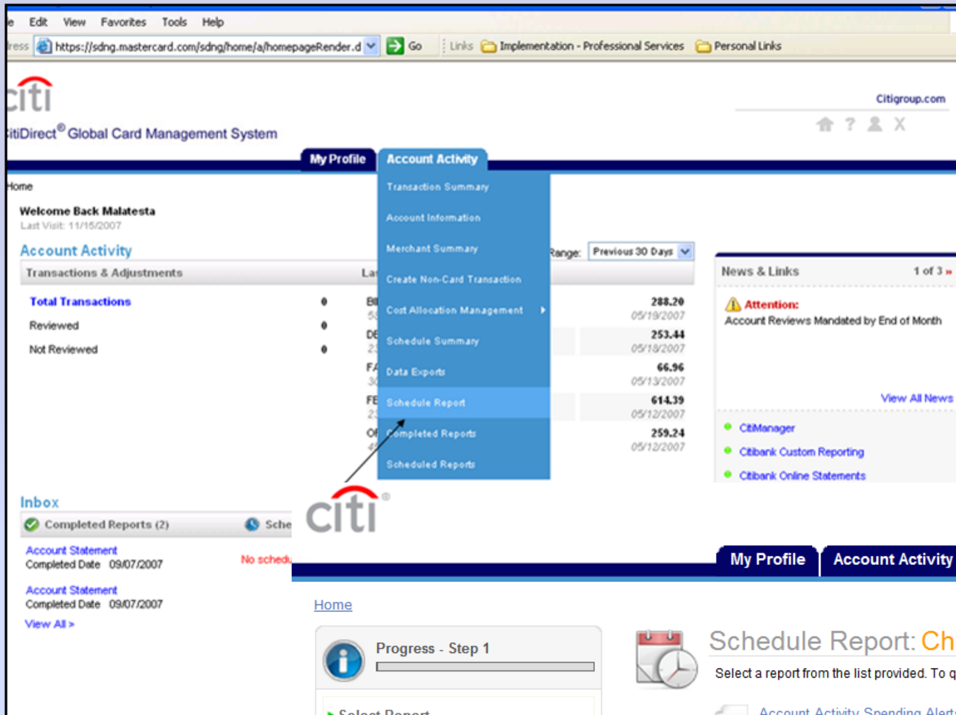
** The number of splits depends on the number of object codes/accounts you will be using

- Click the icon to add the splits. This will take you to the following screen, where you will enter the number of splits you need.

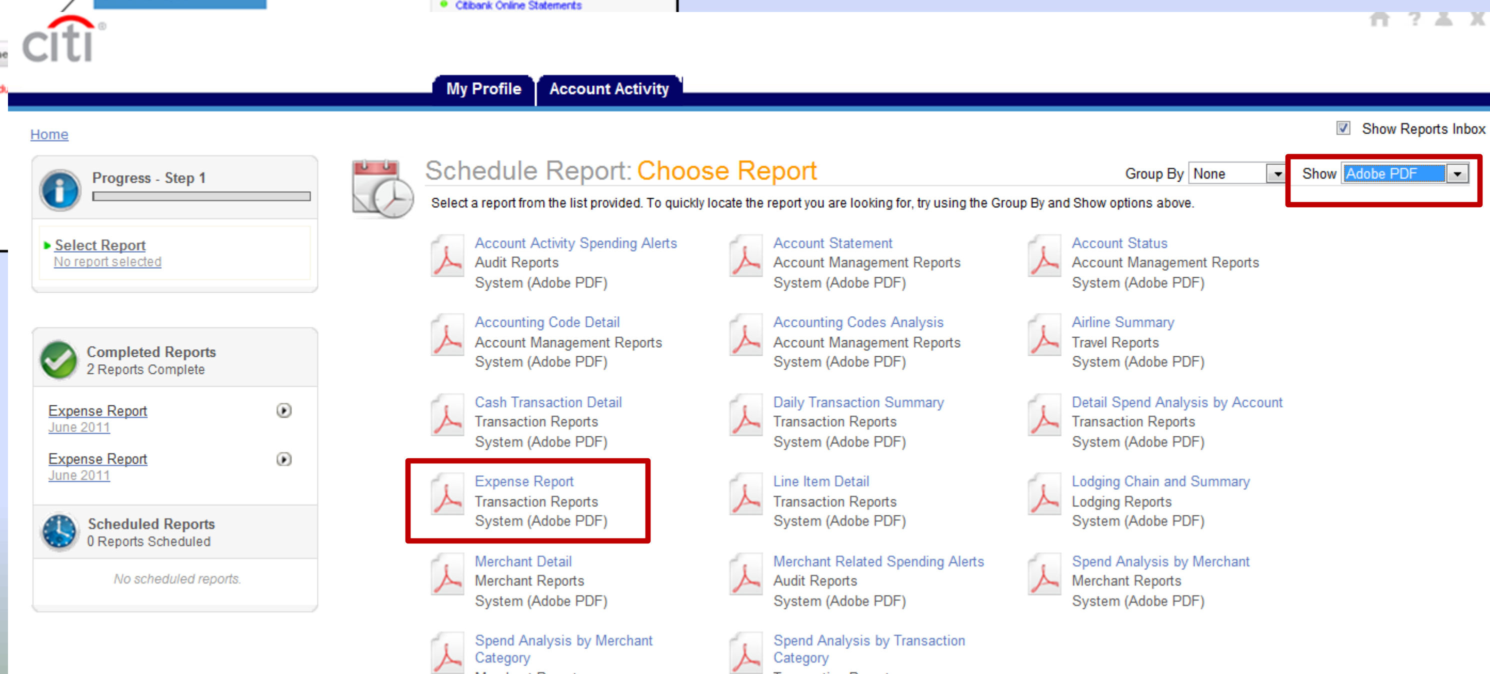
- Once you click "Add" you will see this:

