Sam Houston State University
P-Card Policy Training

August 2015
Introduction

• Why? Efficient Cost-Effective Method of Paying for Orders by End-User

• P-Card Policy/Guide  **PUR-08**

• Procurement Procedures & Requirements

• Reconciliation Training: Citi Direct  **Global Card Management System (GCMS)**
The Procurement Card

• Issued in the department’s name
• One P-Card per department
• SHSU Logo & “Official Use Only”
• University purposes only
• Bill paid by University
Delegates

• Primary and Secondary

• Assigned by Department Head

• Must attend training

• Responsible for keeping all procurement card documentation up-to-date; initiate Request for Credit Limit Increase; submit Exception Request; perform GCMS Reconciliation and process monthly Expense Reports
Per p-card policy, two Delegates are required at all times who have received p-card policy training.
Delegate Transfers / Terminations

- Notify P-Card Coordinator immediately

- Updated DELEGATE FORM required

- P-Card policy training required
Card Activation

• Your Department’s procurement card has been activated.

• Primary or Secondary Delegate may sign the back of the card, but it is not necessary.

• Please ensure the department Procurement card is kept in safe place.
Security of the Card

• Secure card & number

• Secure location

• Do not carry
P-CARD USE FORM

Other Card Users

• Listing of Authorized Users in Dept.
• Must be kept current
• Users Must Take P-Card Course Online
Complete this form and forward to the P-Card Coordinator whenever you want to add or remove someone from authority to make purchases with your P-Card.

Each time the form is updated it must include the names of all current Users of the card.

It is the responsibility of the Delegates to properly instruct any employee or student worker who they allow to have usage of the card.

If you prefer, you may contact the P-Card Coordinator to provide this instruction.
Points of Contact

• Program Administrator/Coordinator:
  Kathy Roberts

• Accounts Payable (AP) Coordinators:
  Karen Holzek ~ Norma O’Bannon ~ Angel Rhem

• Citi Bank Customer Service
Card Controls

- Payment cycle limits: $12,000 - $50,000
  *(Increase in Limit over $15,000 Requires Additional Approval)*

- Transaction spending limit: $2,000 - $5,000

- Daily spending limit: None currently

- To increase your department’s transaction limit or monthly payment cycle limit, complete the CREDIT LIMIT INCREASE FORM and send to P-Card Coordinator.

- Restricted vendors – MCC codes

- Declined purchases – Contact P-card Coordinator
CREDIT LIMIT INCREASE FORM
http://www.shsu.edu/~pur_www/pcard/index.html

To be completed and sent to P-card Coordinator when requesting an increase in spending limits.

All areas must be completed and signed.
Lost and Stolen Cards
Fraudulent Purchases

• Citi Bank Customer Service: 1-800-248-4553

• University Police: 4-1794

• Program Coordinator: 4-1991
Card Termination & Cancellation

Immediate Card Cancellation:
Results in cancellation of the department’s card with no option to ever receive another card.

- Items purchased for personal use when determined to be intentional abuse or fraud.
- Use of the P-Card to secure a cash advance.
- 2\textsuperscript{nd} lost or stolen card within 3 years after the 1\textsuperscript{st} lost or stolen card.

Immediate Card Deactivation:
Results in a waiting period of 3-6 months for re-activation.

- Expense Report not completed by the required date for 2 consecutive months or 2 months during a 6-month period.
- Splitting purchases to avoid purchasing procedures (2\textsuperscript{nd} offense).
- Failure to provide documentation within the requested timeframe for an audit.
Points Schedule

• POINTS CYCLE – 6 months
  \textit{The six month period begins at assessment of the first point.}

• POINTS ACCUMULATION
  \textit{6 points accumulated within a 6-month period}
  Will cause the department’s card to be deactivated for a minimum of 3 months. Before any card will be reactivated, each Delegate will be required to attend refresher training.

