PROCUREMENT CARD PROGRAM GUIDE
1. OVERVIEW

1.1 Procurement Card Program

The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method for delegated purchases and payment. If used to its potential, the program will result in a significant reduction in the data entry of small orders, receiving, invoices, vouchers and reduction in related documentation including invoices, checks, and prompt pay interest. The Procurement Card can be used with any supplier that accepts Master Card as a form of payment.

The Procurement Card 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 Procurement Card 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 Procurement Card Contract

The terms and conditions of the Procurement Card contract were specified and awarded by the Texas Building and Procurement Commission for the State of Texas. TAMU-CC is utilizing the State of Texas contract for Procurement Card services with CitiBank. TAMU-CC will comply with the terms and conditions of the state contract in the implementation of this program. The Texas comptroller of Public Accounts has awarded a contract to Citibank. The initial term of contract is Sept. 1, 2010, through Aug. 31, 2013 with three one-year renewal options.

1.3 Procurement Card Program Guide

The Procurement Card Program Guide provides the guidelines for using the Procurement Card. Please read it carefully. Your signature on the Cardholder Procurement Card Agreement shows that you understand the intent of the program and agree to follow the established guidelines.

1.4 Important Points of the Program

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

- Your Procurement Card is issued in your name. You are responsible for the security of the Procurement Card and the transactions made with it. If you do not follow guidelines when using the Procurement Card, you may receive disciplinary action up to and including termination.

- You can use the Procurement Card at any vendor that accepts Master Card and is not on State hold (FAMIS screen 171/172). It may be used for in-store purchases, mail, telephone, fax orders, or internet purchases.

- You may use the Procurement Card to purchase supplies within your delegated limits.

- Use must not exceed the single and monthly credit limit assigned to the Procurement Card.

- Allocation is required to ensure all charges are accurate. Account allocation needs to be completed by the 15th of each month and expense report delivered to Purchasing by the 20th of each month. If the 20th of the month falls on a weekend, expense report should be delivered to Purchasing by the previous working/business day.

- Cost allocation is a requirement on all transactions.

- The Procurement Card is not intended to avoid or bypass appropriate purchasing or payment procedures. This program compliments the existing processes available.

The state mandates on both state and local accounts that TAMU-CC makes a good faith effort in doing business with Historically Underutilized Businesses, HUB. You may locate a HUB vendor by accessing the Centralized Master Bidder List, CMBL, https://mycpa.cpa.state.tx.us/tpasscmblistsearch/index.jsp or by contacting the HUB Coordinator.

The Procurement Card is not for personal use.

Revised August 30, 2017
The Procurement Card must be returned to the Program Coordinator upon your leaving employment of the University. Please notify the Card Services Department prior to existing to schedule a closing audit.

Upon transferring to a different department, the cardholder must resubmit a new Card Application with new department information and department head’s signature.

Personnel must attend training workshops or take the online training for purchasing policy and allocation procedures.

2. GENERAL INFORMATION

2.1 Key Programs Contacts

2.1.1. Program Administrator:

The Program Administrator was designated by TAMU-CC for questions, issues, administration of the program, and approval of procurement card applications. The Administrator is knowledgeable on all procedures in the Procurement Card Program Guide.

TAMU-CC Program Administrator:

Director, Procurement & Disbursements

2.1.2. Program Coordinator:

The Program Coordinator is charged with keeping documentation for the Procurement Card activities within TAMU-CC. The Coordinator is knowledgeable about the program, the guidelines and related forms. Cardholders shall first contact the Coordinator, who will answer questions in regards to the program or potential problems. The Coordinator may refer questions to the Program Administrator when necessary. All Procurement Card requests must go through the Program Coordinator.

TAMU-CC Program Coordinator:

P-Card Coordinator
361-825-2777
pcard@tamucc.edu
Unit # 5731

2.1.3. CitiBank Customer Service:

CitiBank Customer Service (Card Holder Support)
24 hours a day - 7 days a week
Phone: (800) 248-4553

If a Procurement Card is lost or stolen, Customer Service should be notified immediately.

2.2 Department Contacts

2.2.1. Department/Division Head:

The department/division head is responsible for:

- Authorizing employee to receive a P-card and set his/her p-card limits.
- Monitor accounts being used by cardholder to ensure sufficient funds are available.
- Designate an employee (Intermediate) to do the allocating on a monthly basis using the Global Card Management System.
- Approve the monthly Expense Reports prior to the 20th of each month
- Review the accounts and object codes used; ensure that all receipts are attached for review.
• Review the files to ensure proper documentation is kept with department copy of Expense Report
  o Local Accounts – original receipts should be attached to monthly Expense Reports
  o State Accounts – copy of receipts should be attached to monthly Expense Reports
  o Grant Accounts – copy of receipts should be attached to monthly Expense Reports
• Review monthly expense reports and ensure sufficient funds are available for cardholder(s) purchases.
• Notify P-card Coordinator by email when employees terminate employment or transfer.
• Review activity and request cancellation of cards based on non-usage to limit our liability.
• Designate an appropriate employee to review and sign monthly Expense reports if department/division head is unavailable to sign. (Designee should have the title of Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair, Director, Associate or Assistant Director, or Business Coordinator/Manager.)

2.2.2. Cardholder:

The cardholder is an employee who has been designated by the department/division head to utilize the Procurement Card for purchasing small dollar supplies. The cardholder is responsible for the following:
• Must attend a training class or take the training online before using the card.
• Follow the purchasing guidelines of TAMU-CC in regards to purchases, and selection of vendors.
• Agree to buy within the delegated limits approved.
• Secure the card in a safe place.
• Review the accounts and object codes used; ensure that all receipts are attached for review.
• Allocate or make sure the monthly expense report is allocated & print the expense report.
• Sign expense report and have it approved by employee’s department/division head, or if unavailable to sign, the approved designee.
• Submit monthly expense report to Purchasing. Submit all original receipts to Purchasing when using state appropriated funds.
• Keep proper documentation of all purchases in a file cabinet for review by your supervisor, P-card coordinator or auditors. A copy of monthly Expense report with receipts should be filed chronologically:
  o Local Accounts – original receipts should be attached to monthly Expense Reports
  o State Accounts – copy of receipts should be attached to monthly Expense Reports
  o Grant Accounts – copy of receipts should be attached to monthly Expense Reports
• Cardholders should retain P-Card records for the current plus three prior fiscal years.

