

Texas A&M International University

PROCUREMENT CARD PROGRAM GUIDE

Citibank MasterCard

(Revised July 2016)

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TEXAS A&M INTERNATIONAL UNIVERSITY
PROCUREMENT CARD PROGRAM GUIDE

OVERVIEW

Procurement Card Program

The Purchasing Office offers to all Texas A&M International University Departments a simplified way in which to order and pay for goods. The Procurement Card (Pro Card) Program is a fast, flexible purchasing method for processing non-restricted/delegated commodity purchases from suppliers that accept credit cards. The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method of facilitating the delegated purchasing and payment for small dollar transactions. If used to its potential, the program will result in a significant reduction in the data entry of limited requisitions, receiving, invoices, and vouchers and reduction in related documentation. The Pro Card can be used with any supplier that accepts MasterCard as a form of payment.

All purchasing statutes, rules, policies, and procedures must be adhered to when utilizing the Pro Card.

State Procurement Card Contract

The terms and conditions of the Pro Card contract are specified and awarded by the State of Texas. Texas A&M International University is utilizing the State of Texas contract for Pro Card services with Citibank. Texas A&M International University and its' cardholders must comply with the terms and conditions of the state contract in the implementation of this program.

Information on the State's program may be found on the [State of Texas Charge Card Program](#) website.

Procurement Card Program Guide

This Procurement Card Program Guide provides the guidelines for using the Pro Card. **PLEASE READ IT CAREFULLY.** Your signature on the application and the Procurement Card Agreement (Attachment A) certifies that you understand the intent of the program and agree to follow the established guidelines.

Important Points of the Program

The following important points should be reviewed before using the Pro Card:

- The Pro Card is issued in your name. **All purchases using the Pro Card must be made *only* by you.** You are responsible for the security of the Pro Card and the transactions made with it. **Failure to follow the Procurement Card Guidelines can result in corrective action, including termination of employment.**

- Pro Cards must not be shared as this forfeits your dispute rights with Citibank.
- State Statute (SB583) prohibits state entities from buying from vendors who are under “warrant hold” status. Cardholders must verify vendors’ “warrant hold” status on the Comptroller of Public Account’s website.
- You can use the Pro Card with any vendor that accepts MasterCard and is not on the restricted list (merchant category codes restricted by the University/State). It may be used for in-store, mail, telephone, and fax purchases/orders.
- You may use the Pro Card to purchase supplies within your delegated limits. Use must not exceed the monthly credit limit assigned to the Pro Card.
- Transaction reconciliations are due to the Purchasing Office immediately after the closing of the monthly cycle. Expense Reports submitted after the 13th of the month are late.
- The Pro Card Program is **not intended to avoid or bypass appropriate purchasing or payment procedures**. This program complements the existing processes.
- The Pro Card is **not for personal use**.
- The Pro Card must be returned to the Program Coordinator upon your transfer or termination of employment.
- Training is required before employees can receive or begin using Pro Card. The Program Administrator and/or Program Coordinator may require a cardholder to attend additional training.

GENERAL INFORMATION

Program Administrator and Program Coordinator

The Program Administrator (Director of Purchasing) was designated by Texas A&M International University for questions, issues, and administration of the program. The Administrator is knowledgeable on all procedures related to the Procurement Card Program.

The Program Coordinator is charged with reviewing and keeping documentation for Pro Card activity. The Coordinator is knowledgeable about the program, guidelines and related forms.

Procurement Card Coordinator

Laura Echandy

(956) 326-2343

laura.echandy@tamiu.edu

Cardholders shall first contact the Coordinator, who will answer questions in regards to the program. The Coordinator may refer questions to the Administrator as necessary. For additional assistance, please call the Purchasing Office at x2351 or e-mail purchasing@tamiu.edu.

Department Supervisor

The department supervisor is responsible for designating cardholders and for approving monthly Pro Card expense reports for all cardholders under their supervision. Approval of expense reports by supervisors is meant to ensure that all cardholder purchases are within policy. The supervisor should assist the cardholder with understanding purchasing regulations and is responsible for reviewing all backup documentation attached to cardholder expense reports.

Cardholder

The cardholder is the person designated by a supervisor to apply for, receive and use the Pro Card for purchasing allowed supplies/items within the University spending limits. The cardholder is responsible for following the University's purchasing guidelines in regards to purchases, selection of vendors, security of card, and monthly credit card reconciliation.