  \textit{10 points accumulated within a 6-month period}
  Will cause the department’s card to be deactivated for a minimum of six months. The card will only be reactivated after the 6-month waiting period has expired and each Delegate has attended refresher training.

If points were assessed due to an authorized User’s error, the authorized User will also be required to attend training. If the authorized User refuses to attend training, the User’s P-Card purchasing privileges will be revoked until such training has been obtained.
Points Listing

See the Procurement Card Policy/Guide PUR-08 for a listing of points assigned for each infraction.

Examples include:

1 – Failure to get the appropriate approval for Membership Dues prior to purchase per policy FO-36.
1 – Purchase of services over the $500 maximum allowed.
1 – Failure to get the appropriate approval for the purchase of Gifts per policy FO-19.
2 – Purchase of “Controlled Equipment.” See policy PUR-23.
2 – Failure to get the appropriate approval for the purchase of Awards per policy PUR-19.
3 – Violation of Information Technology policy IT-SO3, Technology Oversight.
3 – Failure to obtain approval on the FO-19A FORM for the purchase of food and beverages, flowers in certain cases, and promotional items.
3 – Failure to complete online reconciliation by due date; failure to turn in reconciled Expense Report to Procurement & Business Services by due date.
Other Card Cancellations & Actions

- Non-use
- Failure to promptly report a lost or stolen card
- Failure to complete the required training
- Request by administration
Making a Purchase

- Know latest rules, policies & procedures
- Determine if the transaction is acceptable
- Determine if transaction is within dept.’s spending limit
- Consider HUBs (Historically Underutilized Businesses)
  [http://www.window.state.tx.us/procurement/prog/cmb/index.htm](http://www.window.state.tx.us/procurement/prog/cmb/index.htm)
- Check Vendor Warrant Hold Status
  [https://ourcpa.cpa.state.tx.us/coa/Index.html](https://ourcpa.cpa.state.tx.us/coa/Index.html)
- Order – use current practices
Acceptable Purchases

- Tools / Hardware / Janitorial / Safety Supplies
- Books / DVDs / Textbooks / Reference Materials
- Purchase of food / beverages (Require approval - see Policy FO-19)
- Medical / Lab Supplies
- Flowers (Certain cases require approval – see Policy FO-19)
- Gifts/Awards (see Policy FO-19 and Policy PUR-19 respectively)
- Services (Maximum of $500)
- Office Supplies / Building Supplies & Materials
- Computer Supplies (see Information Technology Policy IT-S03)
- Registration for conferences, seminars, webinars, etc.
- Membership Dues (Require prior approval - see Policy FO-36)
- Small Equipment (Not “capitalized” or “controlled”) – see Policy PUR-23
- Promotional Items (Require approval - see Policy FO-19)
- Rentals (Signed Agreements/Terms and Conditions require prior approval)
- Advertisements (Personnel ads require prior approval) – see HR Staffing Policy E-1
Refer to Finance & Operations Policy **FO-19**: Purchase of Food, Beverage, Flowers, Promotional Items and Gifts

**All food/beverage items** purchased require this approval, regardless of where or how the purchase is made.

**Flowers** require approval in certain cases. For example, flowers purchased for funerals, hospital stays, etc. would require this form.

**Promotional items** such as pens, shirts, towels, mugs, or any other items given in promotion of the University and handed out at University sponsored events require this form as well. Promotional items have the University logo/trademark or a University dept./organization name on them. (SH, SHSU, Bearkat Paw, SHSU dept./organization name, etc.)

Items given out without the SHSU logo/trademark or a SHSU department/organization name on them are considered gifts. See **Policy FO-19** for definition of a gift.