2.2.3. Authorized Second User

The person whose name appears on the Procurement Card is the only person authorized to use the P-card unless the cardholder and a designated second user have completed and signed a Second User Authorization P-Card Agreement (Attachment G). The second user may only use the card for online, phone, or fax purchases. They may not use the card for in store purchases. The second user is only to make purchases as requested by the cardholder. TAMU-CC has disciplinary procedures related to unauthorized use of the Procurement Card which can include termination of employment.

2.2.4 Designee:

The person designated by the department/division head to assume the following responsibilities in the event that the department/division head is unavailable.
• Ensure that the accounts used will have sufficient funds to cover any charges made by cardholder.
• Complete training and quiz for Guidelines for Disbursement of Funds via WebCT
• Monitor accounts being used by cardholder to ensure sufficient funds are available.
• Approve the monthly Expense Reports prior to the 15th of each month
• Review the accounts and object codes used; ensure that all receipts are attached for review.
2.3 Procurement Card Controls

2.3.1. Credit Limits:

All Procurement Cards have monthly spending limits. Limits may vary for each cardholder and will be established by the Department/Division Head. Questions regarding the limits will be sent to the Program Administrator in writing or via e-mail through the Department/Division Head. If the request is granted, the Program Administrator will process the request with Citibank.

Temporary Increases in Credit Limits must be requested in writing or via e-mail through the Department/Division Head to the Program Administrator. If the request is granted, the Program Administrator will process the request with Citibank Chase. All Temporary Requests will have an amount of increase, beginning date and ending date. Then, the limit will automatically resume to the original Credit Limit assigned on the application. The Program Administrator will insure that the Temporary Requested Limit is returned to the original amount.

2.3.2. Transaction Limits:

The Procurement Card single transaction limit is $2,000.00 unless otherwise specified in the application, the amount requested may be up to the delegated amount of $5,000.00. This is the amount available on the Procurement Card for a single purchase. A transaction includes the purchase price plus freight and installation. Cardholders should not attempt to make a purchase greater than the approved amount. If situations require cardholder to have a higher single transaction limit, an e-mail from the Department Head with a justification must be submitted to the Program Coordinator. The Program Coordinator will make the changes to the transaction limit and will be good till the end of the current PCard Cycle, for any permanent increases a new application with signatures will be required.

2.3.3. Restricted Vendors:

The Procurement Card Program may be restricted for use with certain types of suppliers and merchants (MCC – Merchant Category Codes). If you present your Procurement Card for payment to these vendors, the authorization request will be declined. If so, give us a call with justification and if the transaction is allowed on the PCard, we may override the Merchant Category Code by contacting CitiBank so the transaction can go through.

2.3.4. Procurement Card Transactions

Departments must provide documentation of pricing that was agreed upon at the time of purchase. Documentation can include receipts, invoices, screen prints, and order forms. All receipts/invoices should be kept with the copy of the Expense Report. Screen prints with pricing are acceptable for internet orders as are order forms with pricing for fax/mail. This information is to be retained in the department. It will be required for future audits. This will be TAMU-CC’s official record for this transaction. If using State funds, submit original receipts with expense report to Procurement & Disbursements and keep a copy for your files. See Frequently Asked Questions and Answers # 2 for further restrictions.

Enclosed in this Procurement Card Program is an example of the Procurement Card Transaction Log (See Attachment C). The transaction log is an optional method for expenditure tracking while using the Procurement Card. The form is available in Excel format located at http://purchasing.tamucc.edu/assets/pcardtransactionlog.xls
At the end of each billing cycle, every cardholder will receive an e-mail stating “Your CitiBank account has cycled. Allow for at least 2 days for your final transactions to post. Please allocate your account online by the 15th and send the signed Expense Report to Procurement & Disbursements must be received no later than the 20th of the month. Attach all documentation, note any additional information pertinent to the purchase, verify that all purchases are valid and forward the Expense Report and receipts/invoices to the Department/Division Head for review and approval.

- Expense Reports using only Local, or other than State accounts please email the signed expense report only and keep the original expense report and its original supporting documentation for your records, unless otherwise noted.

- Expense Reports using at least one State account, please retain a signed and supporting documentation copy and forward the original signed expense report and original supporting documentation to the Procurement & Disbursements Department.

2.4 Sales and Use Tax

State agencies and institutions of higher education are exempt from paying Texas state sales tax on all goods and services. Employees buying goods or services on behalf of the state should present a Texas Sales and Use Tax Exemption Certification before payment.

In the event that sales tax is charged in error on a state account, notify the vendor immediately to credit P-Card for tax portion. Attach the credit slip to the documentation to prove that NO sales tax is charged to state funds.

2.5 Security of the Procurement Card

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 his/her own personal charge cards. Guard the Procurement Card 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.

2.6 Employee Termination and Transfers

The Procurement card must be cancelled upon the cardholder’s termination. Department Head/Designee must send an e-mail to the Program Coordinator with cardholder’s name. Please notify the Card Services Department prior to existing to schedule a closing audit.

When a cardholder transfers to another department, a new application/approval must be filled out and signed by the new department head. If cardholder will not need the Procurement Card, the card must be sent to the Program Coordinator to be cancelled and destroyed.

2.7 Lost or Stolen Cards

If a Procurement Card 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/Division Head.

2.8 Prohibited Uses of the Payment Card

Per Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter E, Section 5.57(g), a participating state agency may not use a procurement card and may not reimburse an officer or employee for the use of a procurement card for:

- A purchase of a personal nature or any other purchase not connected with official state business.
- A cash advance.
- A purchase of a consulting service.
- TBPC Travel Management Program contract airfares and other travel expenses as indicated in Term Contract 946-A1 PAYMENT CARD SERVICES.
- Purchasing automotive fuel.
- Purchasing chemicals or Select Agents & Toxins.
3. PROCEDURES

3.1 Obtaining a Procurement Card

3.1.1. To obtain a Procurement Card the following process shall be followed:

3.1.1.1. To obtain a Cardholder Application/Approval form (Attachment A), download from http://purchasing.tamucc.edu/assets/P-Card%20Application%20Form on the purchasing web page. This application will provide Purchasing Services with necessary information about you (the cardholder), the budgeted FAMIS account/support account for default payment, and the Department/Division Head's approval of your application.