- From here you will click the icon for each split and reconcile as you would on a regular/unsplit transaction.

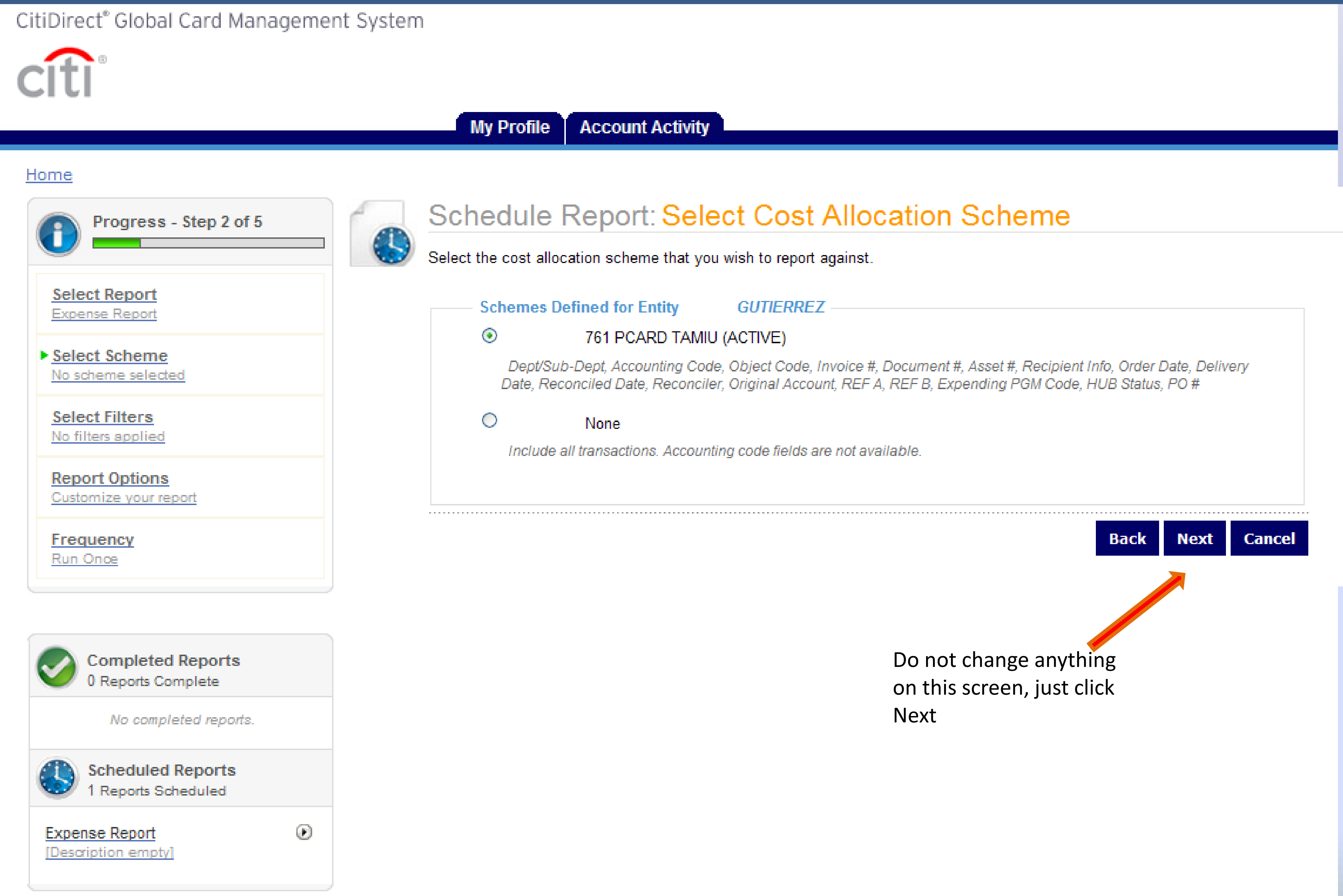
