# Procurement Card Guidelines and Procedures Manual

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TEXAS STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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# 1. OVERVIEW

## 1.1. Procurement Card (P-Card) Program

The purpose of the P-Card program is to establish a more efficient and cost-effective method of purchasing and payment for certain goods and services.

This program is intended to complement existing procurement processes and is designed to empower the departments to make needed purchases without a delay and with minimal paperwork. The P-Card is not intended to avoid or bypass existing procurement and bidding procedures or requirements.

When Texas State (TXST) policies and procedures contradict Procurement Card Guidelines, TXST policy prevails.

The P-Card may be used for purchases within the spending limits specified that are not otherwise restricted, prohibited or controlled.

## 1.2 P-Card Contract

The terms and conditions of the P-Card contract were specified and awarded by the Texas Procurement & Support Services for the State of Texas. TXST is utilizing the State of Texas contract for P-Card services (currently U.S. Bank) and will comply with the terms and conditions of the state contract for this program.

## 1.3 P-Card Program Guide

The Procurement Card Guidelines and Procedures Manual provides the guidelines for using the P-Card at TXST. Your signature on the P-Card Application and Agreement form indicates that you understand the intent of the program and agree to follow the established guidelines.

## 1.4 P-Card Program Certification

Online P-Card training is mandatory for all new cardholders and custodians prior to the issuance of a new P-Card. Annual recertification is no longer required. Significant updates made to the Procurement Card Guidelines and Procedures Manual will be communicated at the FS Updates and will be posted on the procurement web site at https://www.txst.edu/procurement/resources/fsupdatemeeting.html. P-Card certification is in the SAP Portal under Success Factors-My Learning-Find Learning-Browse all courses-Categories-Organizational Processes & Procedures-Purchasing-P-Card Certification Online Course.

# 2. GENERAL INFORMATION

## 2.1 Duties and Responsibilities

### 2.1.1 P-Card Program

The P-Card Program is a unit within University Procurement Services that is tasked with administration, oversight, and compliance of the P-Card program.

### 2.1.2 P-Card Administrator

The P-Card administrator is designated by TXST. The P-Card administrator oversees all aspects of the P-Card program and is knowledgeable of all procedures in the Procurement Card Guidelines and Procedures Manual. The program administrator is the Associate Director of University Procurement Services and can be reached at p_card@txstate.edu.

### 2.1.3 P-Card Analyst

The P-Card analyst is charged with the day-to-day activities of the P-Card program and retains all documentation for the P-Card program at TXST. The P-Card analyst is knowledgeable about the program, the guidelines, and related forms. Cardholders/Custodians shall contact the P-Card analyst for questions regarding the program or potential problems. The P-Card analyst may refer questions to the P-Card administrator when necessary. The P-Card analyst may be reached at p_card@txstate.edu

### 2.1.4 Account Manager

The account manager, or designee, is responsible for approving monthly logs/ statements, if there are charges, of cardholders/custodians to ensure the purchases are for official university business and in accordance with policy.

### 2.1.5 Reviewer

Any person designated by the department to review the P-Card statement prior to the account manager's approval, if applicable.

### 2.1.6 Cardholder

The person designated by the department head to utilize the P-Card for small dollar purchases. The cardholder is responsible for ensuring that all purchases are for official university use, keeping records of all purchases, and for following the Procurement Card Guidelines and Procedures Manual.

### 2.1.7 Custodian

If a department opts to obtain a department card, a custodian is assigned by the account manager to oversee and utilize the department P-Card for purchases. The custodian is responsible for ensuring that all purchases are for official university use, keeping records of all purchases, and for following the Procurement Card Guidelines and Procedures Manual.

## 2.2 P-Card Controls

- The P-Card is issued with the TXST Logo and the wording “For Official University Business Use Only” clearly indicated on the card.
- The cardholder’s name or department name is imprinted on the front of the P-Card. The cardholder/custodian is the only person authorized to use any P-Card assigned to them unless an approved Procurement Card Cardholder/Custodian Delegated Authorization Form is attached to the P-card log/statement..
- The cardholder/custodian must bring his/her photo ID to the University Procurement Services office when picking up a P-Card. The P-Card will only be released to an assigned cardholder/custodian who has taken and passed the P-Card on-line training certification course. Students are not allowed to pick up the P-Card for the cardholder/custodian. The cardholder/custodian will sign the P-Card Agreement, which will be kept on file in the University Procurement Services office. The cardholder/custodian will receive a copy of the P-Card Agreement (if requested).