3.1.1.2. Submit completed and signed application/approval form to the Program Administrator for approval.

3.1.1.3. Program Coordinator will request issuance of the Procurement Card from CitiBank. (Requires 10 to 15 working days)

3.1.1.4. Program Coordinator will contact the applicants to attend a training class or take the training online. Applicants must bring a photo I.D. to the training class for verification and identification.

3.1.1.5. Applicant signs Cardholder Procurement Card Agreement (Attachment B) when picking up the card in Purchasing.

3.2 About the Card

A Procurement Card will be in your name with the State of Texas seal and the wording “For Official Use Only” clearly indicated on the card. This card is for University business purposes only and may not be used for any personal transactions. No personal charges are allowed on the Procurement Card. In the event that a personal charge is unintentionally made to the card, you must reimburse the University for the personal expense. You can ask the vendor to reverse the charge and pay the vendor with another form of payment. The credit must be shown on the same account statement as the original charge or you must provide a copy of the credit receipt with your monthly Expense Report. If this is not an option, reimburse the University by having the Bursar’s Office deposit your reimbursement back into the account that the charge is going to be allocated to in GCMS. Attach the general receipt you received from the Bursar’s office with your Expense Report. When allocating your statement on GCMS, indicate that the charge was personal by typing "UNITENTIONAL PERSONAL" in the Expense Description Field, code it to (6335) and use a local account. It is important that you understand that you are personally responsible and accountable for this Procurement Card.

3.3 Procurement Card Activation

The cardholder must activate the Procurement Card before using it by calling 1(800)248-4553 on the back of the card and use your last 4 SSN for your verification.

3.4 Purchasing Guidelines

3.4.1. General Information

As a State institution, we are bound by certain State, Local, and Federal guidelines and laws. 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 TAMU-CC. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

As a reminder, the departmental delegated authority is for small dollar amount transactions. 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 of TAMU-CC’s Purchasing Procedures.
All cardholders shall follow these guidelines when using the Procurement Card:

Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's spending limit.

3.4.1.1. Tax Verification: The State Comptroller’s office requires that for any purchase over $500.00 the agency must check the Vendor’s tax status for holds. You may not purchase from any vendor that is on hold for either franchise or sales tax. Vendor tax status may be obtained one of two ways:

3.4.1.1.1. FAMIS screens 171 or 172
3.4.1.1.2. Texas Comptroller of Public Accounts web site: http://ecpa.cpa.state.tx.us/staxpayersearch/SlsTxpyrSearch.jsp

3.4.1.2. Contact vendor to place your order.

3.4.1.3. Confirm pricing and estimated freight.

3.4.1.4. Request that a hard copy of the invoice with the pricing, and freight be faxed to the cardholder and/or included in the shipment of supplies.

3.4.1.5. Ask the supplier if a purchase order number is required. If supplier requests a purchase order number use a combination of initials “PCP” and “Full Name”, Plus “Dept”, (e.g. PCP - PURC - John Doe), would be the purchase order number.

3.4.1.6. Request that the supplier indicates your name and the initials “PCP” and your name and extension appear on all packing lists and box labels. e.g. PCP-John Doe x-1111. This will enable the receiving department to facilitate delivery of your supplies.

3.5 Procurement Card Documentation

The following documentation must be retained with Allocated Expense Report:

- All Purchase Voucher Requirements apply to Procurement Card transactions
- Sales Receipts*
- Packing Slips
- Credit Card Receipts/Slips
- Other information or correspondence related to the purchase
- Screen prints are acceptable for internet orders

* Missing sales receipts – if a receipt is unavailable, the following steps must be taken:
  Fill out a “Missing Receipt Form” (Available on purchasing website)
  The form requires the following data:
  - Merchant (Vendor) name
  - Date of Purchase
  - List of items purchased
  - Purchase amount, account number & check off if lost or not available
  - Signature of cardholder and Supervisor.
  - Must be turned in with your monthly expense report to Purchasing and keep a copy in your file.

Any discrepancies identified shall be promptly investigated and resolved by the cardholder/department. The first party to contact would be the merchant/vendor. If the cardholder/department is unsuccessful in resolving any disputes, cardholder will need to dispute transaction with CitiBank by calling 1(800)248-4553.

3.5.1. Examples of Acceptable Purchases:

All purchases must be made in accordance with the Texas and United States Constitutions, applicable statutes and regulations, the State Comptroller’s rules, Texas A&M University System regulations, and TAMU-CC rules. A state agency may not pay for goods before their delivery to the agency. The purchaser needs to ensure goods will be received before the
statement due date. Our statement closing date will be the 3rd of each month, unless otherwise noted. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped. (Refer to Guidelines for Disbursement of funds) http://fmo.tamu.edu/media/64789/disbursement_manual.pdf

The Procurement Card may be used to purchase items that serve a public purpose. For explanation and proper coding of object codes go to the Texas A&M University Office of Budgets and Accounting website, http://apps.system.tamus.edu/objcodes/