Citibank Customer Service

The Pro Card 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 about their Pro Card account.

The Customer Service number is: **1-800-248-4553** (located on the back of the card).

PROCUREMENT CARD CONTROLS

Credit Limits

All Pro Cards have monthly spending limits. Limits may vary for each cardholder and will be established by the Program Administrator. Requests to change limits must be sent to the Program Administrator via e-mail by the department supervisor and must be approved by the VP for Finance and Administration.

If the request is granted the Program Card Coordinator will process the request.

Transaction Limits

The Pro Card single transaction limit is set at \$5,000.00 per cycle. This is the amount available on the Pro Card for a single purchase. A transaction amount includes the purchase price plus any applicable freight. A cardholder must not have expenditures over the set limit per cycle or the purchase will be declined. Cardholders may not split purchases over several months in an effort to remain under the established transaction limit. Splitting purchases will be grounds for cancellation of the Pro Card.

Restricted Vendors

The Pro Card Program may be restricted for use with certain types of suppliers and/or merchants. If you present your Pro Card for payment to these vendors the authorization request will be declined.

Historically Underutilized Business Program Guidelines

It is the policy of Texas A&M International University to involve qualified Historically Underutilized Businesses (HUBs) to the greatest extent allowed by law in the University's construction contracting, professional services, and purchase, lease or rental of all supplies, materials, services, and equipment. The University, its contractors and subcontractors will not discriminate on the basis of race, color, religion, national origin, sex, disability, political belief, or affiliation in the award of contracts. **Every University employee has the responsibility of making a good faith effort in ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the University.** Texas A&M International University has adopted HUB Policy as outlined by The Texas A&M University System Policy 25.06.

A list of HUB vendors may be found on the Texas State [Comptroller's website](#). A partial list of vendors can be found on the Texas A&M International University Purchasing Office website.

Sales and Use Tax

Texas A&M International University, as a state agency, is **tax exempt** and the credit card so indicates. It is a cardholder's responsibility to ensure taxes are not being applied to your purchases. A tax exemption certificate is available through the Business Office.

Security of the Pro Card

The cardholder is responsible for the security of the card. This card will be treated with the same level of care as cardholders would use with personal credit/debit cards. Cardholders must keep the account number and card secure and shall never posted either in a work area or leave it in an exposed place. Pro Cards and any card information should be kept in an accessible but secure location.

The only person authorized to use the Pro Card is the cardholder whose name appears on the card. The card is to be used for business purposes only. Unauthorized use of the Pro Card can result in disciplinary action being taken by the University, including termination of employment.

Employment Transfer/Termination

When a cardholder terminates employment with Texas A&M International University or transfers to another department within the University, the cardholder and/or department supervisor has the specific obligation to return the Pro Card to the Program Coordinator. Prior to departing the University all cardholders must reconcile any pending transactions and turn in supporting documentation to the Program Coordinator as part of the separation of employment process.

Lost or Stolen Cards

If a Pro Card is lost or stolen, immediately contact Citibank's Customer Service at **1-855-867-0772**. After contacting Citibank notify the Program Coordinator and the department supervisor.

PROCEDURES

Obtaining a Pro Card

To obtain a Pro Card the following process will be followed:

1. Cardholder must fill out an application which the department supervisor must approve and forward to the Program Coordinator. The application is available on the Purchasing Office website or by clicking [here](#).
2. Program Coordinator will submit Pro Card application to Citibank. (Please allow up to 10 business days for your card to be received at the Purchasing Office.)
3. Once the card is received, the Program Coordinator will contact the applicant to schedule the required training. The applicant must bring a photo ID to the training for verification of identification.
4. The applicant will attend the training (approximately 45 minutes in length) and will sign the Procurement Card Agreement (Attachment A).
5. The cardholder must sign the back of the card and set up access to [Citi's website](#).

About the Card

A Pro Card will be issued with the cardholder's name and will have printed on it the State of Texas emblem and the wording "**OFFICIAL USE ONLY**" clearly indicted on the card. This card is for University business purposes only and it may not be used for any personal transactions. **It is important you understand that you are personally responsible and accountable for the ethical use of the Pro Card.**

Reconciliation

All credit card transactions must be reconciled on [Citibank's GCMS website](#) as they appear on the transaction list. The correct object code must be used at all times.