**Awards, gifts, plaques, trophies, certificates, etc.** require this approval. Refer to Policy **PUR-19** Achievement of Awards.
Unacceptable Purchases

- Items for personal use
- Items purchased from another source when available through TIBH
- Printing
- Animals that are required to be reported on the Annual Financial Report (AFR)
- Travel and related expenses (Note: Registration is no longer considered a travel expense.)
- Cash advances or cash refunds
- Gift Cards (See Policy PUR-19)
- Controlled, hazardous, or radioactive materials
- Fuel for automobiles (must use Voyager cards)
Unacceptable Purchases

- Charitable Donations
- Professional and consultant services
- Cellular phones
- Phone cards
- Postage

- STATE DEFINED CONTROLLED EQUIPMENT - See Policy PUR-23 Property
STATE DEFINED
CONTROLLED EQUIPMENT

- Stereo Systems
- Cameras
- TV’s, VCR/DVD Players
- Two-Way Radios
- Camcorders
- Microscopes
- Microcomputers, Servers and Laptops
- Data Projectors
- GPS
- UPS Battery Backup
- Scanners
- Monitors

If the equipment has an orange and white Property tag on it, it is controlled. If you are still unsure, contact Property at 294-1908.
The **EXCEPTION APPROVAL FORM** must be sent to the P-Card Coordinator for review and approval **PRIOR** to making the purchase.
The form is required when you are using someone else's account (FOP) which you do not have the authority to sign for to make payment for your purchase transaction.
Returns/Credits/Disputed Charges

• First try to resolve with the vendor. Complete a PROBLEM RESOLUTION FORM to document your progress.

• If you cannot resolve the dispute with the vendor personally, initiate a Formal Dispute using the CITIBANK CARDHOLDER DISPUTE FORM and forward to Citibank. (A formal dispute can only be initiated if the transaction is in dispute because of the vendor’s error.)

• Inform and send a copy to the P-Card Administrator.

• Tax charged in error is not a disputable charge with Citi.
Any issues that are not addressed through Citibank's formal dispute process should be documented on this form. A copy should be kept for your file and the original included with your Expense Report.
CARDHOLDER
DISPUTE FORM
http://www.shsu.edu/~pur_www/pcard/index.html

If a cardholder is unable to reconcile a problem by dealing directly with the vendor, this form must be completed and filed with Citibank within 60 days from the statement billing date of any disputed charge.

A copy of the DISPUTE FORM must be sent to the P-Card Coordinator.

Formal disputes processed through Citibank are allowable only when an error was made by the vendor.

An error made by the cardholder cannot be formally disputed.

NOTE:
Tax may not be disputed through Citibank’s formal dispute process. The cardholder must deal directly with the vendor to ensure credit is received.
Required Documentation

Retain Receipts/Applicable Document

• Sales Receipts / Invoices or printed Internet or email confirmation (Always required - must include pricing)
• Credit Receipts / Slips / Invoices (Always required)
• P-CARD DOCUMENTATION / PROBLEM RESOLUTION FORMS
• CITI CARD DISPUTED ITEM FORM
• Other information or correspondence related to the purchase
  (For example: Approvals for Membership Dues, Personnel Ads, IT Purchases, FO-19A Form Approvals)

Reconciliation – Citi Card GCMS

• The Reporting Cycle ends the 3rd of each month at midnight. If the 3rd falls on a weekend or a holiday, the Reporting Cycle will end the preceding business day.

Monthly Expense Report & Approval

• Primary and/or Secondary Delegate and Department Head (or his/her Designee) signatures required.
• Due to Procurement & Business Services by the 15th of each Month; if the 15th falls on a weekend or holiday, Expense Reports should be delivered no later than the 1st business day after the 15th.

Send Original Expense Report along with all invoices / receipts and accompanying documentation to:
Procurement & Business Services, CHSS Bldg, Room 452.
Audits

• The Program Coordinator will/may:
  • Contact the Primary and/or Secondary Delegate requesting an audit review.
  • Visit the Primary and/or Secondary Delegate’s workstation without notice and request an immediate review.

• Office of Audits & Analysis
Card Payment

• Accounts Payable Coordination

• Statement Closes the 3rd of each Month

• Formally Disputed/Fraudulent Charges Are Not Paid

• Budget Issues