### ACCEPTABLE PURCHASES

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<tr>
<th>Description</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
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<tbody>
<tr>
<td>Supplies-Office General</td>
<td>4010</td>
<td>Supplies-Paper Goods &amp; Janitorial</td>
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<td>Supplies-Education</td>
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<td>4013</td>
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<tr>
<td>Supplies-Other (including Ammunition)</td>
<td>4014</td>
<td>Computer Consumables</td>
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<td>Subscription, Periodicals</td>
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<td>Fuels &amp; Lubricants-Aircraft</td>
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<td>Food Purchases (Rsch, Smnrs, Tchg) 1</td>
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<td>Farm, Ranch, and Nursery Supplies</td>
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<td>Fertilizer</td>
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<td>Packing Suppliers</td>
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<td>Supplies &amp; Material-Roads &amp; Hwy</td>
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<td>Packing Suppliers</td>
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<td>Parts-Machinery &amp; Equip</td>
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<td>Parts-Marine Equipment</td>
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<td>Parts-Lifting Machines</td>
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<td>Plants-Local only</td>
<td>4070</td>
<td>Shop &amp; Industrial Supplies</td>
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<td>Building Supplies &amp; Materials</td>
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<td>Landscaping Supplies</td>
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<td>Fabrics &amp; Linens</td>
<td>4080</td>
<td>Furnishings &amp; Equipment (non-inv)</td>
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<td>Furnishing &amp; Equip-Research</td>
<td>4086</td>
<td>Computer Parts &amp; Supplies</td>
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<td>Telecom-Parts &amp; Supplies</td>
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<td>Employee Training-Regis. Fees</td>
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<td>Employee Awards</td>
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<td>M&amp;R-Marine Equipment</td>
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<td>M&amp;R-Motor Vehicles</td>
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<td>M&amp;R-Medical Equipment</td>
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<td>M&amp;R- Lifting Machines</td>
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<td>Photographic Services</td>
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<td>Reproduction Services-Local only</td>
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<td>Freight/Delivery Services</td>
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<td>Postal Services</td>
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<td>Office Furnishings &amp; Equip</td>
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<td>Medical, Scientific &amp; Lab Equip (see table pg 11)</td>
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<td>Institutional Furnishings &amp; Equip</td>
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<td>Shop &amp; Industrial Equip</td>
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<td>Marine Equipment</td>
<td>5754</td>
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<td>Uniforms &amp; Clothing</td>
<td>5755</td>
<td>PC Peripherals &amp; Add Ons (under $500)</td>
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<td>Computer Software</td>
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<td>Educational Books, Film &amp; Ref</td>
<td>5765</td>
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<td>Purchase of Animals</td>
<td>5767</td>
<td>Telecom-Equip Purchase</td>
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<td>Fabrication of Equipment</td>
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<td>Real Property &amp; Improvements</td>
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<td>Other Expenses-Local Only</td>
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<td>Participant Costs-Tuition</td>
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<td>Catering</td>
<td>6338</td>
<td>Business Meals-Off campus staff</td>
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<td>Business Meals-with Non university persons</td>
<td>6340</td>
<td>Participant Costs-Fees</td>
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<td>Participant Costs-Books</td>
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<td>Participant Costs-Materials</td>
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<td>Communication Service (includes IPAD monthly fees)</td>
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<td>Hazardous Waste Disposal Services</td>
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<td>Cleaning Services</td>
<td>5635</td>
<td>Employee License/Cert &amp; Fees –Other</td>
<td>5230</td>
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1 This code (4050) is for food purchased for Research, seminars, and teaching. All Food purchases should refer to the “Texas A&M University-Corpus Christi Purchase Policy and Procedure Handbook,” Food Purchases, page 28: http://purchasing.tamucc.edu/assets/Purchasing%20Forms/Policy%20and%20Procedures%20Handbook

Revised August 30, 2017
2. PC Peripherals & Add Ons (5760) includes mouse, keyboard, monitor, CD-ROM’s, controllers, hubs, not CPUs.

3. Computer Software (5761) is allowed on the Procurement Card if the software is under $500, there are no recurring cost and does not require a contract to be signed. If there are recurring costs, the purchase is to be made using a purchase order.

4. All Maintenance and Repair (5510 through 5515) purchases that are put on the Procurement Card must be for the service of actual repair cost, **do not include maintenance agreements**. Comdata card is the preferred card for all preventive maintenance charges for state owned vehicles and all small charges under $500.00.

5. The procurement card can **only** be used to purchase gift cards that will be given to an employee/student employee in random drawing (5240). Gift cards given to employees/student employees as awards are **not allowed on the PCard** since they are taxable compensation. Gift Card Purchase Form (Attachment H) must be completed and a copy with the itemized receipt must be submitted with your expense report.

6. There are two types of Food classification that can be bought with the CBT card. However, the P-card can be used if you do not have a CBT card:

   **A. Food classified as Business Meals are always off campus.**
   - Use Object code 6339 if meal is with university employees only
   - Use Object code 6340 if meal is with non-university employees (includes students).
   - Business Meal Form (Attachment J) & itemized receipt copies must be submitted with your expense report.

   **B. Catered Food – Food, beverages, meals brought on campus, or served at event off campus (e.g. Jason’s Deli, and HEB).**
   - Use Object code 6338. If **off campus** only Business Meal Form (Attachment J) & itemized receipt copies must be submitted with your expense report.
   - Use Object code 6338. If **on campus**, Exemption Form (Attachment K), Business Meal Form (Attachment J) & itemized receipt copies must be submitted with your expense report.

7. Only IPAD 3G services may be purchased with the University P-card. Use object code 5630, when allocating monthly reoccurring online service charges.

3.5.2 Examples of **Unacceptable** Purchases:

   The Procurement Card may **not be** used for the following purchases:

   **UNACCEPTABLE PURCHASES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Object Code</th>
<th>Description</th>
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<tr>
<td>Salaries</td>
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<td>Wages</td>
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</tbody>
</table>

* Participant Cst-Conference & Short Crs

Revised August 30, 2017
1 Controlled items are not to be purchased with the procurement card. If there is a reason that a controlled item will be purchased on the procurement card, cardholder must email justification to Procurement Card Programs Administrator at pcard@tamucc.edu for prior approval to purchase controlled items. Once the controlled items are purchased cardholder will create a “Limited” purchase order for the controlled item. The purchase order will not be routed. Once the cardholder has closed the “Limited”, the Property Officer will be notified by email at inventory@tamucc.edu to assign an inventory number. A copy of the receipt for the controlled item that was purchased will be forwarded to the Property officer. Once this has been done, cardholder will go to screen 243 in FAMIS and enter a “Y” for complete PO to release the encumbrance for that document.

2 Memberships (5211-5213) are accepted ONLY if the vendor does not accept PO’s and that vendor is recognized on the President’s Approved list with your specified name listed as the responsible person or the responsible person is listed as Institutional with your Department specified. Cardholder is subject to audits for verification. The list of approved professional organizations may be found on the Associate VP for Finance and Administration page of the TAMU-CC website. See ORG Membership.

3 Advertising (5641) is allowed on the PCard ONLY if the specified vendor does not accept PO’s and the cardholder has proper documentation of approval from the Office of Marketing & Communications. Cardholder is subject to audit for verification.

4 Alcohol is not allowed on the PCard unless it is a university sponsored event off campus in support of events and activities that further the mission of the university. Only Gift Accounts may be used. See Expenditure Guidelines for possible exceptions on local accounts.

5 Rentals (5810 & 5871) are accepted on the PCard if the cost is not over $250.00 and the rental does not require an agreement or contract to be signed for use of the equipment and/or space.

6 Other contract Services (5670) The p-card can be used to pay for online evaluation, translation/interpretation and background check services.