At the end of each billing cycle (3rd of every month- except weekends or holidays) the cardholder must verify all transactions and ensure that all information has been input into the system. Once reconciliation is complete, cardholders will print out their expense report for the applicable cycle and attach all supporting documentation to the report. Expense Reports shall then be forwarded to the department supervisor for approval and signature.

Expense reports require the signature of both the cardholder and their immediate supervisor. **Under no circumstances will both the purchaser and approver be the same person.** The Expense Report shall then be routed to the Purchasing Office for review.

NOTE: If the supervisor is not available and their absence will delay the report so as to cause the

cardholder to be non-compliant with the deadline established by the Purchasing Office (13th of the month at latest), the report should be forwarded to the appropriate VP for approval and signature.

After three (3) late Expense Report submissions the Program Card Administrator may suspend or cancel cardholder privileges.

Documentation

The following documentation is required to be retained and submitted with the Expense Report:

- Sales receipts
- Credit card receipts/slips
- Other information or correspondence related to the purchase
- Credit receipts
- Reimbursement/Payment of Business Meals Form (must be signed by a VP)
- Prize/Gift Log

It is the cardholder's responsibility to **always obtain an itemized receipt** for each transaction when using the Pro Card. The receipts should be kept in a safe place and retained in the department until the end of the Pro Card cycle. Receipts are the University's official records and will be required for audits.

If a receipt is unattainable the cardholder must fill out the Supplemental Documentation/Missing Receipts Form, available on the Purchasing website or [here](#). Repeated instances of missing receipts may be grounds for cancellation of cardholder privileges.

Disputes

Any transaction discrepancies identified will be investigated promptly and any action taken will be recorded under "Description" and documentation attached to the log. It is the cardholder's/department's responsibility to resolve all discrepancies.

Approvals

In the case of purchases made by Vice Presidents and the President, the following approval will be followed:

Cardholder Signature Line

President
VP for Finance & Administration
Provost & VP for Academic Affairs
VP for Institutional Advancement
VP for Student Success

Department Head Signature Line

VP for Finance & Administration
Provost & VP for Academic Affairs
VP for Finance & Administration
President
VP for Finance & Administration

Purchasing Guidelines

As an agency of the State of Texas and institution of higher education, we are bound by certain state, local and federal laws and guidelines. As such, all purchases must be in accordance with the laws of the State of Texas and the purchasing procedures of The Texas A&M University System and Texas A&M International University. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their department delegated authority.

Single/Vendor Transaction Limit	\$5,000.00
Monthly Transaction Limit	\$5,000.00

As a reminder, the departmental delegated authority is for limited purchases. 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 The Texas A&M University System and Texas A&M International University purchasing procedures. These delegated limits help ensure that large-dollar purchases comply with University and State requirements for competitive bids. Cardholders who split purchases or bypass transaction limits will be reported to the appropriate VP for corrective action and cardholder privileges will be taken away.

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 will follow these guidelines when using the Pro Card:

1. Identify the commodity class and item of goods or services to be purchased and determine whether the transaction is allowed on the Pro Card.
2. Check the Texas State Comptroller's websites for HUB vendors on the [Centralized Master Bidder's List](#).
3. Check the State of Texas Contracts. If the item is on State Contract utilize the Contract. All items on State Contract may be found through the [Comptroller's website](#).
4. If the purchase is greater than \$500.00, verify that the vendor is not on the [State of Texas Vendor Hold List](#), [State of Texas Debarred Vendor List](#) or the [Excluded Parties List](#).

Statute prohibits state entities from buying from vendors who are in "warrant hold" status. Vendors are on warrant hold for reasons such as being in debt to the State, tax delinquency, student loan default, or failure to pay child support. It will be the responsibility of the cardholder placing an order to insure that "warrant hold" status is verified **before committing funds** on behalf of the University.

Acceptable Purchases

All purchases must be made in accordance with the applicable statutes and regulations, the State Comptroller's rules, The Texas A&M University System and Texas A&M International

University's policies and procedures (refer to [Guidelines for Disbursement of Funds](#)).

A State Agency **may not pay for goods before they are delivered** to the agency. The cardholder needs to ensure goods will be received before the statement due date. The University's closing date will be on the 3rd of each month with payment due within 30 days. Vendors should only charge the account when goods are shipped, this includes backorders.

