



TEXAS A&M **INTERNATIONAL** UNIVERSITY

**PROCUREMENT CARD
PROGRAM GUIDE**
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PROCUREMENT CARD PROGRAM GUIDE OVERVIEW

Procurement Card Program

The Purchasing Office offers all Texas A&M International University Departments a simplified way to order and pay for goods. The Procurement Card (OneCard/Non-Travel) 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 delegated purchasing and payment for small dollar transactions. The use of the OneCard/Non-Travel results in a significant reduction in the data entry of requisitions, receiving, invoices, vouchers, and related documentation. The OneCard/Non-Travel 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 OneCard/Non-Travel.

State Procurement Card Contract

The terms and conditions of the OneCard/Non-Travel contract are specified and awarded by the State of Texas. Texas A&M International University is utilizing the State of Texas contract for OneCard/Non-Travel services with US Bank. Texas A&M International University and its' cardholders must comply with the terms and conditions of the state contract in implementing 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 rules and guidelines for using the OneCard/Non-Travel correctly. **PLEASE READ IT CAREFULLY.** Your signature on the application and the Procurement Card Agreement (Attachment A) certifies that you understand the program's intent and agree to follow the established guidelines.

Important Points of the Program

The following important points should be reviewed before using the OneCard/Non-Travel:

- The OneCard/Non-Travel is issued in your name. **All purchases using the OneCard/Non-Travel must be made only by you.** You are responsible for the security of the card and the transactions made with it. **Failure to follow the rules and guidelines can result in corrective action, including termination of employment.**
- OneCard/Non-Travel must not, in any instance, be shared. Sharing also forfeits dispute rights with US Bank.
- State entities are prohibited from buying from vendors under "warrant hold" status. Cardholders must verify that the vendor is not on the State of Texas Vendor Hold List. This list can be searched at <https://fmcpa.cpa.state.tx.us/tpis/search.html>.
- You can use the OneCard/Non-Travel 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 purchase supplies within your delegated limits using the OneCard/Non-Travel. Use must not exceed the assigned monthly credit limit.
- Transaction reconciliations are due immediately after the closing of the monthly cycle. Expense Reports submitted after the 13th of the month are late and subject to suspension or cancellation.
- The Pro-Card Program is **not intended to avoid or bypass appropriate purchasing or payment**

procedures. This program complements the existing processes.

- The OneCard/Non-Travel is **not for personal use.**
- The OneCard/Non-Travel must be returned to the Program Coordinator, with any pending charges fully reconciled, upon termination of employment.
- Training is required before employees can receive or begin using the OneCard/Non-Travel, without exception. The Program Administrator and/or Program Coordinator may require a cardholder to attend additional training.

ONECARD/NON-TRAVEL PROGRAM INFORMATION

Program Coordinator

The Program Coordinator is charged with reviewing and keeping documentation for OneCard/Non-Travel activity. The coordinator is thoroughly knowledgeable about the program, guidelines, and related forms.

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Cardholders shall first contact the coordinator, who will answer questions about the program. The coordinator may refer questions to the Administrator as necessary. For additional assistance, call the Purchasing Office at x2343 or e-mail purchasing@tamiu.edu.

The Program Administrator (Director of Purchasing) was designated by Texas A&M International University for questions, issues, and program administration. The Administrator is knowledgeable in all procedures related to the Procurement Card Program and reserves the right to make OneCard/Non-Travel use/purchasing decisions as necessary.

Department Approver

The department approver is responsible for designating cardholders and approving monthly OneCard/Non-Travel 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 approver is responsible for ensuring that all purchases are approved and reconciled correctly. The approver should assist the cardholder with understanding purchasing regulations and is responsible for reviewing all backup documentation attached to cardholder expense reports.

Vice President approval is required for all food purchases and should be obtained before purchasing. The completed food form must accompany the Expense Report.

As an approver, you certify the following:

- that each document within the expense report complies with applicable laws, policies, regulations, and rules;
- The goods or services covered by the expense report have been received, plus the payment matches the contract requirements; and
- The invoices for the goods and services are accurate and complete.

Cardholder

The cardholder is designated by a supervisor to apply for, receive, and use the OneCard/Non-Travel for purchasing allowed supplies/items within the defined University spending limits. The cardholder is responsible for following the University's purchasing guidelines, including purchases, selection of vendors, security of the

card, and monthly credit card reconciliation.

US Bank Customer Service

The OneCard/Non/Travel Program 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 their OneCard/Non-Travel account.

800-344-5696. Outside the U.S. 701-461-2010 collect. (located on the back of the card).

PROCUREMENT CARD CONTROLS

Credit Limits

All OneCard/Non-Travels 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 approver 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 typical OneCard/Non-Travel single transaction limit is \$5,000 per cycle. This is the amount available on the OneCard/Non-Travel for a single purchase. The transaction amount includes the purchase price plus any applicable freight. The single transaction limit cannot be increased unless approved by the Program Administrator in advance and in writing.