Running Reports



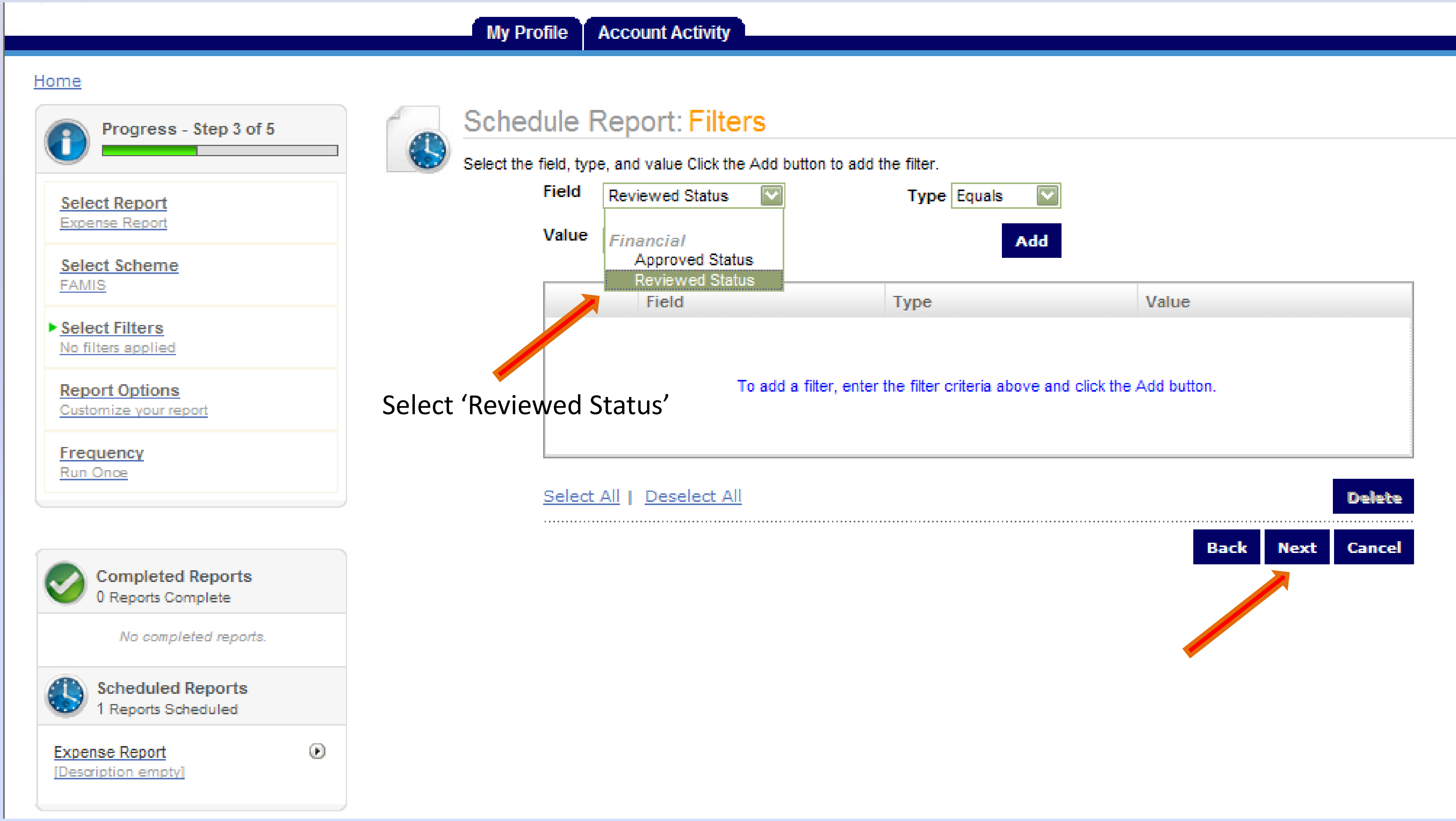
Account Activity tab, then select 'Schedule Report'