Examples of Acceptable Purchases

Supplies-Office General (consumable)	4010	Supplies-Paper Good & Janitorial	4011
Supplies-Education (books, videos, exams)	4012	Supplies-Research	4013
Supplies-Other	4014	Food Purchases (Research, Seminars, Teaching)	4050
Subscription, Periodicals & Info Services	4025	Computer Consumables (toner, cartridges)	4020
Medical Supplies	4045	Parts- Motor Vehicles (air filter, batteries)	4065
Parts-Machinery & Equip	4066	Shop & Industrial Supplies (tools)	4075
Building Supplies & Material	4076	Furnishings & Equipment (non-inventory: staplers, tape dispensers, hole punches)	4085
Uniforms/Clothing (without artwork/customization)	5755	Computer Part/Supply (USBs/cables)	4090
Employee Training/Tuition	5217		
Telecom- Parts & Supplies	5120		
M&R-Motor Vehicles ¹	5511	Employee Training-Registration Fees	5215
M&R-Medical Equipment	5513	M&R Machinery & Equipment ¹	5512
Medical, Scientific & Lab Equip	5751		
Shop & Industrial Equip	5753	Rental of Exhibit Space (booth/table)	5871
Fabrication of Equipment	5772	Rental of Tools & Equipment	5810
Other Expenses- Local Only (flowers, plants)	6335	Catering Services (Only ARAMARK) ²	6338
Food Purchases (other than 4050) ²	6339	Business Meals ²	6340
(water/sodas/coffee/creamers as approved by VP)		Participant Costs/Fees	6367

Examples of Restricted Purchases

Advertising	Medication
Alcohol	Memberships
Capital Equipment	Microwave
Cell Phones	Postage/Overnight Packages
Chemicals	Printers
Computer (includes software/hardware)	
Controlled Assets (see below for definition)	Printing/Copying
Consultant Services	Promotional items with TAMIU/dept/other artwork ³
Copy Paper (contact Printing Services)	Radios (hand-held/2-way)
Entertainment (theater, golf course, bowling, tourist attraction, exhibits, etc.)	Refrigerators
Freight Charges	Services (contact Purchasing)
Furniture	Shredders (use contract)
Gasoline	Social Club Dues
Gift Certificates/Gift Cards/Vouchers	Uniforms
Hazardous/radioactive materials	Travel (airlines, car rentals, hotels, motels, railroads, cruise lines, travel agencies, tolls, etc.)
Items for Personal Use	
Meals/Food (individual cardholder meals)	

¹ All Maintenance & Repair (5510 through 5545) purchases must be for the service of actual repair costs,

These codes **do not** include maintenance agreements.

²Proper documentation for meals purchased on the Pro Card **must** always be submitted with the Expense Report.

The Reimbursement/Payment of Business Meal form must be attached to all food receipts and must be approved by the appropriate VP, without exception. Information on the form should include: who, what, when, where and why as justification for the purchase. ONLY local accounts may be used for food purchases. The form may be found on the Purchasing Office website or by clicking [here](#).

³ These include the following; pens, pencils, binders, cups, tote bags, shirts, etc.

Controlled Assets

The State of Texas Comptroller has defined the following items as **controlled assets**: facsimile machines, stereo systems and other audio equipment, cameras, video players/recorders, televisions and data projectors.

These items, if less than \$500, are not considered controlled assets by the state and may be purchased with the Pro Card if not restricted above. Items whose cost exceeds \$500 **must** be purchased by means of a requisition.

Firearms/ammunitions, cash registers, desktop and laptop computers, smartphones, tablets and other handheld devices at any cost are controlled assets and **may not** be purchased with the Pro Card.

Individual items that are purchased separately but work as one (for example a camera and lens), must be purchased through a requisition if the combined total of the items is over the \$500 threshold.

If you need further clarification regarding controlled assets please call the Purchasing Office at 326-2343.

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 kept.

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 Department 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 products. Also, instruct the vendor to label packages and packing slips with "Procurement Card" to facilitate/expedite delivery of your supplies.

Audit of Expense Report

The Expense Report and supporting documentation become official University records and will be maintained in the Business Office in accordance with the University's record retention schedule. The records for the Pro Card purchases will be required when Texas A&M International University is audited. These records may be audited by the Texas A&M International University Finance and Administration, Budgets, and/or Purchasing Offices, by Texas A&M University System auditors, or by state auditors.

Transactions on completed expense reports, after being submitted to the Purchasing Office, will be audited to ensure compliance with Pro Card guidelines. Expense Reports that are inaccurate will be returned to the department for correction. Instances of noncompliance will be reported by the Purchasing Office to the appropriate VP for corrective action.