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 OneCard/Non/Travel.

Restricted Vendors

The OneCard/Non-Travel Program may be restricted for use with certain suppliers and/or merchants. Restrictions may be set by the state or by the University. If you present your OneCard/Non-Travel for payment to these vendors, the authorization request will be declined.

Purchases made from and payments made to [foreign entities](#) require pre-approval from the Office of Budget, Payroll and Fiscal Analysis and the Program Administrator. As such, cardholders are not allowed to use the OneCard/Non-Travel to pay a foreign entity. All cardholders should familiarize themselves with [export controls procedures](#).

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 is responsible for making a good faith effort to ensure 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 the 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](#).

Sales and Use Tax

Texas A&M International University, as a state agency, is tax-exempt, and the credit card indicates. It is the 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 OneCard/Non-Travel

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

The only person authorized to use the OneCard/Non-Travel is the cardholder whose name appears on the card. The card is to be used for business purposes only. Unauthorized use of the OneCard/Non-Travel can result in disciplinary action by the University, including termination of employment.

Employment Transfer/Termination

When a cardholder terminates employment with Texas A&M International University or is transferred to another department within the University, the cardholder and/or department supervisor has the specific obligation to return the OneCard/Non-Travel to the Program Coordinator. Before their departure or transfer, 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 OneCard/Non-Travel is lost or stolen, immediately contact US Bank's Customer Service at 800-344-5696. Outside the U.S. 701-461-2010 collect. After contacting US Bank, notify the Program Coordinator and the department supervisor.

PROCEDURES

Obtaining a OneCard/Non/Travel

To obtain a OneCard/Non-Travel, the following process will be followed:

The cardholder must fill out a request form application, which will be routed to the department supervisor for approval. The request [application](#) is available on the Purchasing Office website.

- The Program Coordinator will submit a OneCard/Non-Travel application to US Bank. (Please allow up to 10 business days for your card to be received at the Purchasing Office.)
- 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 identification verification.
- The applicant will attend the training (approximately 45 minutes in length) and will sign the Procurement Card Agreement (Attachment A).
- The cardholder must sign the back of the card and set up access to [US Bank Online Access](#) .

About the Card

A OneCard/Non-Travel will be issued with the cardholder's name and printed on it the State of Texas emblem and the wording "**OFFICIAL USE ONLY**" clearly indicated on the card. This card is for University business purposes only, and may not be used for personal transactions. **You must understand that you are personally responsible and accountable for the ethical use of the OneCard/Non/Travel.**

Expense Reconciliation

All credit card transactions must be reconciled with your Single Sign On (SSO) access and by selecting the Emburse tab. TAMUS has provided videos to assist cardholders in understanding Emburse and using it for

necessary program processes. Videos can be found: <https://vimeo.com/showcase/11660057>

At the end of each billing cycle (3rd of every month- except weekends or holidays), the cardholder must verify all transactions and ensure all information has been input into the system. **The correct object code must be used at all times.** Once reconciliation is complete, cardholders save and submit the expense report for the applicable cycle and attach all supporting documentation to the report. Incorrect expense reports may be returned to the cardholder for changes. In these cases, the reports must begin the routing process once again. A warning will be provided the first time an expense report is submitted late. On the second occasion, the card will be suspended for 2 weeks. Upon a third late submission, the Program Card Administrator may 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
- Copy of Warrant Hold verification for transactions over \$500.00

It is the cardholder's responsibility always to obtain an itemized receipt for each transaction when using the OneCard/Non-Travel. The receipts should be kept in a safe place and retained in the department until the end of the OneCard/Non-Travel 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](#), on the Purchasing website.

Repeated instances of missing receipts may be grounds for cancellation of cardholder privileges.

Approvals

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

<u>Purchaser</u>	<u>Approver</u>
• President, Provost & VP for Academic Affairs,	VP for Finance & Administration
• President, Provost & VP for Academic Affairs,	VP for Finance & Administration
• VP for Finance & Administration	Provost & VP for Academic Affairs
• VP for Institutional Advancement	President

Purchasing Guidelines

As an agency of the State of Texas and an institution of higher education, the University is bound by 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. Cardholders are responsible for compliance and strict adherence to all purchasing guidelines within their department's delegated authority.

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, or doing so would violate state laws, TAMUS regulations, and 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 may 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. In no situation should cardholders be receiving benefits from doing business with any vendors.

