

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy FO-PUR-08
P-Card Policy

INTRODUCTION

The purpose of the Sam Houston State University (SHSU or University) Procurement Card (**P-Card**) Program is to establish an efficient, cost-effective method for paying for orders and to delegate the authority and capability to make these purchases to the end-user in amounts not exceeding single transaction and monthly limits. This program is intended to complement the BearKatBuy marketplace and existing processes. The P-Card Program will be administered in accordance with the terms and conditions of the State of Texas contract with Citibank and the University Procurement and Business Services Policies and Procedures. **When SHSU policies contradict P-Card Policy, SHSU policies prevail.** This program is designed to empower the department to make needed purchases, not available through the BearKatBuy marketplace, without a delay and with minimal paperwork.

THE PROCUREMENT CARD

The P-Card is issued in the department's name with the SHSU Logo and the wording 'Official Use Only' clearly indicated on the card. The P-Card will be issued in a pocket style sleeve identified with the SHSU logo to help distinguish the University P-Card from other credit cards. **The P-Card is to be used for official University business purposes only and may not be used for any personal transactions.** The University pays the bill monthly.

The department head designates employees to serve as P-Card Primary Delegate and Secondary Delegates. A Delegate is defined as an authorized faculty or staff member who has permission to check out and utilize a Departmental PCard. The role of a Delegate is to make purchases in accordance with the policies established by Sam Houston State University and The Texas State University System as well as follow all federal and state rules to ensure accountability to the public and fairness to suppliers. Delegates are also the responsible parties for reconciling any and all transactions that occur when a PCard is used by a Delegate and/or Users.

If a department's total number of faculty/staff limit it to one available delegate (few number of FTE positions), then a secondary delegate should be assigned by the department's applicable immediate supervisor (Dean, AVP, VP, etc.). These Delegates are responsible and accountable for the security and documentation associated with the use of the P-Card and for complying with all policies and procedures related to the P-Card Program. Primary and Secondary Delegates shall both attend P-Card Policy and Procedure Training with the Card Services Administrator prior to issuance of the P-Card and as required annually.

Required documentation shall include providing timely transaction detail information and documentation for each transaction through Chrome River. This includes receipts, invoices, packing slips, returns, credits, and disputed charges, as required.

USING THE PROCUREMENT CARD

The Delegates and/or authorized users are responsible to ensure that they are following the most current policies, procedures, rules, and guidelines each time a purchase is made.

The P-Card is not intended to avoid or bypass appropriate purchasing procedures or bidding requirements. Items available for purchase on the BearKatBuy marketplace may not be purchased using the P-Card. Before making a purchase, users should refer to the University Procurement and Business Services Policies and Procedures to confirm whether the item is authorized, requires prior approval, and is within the department spending limit. Departments who do not adhere to University Procurement and Business Services Policies and Procedures and purchase unauthorized items on the P-Card, exceed the department spending limit, or purchase items requiring **prior** approval without an

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Exception Form will receive a strike against the department's P-Card. A departmental P-Card may also receive a strike if a monthly reconciliation deadline is missed. Strikes against the card can lead to suspension or termination of the departmental P-card.

Travel expenses are NOT allowable with the P-Card. All travel expenses are handled in accordance with SHSU Finance & Operations Travel Policies.

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