7 All travel and travel related business meals (with or without alcohol) require use of CBT card. There are some situations where the CBT may not have those MCC codes allowed. Some field trips may purchase food at an HEB for the trip, and CBT won’t be accepted so PCard has to be used. All field trips should be coded to student travel. This may seem odd since the PCard isn’t supposed to be used for travel, but if the CBT can’t be used, like in the situations, then we’d have to allow the student travel code on the PCard. This would be an exception, and not the rule. When a CBT can be used for student travel, it is the preferred method of choice. Student travel on a local account is 3410 and on a state account it’s 5460. (Note that field trips should never be charged on a state account as field trip fee revenue is local money.)

8 Due to Homeland Security Audit, Texas A&M University System requires that we control the purchase of chemicals, Select Agents and toxins on the PCard. Cardholders are not allowed to use the p-card to purchase Chemicals, Select Agents and toxins. This type of purchases must be on a limited purchase order, requisition or by an authorized PCard holder.

### 3.6 Receiving Supplies

It is your responsibility for ensuring 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 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 product.
3.7 Audits

The Expense Report and the supporting documentation become the official records and shall be maintained in the department making the purchase for the current plus three prior fiscal years. The records for the Procurement Card purchases will be required when TAMU-CC is audited by the Texas Building Procurement Commission and State Comptroller and other external entities (i.e. State of Texas Auditors, Public Accounting Offices). Purchasing Department will make random internal audits for compliance. Department Heads will be notified in writing if any transactions audited do not conform to these handbook guidelines.

3.8 Statement and Payment

A statement for each cardholder will be mailed by CitiBank to the departments for allocation and record retention. The Expense Report and all supporting documentation will be filed and kept within the department.

CitiBank mails a summary billing to the University, listing all transactions during the period by cardholder. Fiscal Affairs Accounting Department pays the summary billing in full from a clearing account. Cardholders will submit allocated Expense Report to Program Coordinator. Program Coordinator reviews and balances Expense Reports for accuracy and compliance. Once all Expense Reports have been reviewed and Expense Report amounts and billing summary balance, FAMIS will export the data from GCMS (Global Card Management System). Designated accounts are debited, and in turn reimburse the clearing account. The merchants are paid by CitiBank between 24-48 hours of your placing your order or picking up merchandise.

The Texas Government Code requires the Fiscal Affairs Accounting Department to audit all vouchers before they are submitted to the State Comptroller's office for payment. All expenditures using state accounts will require the department to submit the original corresponding receipts (State funds only) with the GCMS Expense Report.

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.

3.9 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 disputed charges. The returned, credited or disputed item shall be noted on the Expense Report.

- **Returns**: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns.

- **Credits**: If the supplier accepts an item as a return, a credit for this item should appear on the following month's statement. When allocating use the same account number and object code as the original transaction.

- **Disputed Charges**: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the supplier and attempt to resolve the problem directly. If cardholder cannot resolve dispute directly with supplier, then he must dispute transaction with CitiBank.

GCMS (Global Card Management System) 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 the Procurement & Disbursements Department is your partner in this venture and is willing to assist in any dispute resolution.
3.10 Card Termination

When a Procurement Card is no longer required the department has the specific obligation to contact the Procurement Coordinator in the Purchasing Department.

3.11 Non-Compliance

Multiple notifications to a single cardholder/department for insufficient budgets by Purchasing may result in revoking all card privileges.

Non-adherence to State and University Purchasing and Procurement Card policy and procedures will result in revoking of individual cardholder privileges. All non-compliance will be monitored. Non-compliance is defined as late receipt of Expense reports. The cardholders are given a 5 day grace period to turn in the reports to purchasing. All reports after the 20th of the month will be considered as late. (Expense reports should be allocated by 15th of each month). Other non-compliances are unacceptable purchase, lack of documentation to back up expenditures, and over spending budgeted funds. Non-compliance will be documented with a P-Card Audit Form sent after the 20th of the month, Attachment D-E-F. Excessive non-compliance will be reviewed by the Program Administrator, Director of Purchasing and Assistant Vice President/Comptroller who will decide on whether cardholder’s privileges are to be revoked.

4. FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. For what types of purchases should I use the Procurement Card?
   TAMU-CC’s Purchasing policies and procedures governs how you can use the Procurement Card. The current purchasing guidelines for delegated purchasing authority will determine the type of purchases for which you are authorized. See p. 76 of Policy & Procedure Handbook, Purchasing Procedures Section 25.99-02.C1.01 Delegated Departmental Purchases.

2. What charges are not allowed with State Accounts (starts with 1xxxxx)?
   Some charges are only allowed with local & grant accounts but not on state accounts. For example do not use state funds for the following: Reproductions services (5616), Alcohol (6341), Business Meals (6339-6340), Catering (6338), Meals or catering associated with event (6374), Employee awards (5240), Flowers (5240-5241), Gift to Donors (5241), & Professional or Organization meetings (5215),

3. What do we do with the original receipts for when using state or grant accounts?
   State Accounts that start with a “1”, attach the original receipt to the expense report and forward to Procurement & Disbursements. Grants accounts that start with a “6”, send original receipt to the grants office and keep a copy in your expense reports file.

4. What should I do if my Procurement Card is lost or stolen?
   You should call CitiBank Customer Service toll-free at (800) 248-4553 immediately to report the Procurement Card missing and request a replacement. Then call the Program Coordinator at 361-825-2777, and your Department/Division Head to advise that you have called CitiBank.

5. What do I do if a purchase is denied?
   Your purchase may have exceeded a spending or transaction limit, TAMU-CC may have excluded that type of merchant, or the vendor is not equipped to accept MasterCard as payment. Contact your Program Coordinator at 361-825-2777 to determine the reason.

6. Is it possible for someone else to use my card?
   Yes, it is possible for someone else to use your card. In order to receive this benefit you must fill out a second authorized user PCard agreement referencing a specific employee as the second user. Both cardholder and second user must read and sign the agreement. NOTE: You, the cardholder, are ultimately responsible for all charges as well as the safe-keeping of the card. You may also purchase or register someone else for a conference or seminar using your card.
7. **What should I do if a vendor charged me taxes?**

Taxes are not normally allowed on the Procurement Card. Please contact the Vendor to issue you a credit for those taxes, tell them to provide a credit memo or receipt stating this credit. If they refuse to give you a credit, then you will have to talk to your business manager or accountant to find out what account you can use, that allows for taxes. You will have to separate the two when allocating your expenses.

8. **Will use of the Procurement Card affect my credit report?**

No. The Procurement Card is a corporate liability card and carries no personal liability for cardholders that use the Procurement Card.