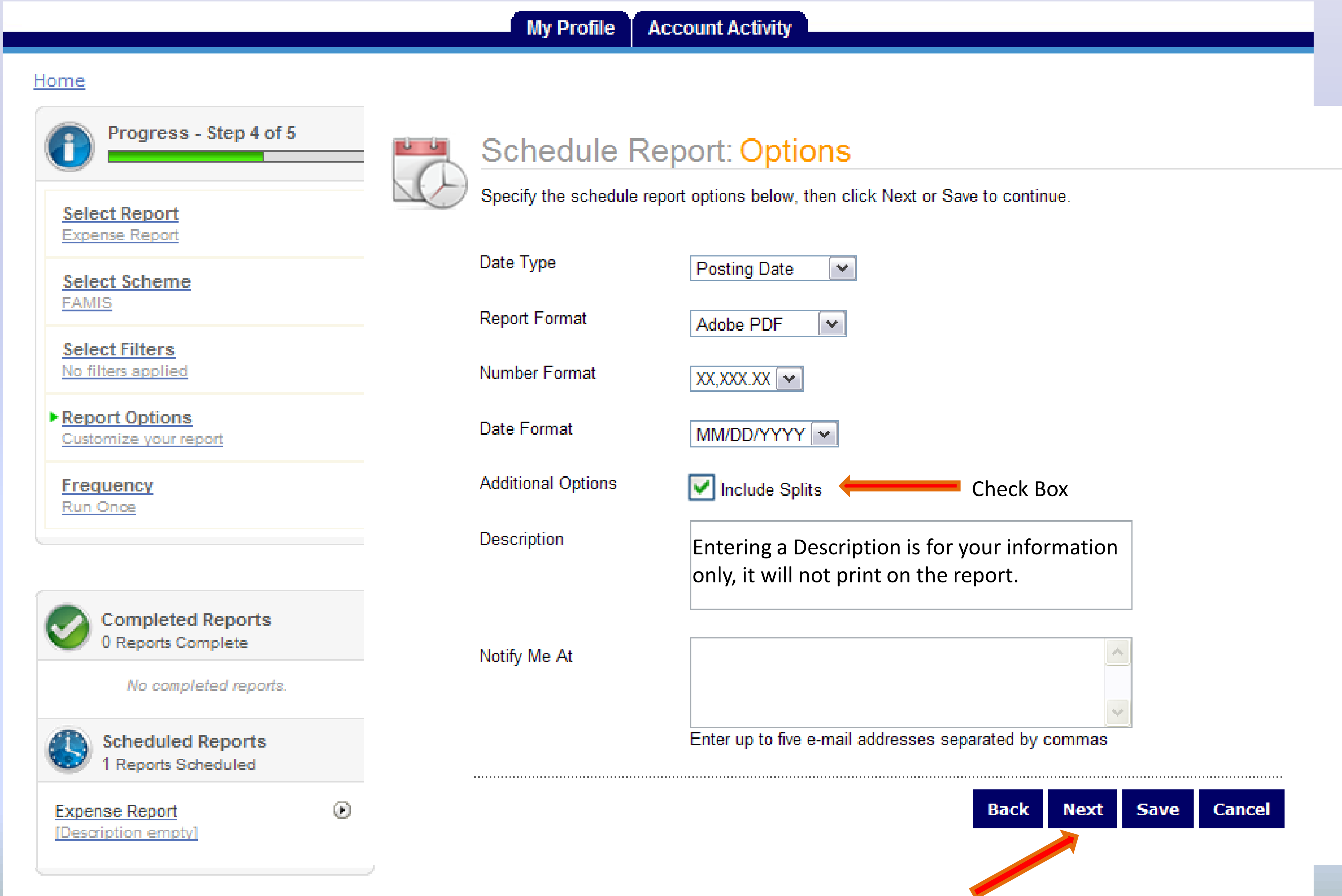
Select the Expense Report

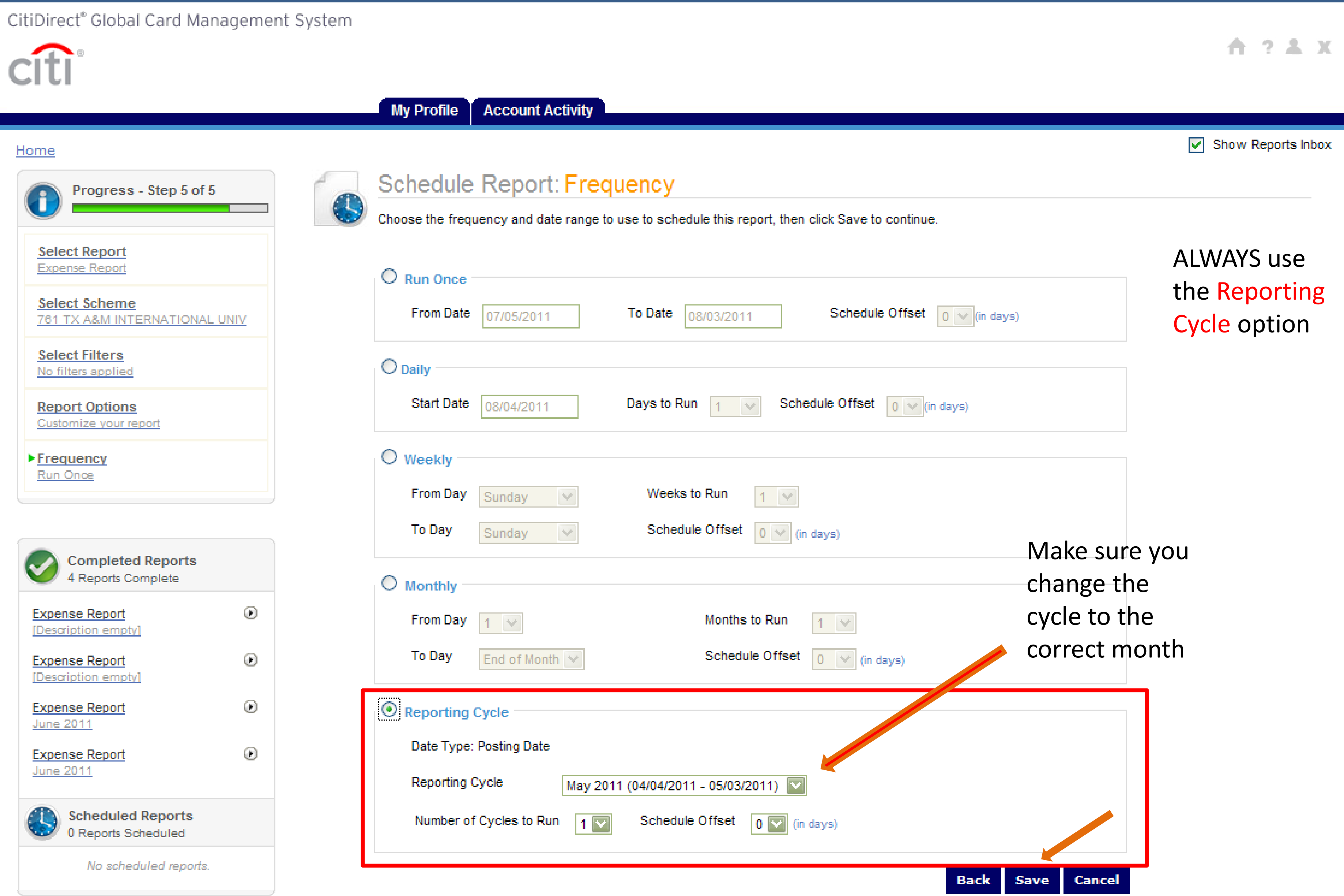


Do not change anything on this screen, just click Next



Select ‘Reviewed Status’