All cardholders will follow these guidelines when using the OneCard/Non-Travel:

- Identify the commodity class and item of goods or services to be purchased and determine whether the transaction is allowed on the OneCard/Non-Travel.
- Check the Texas State Comptroller’s websites for HUB vendors on the [Centralized Master Bidder's List](#).
- Check the State of Texas Contracts. If the item is on a State Contract, utilize the Contract. All items on a State Contract may be found on the [Comptroller's website](#).
- Before making a OneCard/Non-Travel purchase over \$500.00, the cardholder must verify that the vendor is not on the State of Texas Vendor Hold List. Vendor Verify Search can be found in the SSO Menu.

Once the search is complete, the cardholder must print a copy of the results and upload a copy to the expense report as verification. Verification that the Vendor is not on the State of Texas Vendor Hold List will be required on all transactions of over \$500.00, regardless of funding source.

The statute prohibits state entities from buying from vendors in “warrant hold” status. Vendors are on warrant hold for reasons such as 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 ensure 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 regulations, 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 must ensure that 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, and this includes backorders.

Examples of Acceptable Purchases

Supplies-Office General (consumable)	4010	Supplies-Paper Good & Janitorial	4011
Supplies-Educational (books, videos, exams)	4012	Supplies-Research	4013
Supplies Other	4014	Food Purchases (Research, Seminars, Teaching)	4050
Subscriptions, Periodicals, Info Services	4025	Computer Consumables (Toners)	4020
Medical Supplies	4045	Parts-Motor Vehicles (Tires, batteries, air filters)	4065
Parts Machinery/Equipment	4066	Shop and Industrial Equipment	4075
Building Supplies & Materials	4076	Furnishing and Equipment (staplers, tape dispensers, hole puncher)	4085

Uniforms/Clothing (without artwork/customization)	5755	Employee Training - Registration Fee	5215
Employee Training/Tuition	5217	M&R Machinery and Equipment	5512
Telecom-Parts and Supplies	5210	Rental of Exhibit Space (booth/table)	5871
M&R - Motor Vehicles	5511	Rental of Tools and Equipment	5810
M&R - Medical Equipment	5513	Business Meals	6340
Medical, Scientific & Lab Equipment	5751	Catering Services (Current Food Service Provider remains exclusive in designated areas)	6338
Shop & Industrial Equipment	5753	Participant Costs/Fees	6367
Items for Fabrication of Equipment	5772	Contracted Shredding Services	5030
Other Expenses-Local Only (flower/plants)	6335		
Food Purchases (water, sodas, coffee, creamers) as approved by VP	6339	Computer Parts and Supplies (Keyboard, mouse, hard drives, USBs, cables) with Prior OIT Approval	4090

Examples of Restricted Purchases

Cardholders who make three (3) restricted purchases within a fiscal year will have their cards suspended.

Advertising	Medication
Alcohol	Memberships
Capital Equipment	Microwaves
Cell Phones	Postage/Overnight Packages
Chemicals	Printers
Computers	Sandwich Boards
Computer Monitors	Printing/Copying
Controlled Assets	Promotional Items with TAMIU artwork
Software	Radios (handheld/2-way)
Freight Charges	Refrigerators
Furniture	Services (contact Purchasing)
Gasoline	Shredders
Hazardous/Radioactive Materials	Social Club Dues
Items for Personal Use	Uniforms
Meals/Food for Cardholders	Travel
Televisions	Purchase from Foreign Vendors
Entertainment (theater, golf course, bowling, tourist attractions, exhibits, etc.)	

¹ Purchase of items on the Restricted items list may be made with prior written approval from the Program Administrator.

² All Maintenance & Repair (5510 through 5545) purchases must be for the service of actual repair costs. These codes **do not** include maintenance agreements.

³ Proper documentation for meals purchased on the OneCard/Non-Travel **must** always be submitted with the Expense Report.

The Reimbursement/Payment of Business Meal form must be attached to all food receipts and 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](#).

⁴ Promotional items include the following: pens, pencils, binders, cups, tote bags, shirts, etc.

Gifts, Prizes, and Giveaways

State funds may not be used to purchase gifts, prizes, or giveaways. Only certain departments and certain types of accounts may be used to make these purchases. All items purchased for these purposes must:

- These are reviewed on a case-by-case basis, prior approval is required;
- be purchased in the month that they will be given away (cannot be stored for future use);
- be recorded on the [Prize/Gift log](#), available on the Purchasing Procurement Card website, as soon as purchased. The log must be submitted (a) along with the procurement card report for that month or, (b) if purchased by means of a purchase order, to Purchasing once the items are received;
- be signed for by the recipient on the Prize/Gift log upon disbursement of the gift, prize or giveaway, and the completed log must be sent to the Purchasing Office promptly.

*Note that this process may result in the same log being submitted twice, once when the purchased items are received (or the procurement card is reconciled) and again when they are distributed.

Promotional items are not subject to the Prize/Gift log.

University funds may not be used to purchase gifts for employees (i.e. Christmas cards, cookies), except for a couple of exemptions.