The Program Administrator will contact cardholders for purchases that are questionable. Should the purchase be disallowed, the cardholder or department will be held liable for reimbursing the University.

The Program Administrator and/or Program Coordinator may require a cardholder to attend additional training based on use and understanding of the Pro Card Program.

Statement and Payment

A statement for each cardholder will be available by logging into your account on the Citibank website. Citibank will mail one summary billing to the Program Administrator listing all transactions, by cardholder, for the billing cycle. The Business Office will pay the bill in full. Texas Government Code requires the Business Office to audit all vouchers before they are submitted to the State Comptroller's Office for payment.

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 and individual liability.

Returns, Credits and Disputed Charges

Review of transactions/statements is vital to ensure the account is properly credited for returns, credits, and disputed charges. The returned, credited, or disputed item **must** be noted on the Procurement Card 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 noted as such on the Expense Report.
- **Credits:** If an item is accepted as a return by the supplier, a credit for this item should appear on the same or following month statement. All credits should be indicated in the expense report.
- **Disputed Charges:** If a cardholder finds a discrepancy on a monthly statement, it is the cardholder's responsibility to make every attempt to first resolve the issue directly with the supplier. All disputed items should be indicated in the Expense Report. Copies of all correspondence with the vendor must be kept as documentation. A cardholder is responsible for the security of the Pro Card and the transactions made with it. Pro Cards must not be shared, it forfeits your dispute rights with Citibank.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder should contact Citibank directly and follow dispute procedures as instructed.

Card Termination

When a cardholder terminates employment with the University, the cardholder has the specific obligation to return the Pro Card to the Purchasing Office prior to the employee's termination date. All paperwork for transactions pending the closing of the cycle must be submitted to the Program Coordinator.

Multiple notifications to a single department for insufficient budgets by the Business Office may result in revocation of all department cards.

If it is found that a cardholder has not used the Pro Card for three consecutive accounting periods (3 cycles) the card may be revoked at the discretion of the Program Administrator.

Cardholders who are found to be lending out their cards to other University employees for their use will be written up by the Program Administrator and will be forced to forfeit their credit card. The account will be cancelled immediately.

Noncompliance with State and University purchasing procedures will be grounds for revocation of cards of individual cardholders. In the case of continued non-compliance or careless use of the Pro Card program after review by the Program Administration, cancellation of the cardholder's account or of all of the division's or department's Pro Cards may be recommended.

**TEXAS A&M INTERNATIONAL UNIVERSITY
PROCUREMENT CARD AGREEMENT**

I, _____, hereby acknowledge receipt of my Procurement Card and training on the **Texas A&M International University** Procurement Card Program (“Program”).

Also, I acknowledge that I have read and understand the terms and conditions of the Program and I agree to comply with the terms and conditions. By signing this Agreement I accept full responsibility for the use of my University-issued Pro Card and for understanding the procedures and rules of the Program.

I understand that **Texas A&M International University** is liable to Citibank & MasterCard for all University charges but that I may be held liable as it is solely my responsibility to safeguard the credit card, to use it only as authorized, and to make use of the Program in an ethical and responsible manner at all times. I agree to use this card for **Texas A&M International University** approved purchases only and agree not to use the card to make purchases for individual gain or use.

I understand that **Texas A&M International University** will audit the use of this card and report any restricted/unauthorized purchases. I understand that the Program is a benefit and that it may be suspended or taken away at any time should the Program Administrator deem it necessary due to noncompliance or liability to the University. I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. I agree to reimburse the University for the cost of any disallowed purchases, even if I am no longer employed by the University.

I understand that **Texas A&M International University** may terminate my right to use this card at any time and for any reason. I agree to return the card to **Texas A&M International University** immediately upon request or upon termination of employment.

CARDHOLDER:

Signature: _____

Department: _____

Extension: _____

Last 8 Digits of Card: _____

Date: _____

APPROVAL (Purchasing Office Use ONLY):

Signature: _____

Date: _____

Print Name: _____

Extension: _____

ATTACHMENT B

**PROCUREMENT CARD PROGRAM
LINKS TO RELATED POLICIES, SAPS AND RULES**

25.07.03 Acquisition of Goods and/or Services

25.07.03.L1.01 Purchasing Procedures

21.01.12.L1.01 Food Purchases

07.01 Ethics

25.06 Participation by Historically Underutilized Business