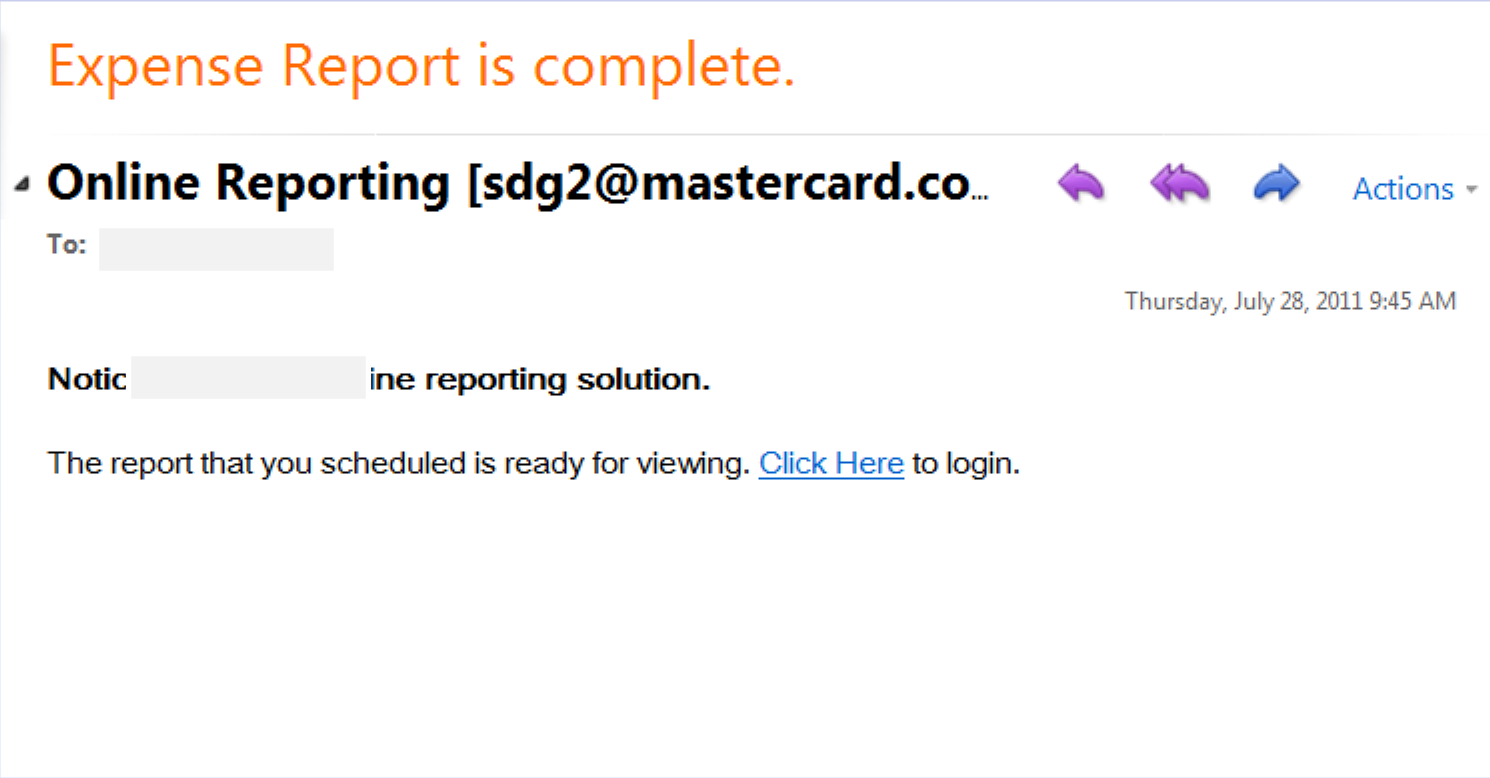

My Profile
Account Activity
Home
Progress - Step 4 of 5
Select Report
Expense Report
Select Scheme
FAMIS
Select Filters
No filters applied
Report Options
Customize your report
Frequency
Run Once
Completed Reports
0 Reports Complete
No completed reports.
Scheduled Reports
1 Reports Scheduled
Expense Report
[Description empty]
Schedule Report: Options
Specify the schedule report options below, then click Next or Save to continue.
Date Type
Posting Date
Report Format
Adobe PDF
Number Format
XX,XXX.XX
Date Format
MM/DD/YYYY
Additional Options
Include Splits
Check Box
Description
Entering a Description is for your information only, it will not print on the report.
Notify Me At
Enter up to five e-mail addresses separated by commas
Back
Next
Save
Cancel