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

You should first contact the supplier. Most exceptions or issues can be resolved between you and the supplier. If cardholder cannot resolve dispute directly with supplier, then he/she must dispute transaction with CitiBank.

10. **When I use my Procurement Card to make a purchase, how is the transaction authorized?**

When you use the Procurement Card to make a purchase, the supplier verifies the account number with CitiBank. Your spending limits are checked automatically against preset TAMU-CC limits.

11. **What about TAMU-CC being tax exempt?**

The card is identified as a “State of Texas” official business, tax-exempt card. You are encouraged to advise the supplier (at the time of order or check out) that the purchase is to be tax exempt. You must present a copy of the TAMU-CC tax exemption certificate when making a purchase.

5. **ATTACHMENTS/FORMS**

Attachment A – [Cardholder Procurement Card Application](#)

Attachment B – Procurement Card Agreement

Attachment C – [Procurement Card Transaction Log](#)

Attachment D – P-Card First Notice

Attachment E – P-Card Second Notice – Suspension

Attachment F – P-Card Third Notice - Cancellation

Attachment G – Second User Authorization P-Card Agreement

Attachment H – Intermediate Approval Form

Attachment I – [Gift Card Purchase Form](#)

Attachment J – [Business Meal Form](#)

Attachment K – [Exemption Form for Food Service on Campus](#)
ATTACHMENT A - Cardholder Procurement Card Application

☐ New Application ☐ Dept.Transfer ☐ Renewal ☐ Name Change ☐ Other:

TAMU-CORPUS CHRISTI
PURCHASING CARD PROGRAM
CARDHOLDER APPLICATION/APPROVAL FORM

Applicant's Name:

Department Name: Bldg/Rm: Unit:

UIN: E-mail:

Phone Number:

Summus Office Supplies Desktop Delivery Address (Bldg./Room):

Department default FAMIS Account (and if applicable, Support Account):

Please provide local account number. The account number designated will be the default expense account on GCMS in association with the Procurement Card (PCard).

Monthly Limit: Single transaction limit: (SCL is $2000.00 unless otherwise specified, maximum is $5000.00)

Department contact for Audit/Reconciliation:

Name: Phone: E-mail:

Applicant Responsibilities as a Cardholder:

- Must attend a training class or take the training online before using the card.
- Follow the purchasing guidelines of TAMU-CC in regards to purchases and selection of vendors.
- Agree to buy within the delegated limits approved.
- Secure the card in a safe place.
- Reconcile online in GCMS by the 15th of each month.
- Print and sign expense report and have it approved by employee's department/division head, or if unavailable to sign, the approved designee listed on page 2 of this document.
- Submit monthly expense report by the 20th of each month to Purchasing. Submit all original receipts to Purchasing when using State appropriated funds.
- Keep proper documentation of all purchases in a file cabinet for review by your supervisor, P-card coordinator or auditors. A copy of monthly Expense report with receipts should be filed chronologically:
  - Local Accounts - original receipts should be attached to monthly Expense Report & maintained by department
  - State Accounts - copies of receipts should be attached to monthly Expense Report & maintained by department
  - Grant Accounts - copies of receipts should be attached to monthly Expense Report & maintained by department

Applicant's Agreement:
I understand that I must be an employee of Texas A&M University-Corpus Christi. I agree to the responsibilities listed above and to follow the procedures set forth in the “Procurement Card Program Guide”. I further agree to adhere to the departmental delegated authority guidelines and to sign the Citibank Procurement Card (PCard) Cardholder Agreement prior to Procurement Card issuance. Upon the issuance of card, I understand the improper use of this card may result in disciplinary action, up to and including termination of my employment.

Applicant's Name (Print/Type) Applicant Signature Date

P-card application Revised 08/12/13

Revise August 30, 2017
Department/Division Head Responsibilities:

The Department/Division head, or Designee, is responsible for the following:

- Authorize employee to receive a P-card and set his/her p-card limits.
- Monitor accounts being used by cardholder to ensure sufficient funds are available.
- Designate an employee to do the reconciling on a monthly basis using GCMS (if applicable).
- Approve monthly Expense Report prior to the 20th of each month.
- Review the accounts and object codes used; review and compare all receipts with each month’s transactions.
- Verify that all transactions are for university business only.
- Review the files to ensure proper receipts are kept with copy of Expense Reports:
  - Local Accounts - original receipts should be attached to monthly Expense Report & maintained by department
  - State Accounts - copy of receipts should be attached to monthly Expense Report & maintained by department
  - Grant Accounts - copy of receipts should be attached to monthly Expense Report & maintained by department
- Notify P-card Coordinator by e-mail when employee terminates employment or transfers.
- Review activity and request cancellation of cards based on non usage to limit our liability.
- Designate an appropriate employee to review and sign monthly Expense Reports if department/division head is unable to sign. Designee should have a title of Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair, Director, Assistant Director, or Business Coordinator/Manager.

Department/Division Head Approval & Agreement:

I hereby approve the applicant, listed above, for issuance of a Texas A&M University-Corpus Christi Procurement Card. I have assigned the duty to assure the account used will have sufficient funds to cover any charges made by individual. I have assigned the duty to assure monthly reconciliation of all statements will be done as required and all documentation retained. I understand that the improper use of this card by this individual may result in disciplinary action, up to and including termination of employment. I am responsible for reviewing purchases thoroughly each month by reviewing receipts and reconciling them to the statement, necessary to prevent fraudulent use of the card. I understand my responsibilities listed above. I further agree to review and be familiar with the P-Card online training prior to approving any expense reports.

Department/Division Head Name (Print/Type)  Department/Division Head Name Signature  Date

Designee Assignment: This person is designated by the Department/Division head to sign if he/she is unavailable to sign. (Designee should have a title of Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair, Director, Assistant Director, or Business Coordinator/Manager.)

The person designated by the Department/Division head ensures that the account used will have sufficient funds to cover any charges made by cardholder. The designee is responsible for the following:

- Complete training and quiz for Guidelines for Disbursement of Funds
- Monitor accounts being used by cardholder to ensure sufficient funds are available.
- Approve the monthly Expense Report prior to the 20th of each month.
- Review the accounts and object codes used; ensure all receipts are attached for review.
- Review the files to ensure proper receipts are kept with copy of Expense Reports:
  - Local Accounts - original receipts should be attached to monthly Expense Report & maintained by department
  - State Accounts - copy of receipts should be attached to monthly Expense Report & maintained by department
  - Grant Accounts - copy of receipts should be attached to monthly Expense Report & maintained by department

Designee Agreement:

I understand it is my responsibility to ensure the accounts used will have sufficient funds to cover any charges made by cardholder and to review monthly expense reports and receipts. I agree to review and be familiar with P-Card online training prior to approving any expense reports.