Floral Arrangements and Plants

Floral arrangements are not an allowable expense except with a few exceptions, and only contingency accounts may be used when the expense is allowed. Arrangements may not exceed \$120. Departments wishing to spend more than the allowed amount must pay out of pocket.

Floral arrangements or plants may only be purchased under the following circumstances:

- Funeral for immediate family (spouse, children, parents)
- Hospitalization (employee only)
- Birth/adoption of child (employee/spouse)
- Retirement (employees officially retiring from the University)

State funds may not be used to purchase flowers, floral arrangements, or decorative plants. Purchases using state funds are limited to vegetation, dirt, potting soil, fertilizers, seeds, and plants needed for erosion prevention, research, teaching, or agriculture.

Contact the Purchasing Office with questions regarding these types of purchases.

Controlled Assets

The State of Texas Comptroller defines controlled assets, these must be inventoried. Controlled items include sound systems/audio equipment, cameras, televisions/video players, data projectors, smartphones/tablets, and other handheld devices. If less than \$500, these items are not considered controlled assets by the state and may be purchased with the OneCard/Non-Travel if not restricted above. Items that cost over \$500 must be purchased by means of a requisition to be added to the department's inventory.

Inventory controls over equipment valued at any price may be required if the Property Manager deems it necessary, regardless of the State of Texas controlled asset list. These must be tracked and inventoried consistently for all items owned by the University. Regardless of the cost, firearms/ammunition, cash registers, desktop and laptop computers, televisions, smartphones, tablets, and other handheld devices are controlled assets and may not be purchased with the OneCard/Non-Travel.

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

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

Receiving Supplies

The cardholder is responsible for ensuring receipt of goods and following 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 the 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. Purchase records 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 OneCard/Non-Travel 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 regarding questionable purchases. The cardholder or department will be liable for reimbursing the University if the purchase is disallowed.

The Program Administrator and/or Program Coordinator may require a cardholder to attend additional training based on the use and understanding of the OneCard/Non-Travel Program.

Statement and Payment

A statement for each cardholder will be available by logging into your account on the US Bank website. US Bank will mail one summary billing to the Program Administrator listing all transactions by the 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 submitting them to the State Comptroller's Office for payment.

Procurement Card Payment

Employees do not pay their own monthly statements. 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

A review of transactions/statements is vital to ensure the account is properly credited for returns, credits, and disputed charges. The Procurement Card Expense Report must note the returned, credited, or disputed item.

- **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 in 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 the following month's 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 resolve the issue directly with the supplier. All disputed items should be indicated in the Expense Report. Any action taken will be recorded under "Description" when reconciling the transaction, and documentation should be attached to the log. Copies of all correspondence with the vendor must be kept as documentation.
- A cardholder is responsible for the security of the OneCard/Non-Travel and the transactions made with it. OneCard/Non-Travel must not be shared; it forfeits your dispute rights with US Bank. It is the cardholder's/department's responsibility to resolve all discrepancies. US Bank should be contacted if assistance is needed.

Contact the OneCard/Non-Travel Coordinator should any questions arise or guidance be needed.

Card Termination

When a cardholder terminates employment with the University, the cardholder is obligated to return the OneCard/Non-Travel to the Purchasing Office before 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 budget to cover charges by the Business Office may result in the revocation of all department cards.

If it is found that a cardholder has not used the OneCard/Non-Travel for three consecutive accounting periods (3 cycles), the card may be revoked at the discretion of the Program Administrator.

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

Noncompliance with State and University purchasing procedures will be grounds for revocation of cards of individual cardholders. In cases of non-compliance or careless use of the OneCard/Non-Travel program, the Program Administrator will conduct a thorough review, and suspension or cancellation of the cardholder's account or of all of the department's OneCard/Non-Travel may be recommended.

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

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

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

I understand that **Texas A&M International University** is liable to the Procurement Card issuing bank for all University charges and that I may be held personally liable as it is solely my responsibility to safeguard the credit card, use it only as authorized, and always make use of the Program in an ethical and responsible manner. 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/personal gain or use.

I understand that **Texas A&M International University** will audit the use of this card and report any restricted/unauthorized purchases to the University Administration and acknowledge that my use of the Procurement Card 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 agree to return the card to **Texas A&M International University** immediately upon request or upon termination of employment. I further acknowledge that I will reimburse the University for the cost of any disallowed purchases even if I am no longer employed by the University.

I understand that improper use of this card may result in disciplinary action, including termination of employment and **criminal prosecution, should the misuse warrant.**

My signature below indicates that I have read, understand, and agree to abide by the terms outlined in this document.

CARDHOLDER:

Signature: _____

Department: _____

Extension: _____

Last 8 Digits of Card: _____

Date: _____

APPROVAL (Purchasing Office Use ONLY):

Signature: _

Date: _____

**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](#)

[25.06 Participation by Historically Underutilized Business](#)

[07.01 Ethics](#)