ALWAYS use the Reporting Cycle option

Make sure you change the cycle to the correct month

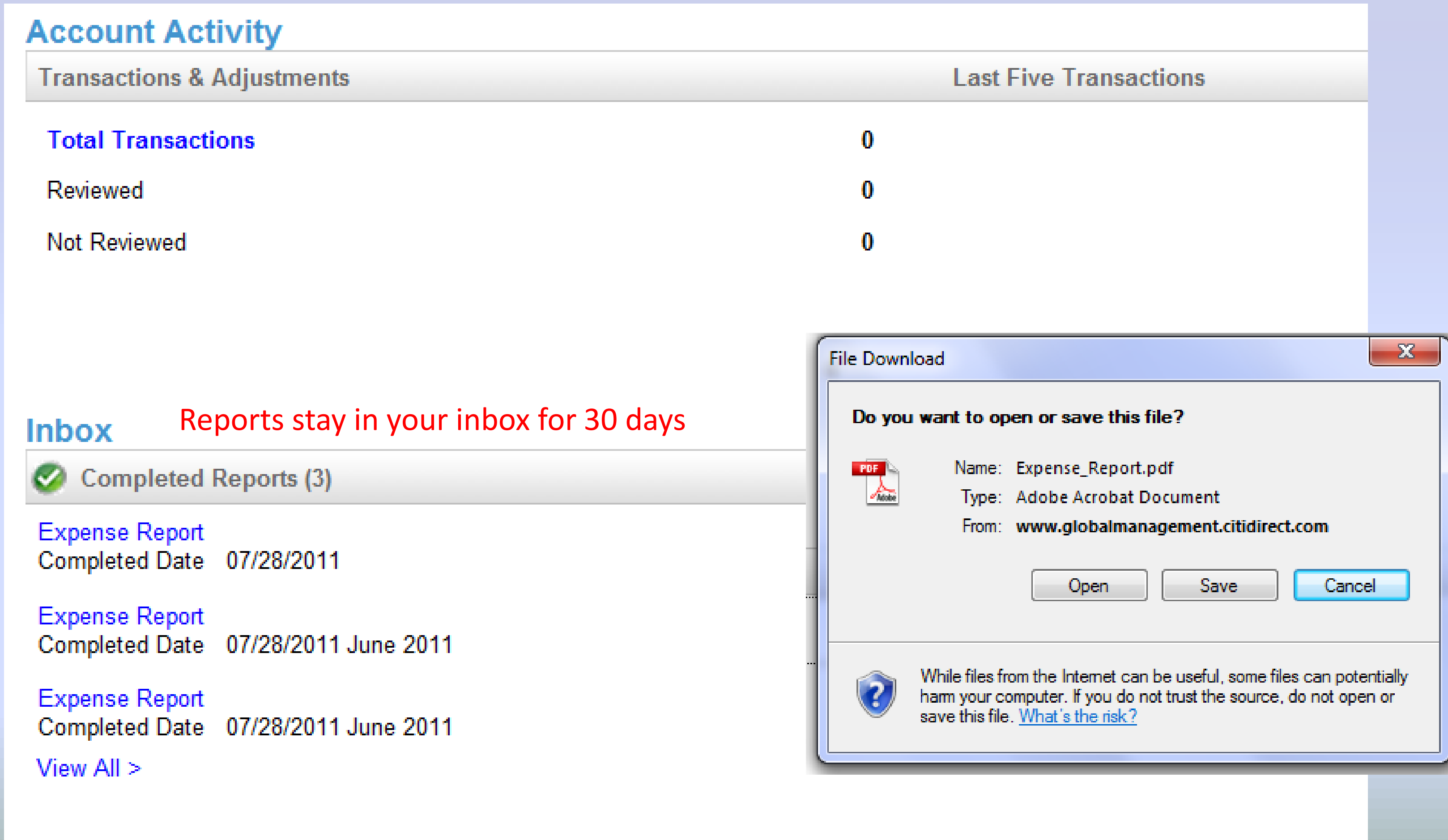
E-mail Notification



**You do not need to log out of GCMS, your report should only take a couple of minutes to be ready.

To print your report:

- Click on the link to your report and either Open or Save your report.



Expense Report

Posting Date:04/04/2011 - 05/03/2011

No data available.

- This is what your report should look like, with transaction information

Copyright © 2011 Citigroup Inc.

Run Date :07/28/2011
ANN E GUTIERREZ (AGutierrez, Cardholder User)

For questions contact:

Laura Gamez

X2343

Annie Gutierrez

X2709