Designee Name (Print/Type)  Designee Signature  Date

Purchasing Department Use Only:

P-Card Program Administrator  Date  Dept. Acronym  Card Ordered (Date)

Hierarchy: ___________________________ ___________________________ ___________________________ ___________________________ ___________________________
ATTACHMENT B - Cardholder Procurement Card Agreement

CARDHOLDER PROCUREMENT CARD AGREEMENT

I, ________________________________, hereby acknowledge receipt of a Texas A&M University-Corpus Christi MasterCard Procurement Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement Card procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Procurement Card procedures. I understand that Texas A&M University-Corpus Christi is liable to Citibank and MasterCard for all Texas A&M University-Corpus Christi charges.

I agree to use this card for Texas A&M University-Corpus Christi approved purchases only and agree not to charge personal purchases. I understand that Texas A&M University-Corpus Christi will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay Texas A&M University-Corpus Christi any amounts owed by me even if I am no longer employed by Texas A&M University.

I understand that the card is property of Texas A&M University-Corpus Christi. I further understand that Texas A&M University-Corpus Christi may terminate my right to use this card at any time for any reason. I agree to return the card to Texas A&M University-Corpus Christi immediately upon request or upon termination of employment.

Cardholder: ________________________________  Card #: __________________
Date: __________________

Program Coordinator: ________________________________
Date: __________________

Revised August 30, 2017
## Procurement Card Transaction Log

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<th>Account Number</th>
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<th>Date Allocated/By Whom</th>
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Texas A&M University-Corpus Christi
Purchasing Department
P-Card 1st Notice

Date

Cardholder Name

Department

We have audited your PCard activity for the month of ____________________________
and need the following documentation:

- [ ] Expense Reports are missing
- [ ] Tax charged by Merchant (Documentation that credit has been requested missing)

- [ ] Signature(s) missing: [ ] Department Head [ ] Cardholder
- [ ] Missing Receipts
  Date               Merchant             Amount
  ________________  ________________     ________________
  ________________  ________________     ________________
  ________________  ________________     ________________
  ________________  ________________     ________________

- [ ] Other ________________

Please make necessary corrections, and return to Purchasing Department by the following date:

__________________________________________

Failure to do so will result in your charging privileges being suspended.

If you have questions about information requested on this form, please call:
P-Card Coordinator at 825-2777, e-mail pcard@tamucc.edu

Thank you,

P-Card Coordinator

Distribution: Cardholder
ATTACHMENT E – PCard Second Notice - Suspension

Texas A&M University-Corpus Christi
Purchasing Department

P-Card 2nd Notice - Suspension

Date

________________________________________

Cardholder

________________________________________

Department

________________________________________

We have suspended your ProCard for failure to furnish procurement documentation required for the __________________________ Billing Cycle. Please make arrangements to supply the requested documentation before __________________________ or your Procurement Card will be cancelled.

________________________________________

Signature

Director, Procurement & Disbursements

Distribution: Card Holder
Department Head
Business Coordinator
ATTACHMENT F – PCard Third Notice - Cancellation

Texas A&M University-Corpus Christi
Purchasing Department
P-Card 3rd Notice - Cancellation

Date

____________________________

Cardholder

____________________________

Department

____________________________

We have cancelled your Procurement Card for failure to furnish mandatory documentation in the requested time frame.

____________________________

Director of Procurement & Disbursements

Distribution:
Card Holder
Department Head
Business Coordinator
Judy Harral, Executive Director, Administrative Services
Kathy Funk-Baxter, Executive Vice President Finance & Administration
CARDHOLDER PROCUREMENT CARD AGREEMENT
For Second-User Authorization

I _____________________________ agree to authorize ______________________ as a second user and also understand that I, as the cardholder, am responsible for all purchases and transactions placed on my card. I understand that the authorization is specific to internet, telephone, or fax purchases and that the second user should not use the card for in store purchases.

I hereby acknowledge as a cardholder to comply with the terms and conditions of the Procurement Card Program Guide and Cardholder Procurement Card Agreement that I signed when I received my card.

Cardholder: ___________________________ Master Card # (last 4#’s): ______________

Signature: ___________________________ Date: ______________

2nd user agreement:

I _____________________________ understand that I am only authorized to use the card when requested by the cardholder to place specific purchases using the internet, telephone, or fax. I understand that I may NOT use it for in store purchases.

I understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay Texas A&M University-Corpus Christi any amounts owed by me even if I am no longer employed by Texas A&M University.

Signature of 2nd user: ___________________________ Date: ______________

Program Coordinator: ___________________________

Signature: ___________________________
ATTACHMENT H – Intermediate Approval Form

INTERMEDIATE APPROVAL FORM

Applicant’s Name____________________________________________________________
Department Code:______________

Department Name_________________________Bldg/Rm:__________________Unit:______________

Phone Number: _____________________ E-mail ___________________________________________

Last four digits of applicant’s Social Security Number: ____________________________________

I understand that I must be an employee of Texas A&M University-Corpus Christi. I agree to allocate according to the procedures set forth in the “Global Card Management System and the Procurement Card Program Guide”. I further agree to adhere to the departmental guidelines.

Applicant’s Name (Print/Type) Applicant’s Signature Date

I hereby approve the applicant, listed above, for access as an intermediate in the “Global Card Management System” for allocation of the department listed above for the Texas A&M University – Corpus Christi Procurement Card. I have assigned the duty to assure monthly statement allocation is done as required and all documentation retained.

Department Head or Supervisor Name Department Head or Supervisor’s Signature Date

(Print/Type) (Print/Type)

Purchasing Dept Use Only

PCard Program Coordinator Date Completed on GCMS

Revised August 30, 2017
ATTACHMENT I – Gift Card Purchase Form

Gift Card Purchase Form

This form is to be used when gift cards are purchased and issued as awards and/or for random drawings.

<table>
<thead>
<tr>
<th>Merchant Name:</th>
<th>Date of Purchase:</th>
<th>PURCHASE AMOUNT $</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Cards/Type:</td>
<td>ACCOUNT #</td>
<td></td>
</tr>
<tr>
<td>Name of Event:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card value</th>
<th>Date distributed</th>
<th>Gift Card Issued as:</th>
<th>Print name</th>
<th>Signature of recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift card 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift card 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift card 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift card 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift card 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue on next page if additional cards were issued. Card values totaled must equal purchase amount.

NOTE: Gift Card issued as an award will result in compensation and this notice will be submitted to the Payroll Office. If IRB, just place "N/A" in the print name column and "Confidential" in the signature line.

I, ________________________________________________, the undersigned do certify that the above gift card purchase was for official university business and issued to the recipients listed above.

Cardholder Signature ___________________________ DATE __________

Supervisor Signature ___________________________ DATE __________
ATTACHMENT J – Business Meal Form

Texas A&M University- Corpus Christi
Business Meal Form

Please Select One

Must be completed, approved, and must have itemized receipts attached.
Please Print or Type

Date of Event: ___________________________ P.O. Number: ___________________________
Vendor's Name: ___________________________ Amount: ___________________________

Method of Payment: ___________________________

Name of Cardholder: ___________________________

Account No: ___________________________

Name of Employee who Initiated the Transaction (if other than the cardholder):

- Was the food purchased and consumed off campus and the majority of the attendees were university employees. (Use object code 6339-Off Campus Staff Meeting) requires Vice President’s Approval below:
  
  Approved: ___________________________ Date: ___________________________

- If TAMUCC employee(s) is/are meeting with a group of outside attendees, then Vice President Approval is not required. (Use object code 6140- Business Meals)

- Food purchased from an offsite location and brought onto campus for a working lunch does not require VP Approval. (Use object code 6338-Catering) Requires pre approval from University Services (Exemption Form for Food Service on Campus)

  Were Alcoholic beverages consumed:  
  □ Yes  □ No  
  Amount: ___________________________

  Use object code 6341- must be listed separately
  See Food Entertainment and Official Occasions Chart for accounts that may be used to pay for alcohol, 
  food and tips. (NOTE: Tips if reimbursable, are limited to a maximum of 20% of total bill)

- Expenditures for meals with spouses is not normally appropriate except for special functions and occasions 
  that require their attendance to conduct business. Approval by the Vice President should be received in 
  advance for meals with spouses.
  
  Approved: ___________________________ Date: ___________________________

List Participants and Title/ Employee/ Employee Spouse (Attach additional sheet if necessary)

1. ___________________________  
2. ___________________________  
3. ___________________________  
4. ___________________________  
5. ___________________________  
6. ___________________________  
7. ___________________________  
8. ___________________________  
9. ___________________________  
10. ___________________________

Benefit and Purpose of Meal

______________________________

Itemized Receipt Attached:  
Receipt attached but not itemized / Must attach signed statement certifying that an itemized receipt was not available. Statement must indicate amount of alcohol purchased (applicable).

I certify that the expenses were business related and are true, correct and have not been reimbursed.

Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

Submit Business Meal Form and original receipts with credit card statement or other payment method.
Please complete the following to determine whether your campus event qualifies for a food exemption. All requests to serve food on campus require prior written approval from the Office of University Services at least five (5) business days prior to the event.

**Event/Function Information Section:**

- **Contact Name:**
- **Name of Event:**
- **Type of Event:**
- **Date of Event:**
- **Location of Event:**
- **Expected # in Attendance:**
- **Date of Event:**
- **Scheduled Time:**

**Group/Organization Information:**

- **Group Name:**
- **Advisor/Sponsor:**
- **Title:**

**OUTSIDE FOOD SERVICE INFORMATION**

- **Food Purchased from Outside Vendor:**
  - Copy of food quote from Dining Services or statement from Dining Services Catering Manager declining event
  - List of donated items and donor name and address
  - Fast food exemption (5 participants and $60 or less)

- **Food Donated from Outside Vendor:**
  - Copy of donor’s health insp./food handler’s permits
  - List of donated foods from vendor

- **Fundraising:**
  - Signed copy of Fundraising/Philanthropy Request provided by Student Activities
  - Completed “Food Sale Guidelines” form

The University’s food service partner has exclusive rights to provide food services to our campus including cash operations and debit functions through Sanddollars and catering services. Dining Services is responsible for compliance with all health regulations, licensing, taxes and workers compensation insurance required by law for all campus food service operations. Dining Services will provide all food service support for events hosted on campus. However, the University realizes that student organizations and University departments have events that may require exception to this rule. The exceptions are listed below.

1. Recognized student organizations and University departments may provide non-perishable refreshments and snack food items served by and for their exclusive use and cannot be offered for sale or exchanged for a required donation. Items served may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages, cookies, doughnuts, crackers, candy, chips, nuts, pre-packed items, etc. Donated items may be included in this category (see 3).

2. Recognized student organizations and University departments that are engaged in fund raising opportunities on campus may provide non-perishable refreshments and snack food items. Items used as fundraisers may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Pepsi products only), cookies, doughnuts, crackers, candy, chips, nuts, and other pre-packed items. The organization or department may not prepare or re-package items without a current food handler’s permit. Donated items may be included in this category (see 3).

3. Donated items may be used for number 1 and 2 above with the following restrictions. Donated items that are prepared, cooked or packaged must be from a kitchen that is certified by the Health Department and the food handler must possess a certified food handler’s permit. Donated beverages used for fund raising opportunities must be Pepsi products only. Please provide a copy of the current health inspection and/or food handler’s permit, location name, location address and item(s) being sold. Events using donated foods which are cooked/baked will be scheduled in a location other than the University Center. The food exemption request will not be approved prior to receiving the completed “Fundraising/Philanthropy Request” form from Student Activities. Donated food will not be allowed in residence halls without prior coordination with Camden Properties.

4. If “fast food” is prepared before delivery and is not served or catered by the company to a group on site, the catering policy does not apply. These small gatherings should consist of no more than five (5) participants and valued less than $60. Also, the outside services being utilized should not be designated as a catering company.

5. The requesting entity assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.

6. External entities are subject to the terms and conditions shown herein.

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**FOR OFFICE USE ONLY**

- Approved
- Not Approved
- Need More Information

Specific additional information needed: ___________________________________________________________

Reviewed and approved by: _______________________________ Date: _______________________________

Faxes: __ Dining Services __ UC Scheduling Office __ Camden

Revised August 2011

Revised August 30, 2017