### 2.2.1 Transaction limits

- The P-Card single transaction limit is $2,000. This is the amount available on the P-Card for a single purchase. A single transaction includes the purchase price plus tax (if applicable), freight, and installation.
- Cardholders/Custodians should not attempt to make a purchase greater than their approved single transaction amount. Do Not split the purchase into multiple transactions, or multiple P-Cards for the same transaction.
- To request a modification to your card limit, complete and submit a Request for Procurement Card Credit Limit Increase Form to p_card@txstate.edu.
- The P-Card monthly cycle transaction limit is $10,000. This is the amount available on the P-Card for the monthly cycle. Cardholders/Custodians should not attempt to make a purchase greater than their approved amount.
- To request a modification to your monthly cycle limit, complete and submit a Request for Procurement Card Credit Limit Increase Form to p_card@txstate.edu.

### 2.2.2 Merchant Category Codes

Certain merchants are blocked from being able to accept our P-Card based upon their merchant category code (MCC). This code system groups merchants into common categories.

### 2.3 Sales and Use Tax

TXST, as an agency of the State of Texas, is exempt from paying the State of Texas sales and use tax and the credit card identifies TXST as being tax exempt within the State of Texas. A cardholder/custodian should carry a Texas Sales and Use Tax Exemption Certificate with their P-Card for vendors to verify the tax-exempt status. Sales tax in states other than Texas is allowable. The tax ID in 37547547549.

### 2.4 Security of the P-Card

The cardholder/custodian is responsible for the security of the P-Card. Guard the P-Card account number carefully. It should be kept in an accessible, but secure location. The card is to be used for official university business purposes only. Unauthorized use of a P-Card may result in disciplinary action. It is important to understand that you are personally responsible and accountable for the P-Card.

## 3. PROCEDURES

### 3.1 Obtaining a P-Card

- To obtain a P-Card, complete a Procurement Card Application Form.
- A P-Card may be requested using local funds (non-treasury). Higher Education Funds (HEF) and Coordinating Board funded accounts may not be used.
- Departments and full-time TXST employees only may be issued a P-Card.
- If a department is requesting a 'Department' card, a custodian must be named.
- All applicable signatures must be obtained prior to submitting the application.

### 3.2 P-Card Pick up and Activation

- Once the application is approved, entered in the P-Card providers portal and the P-Card is received in the University Procurement Services office, the cardholder/ custodian will be notified that the P-Card is ready to pick up.
- The P-Card certification must be current before the card can be released.
- The cardholder/custodian must show photo ID before the P-Card is released.
- If the cardholder/custodian is not able to pick up the P-Card in person, they can authorize a full-time employee to pick up the P-Card by emailing the University Procurement Services Office at p_card@txstate.edu stating the name of the individual that will be picking up the P-Card.
- The cardholder/custodian must activate the P-Card prior to using by calling the number on the sticker on the front of the P-Card. A verification ID is required. This will be the last four digits of your social security number. You must also select a Personal Identification Number (PIN). Follow the voice instructions for selecting a PIN.

## 3.3 Using the P-Card

- Commodities available through a TXST preferred contract/supplier in The TSUS Marketplace should be utilized before going outside the Marketplace and using the P-Card. Using the P-Card is acceptable for purchases with a TXST preferred contract/supplier in The TSUS Marketplace under $500 without a Procurement Card Exemption Request Form (formerly the Waiver Form).
- The P-Card may be used for the purchase of restricted items, see section 3.4 only when a Procurement Card Exemption Request Form is completed and submitted to the University Procurement Services Office at p_card@txstate.edu 48 hours prior to the purchase.
- The P-Card cannot be used for purchasing controlled but not capitalized items, see section 3.5. The University's threshold for requiring equipment to be tagged and inventoried is $5,000 and greater. Certain items with a value of less than $5,000 are identified as “controlled” and are required to be tracked by the university. For these purchases, an asset record must be created through the creation of a purchase requisition and the issuance of a purchase order.
- The P-Card cannot be used to purchase prohibited items, see section 3.6. Prohibited items must use a purchase requisition and the issuance of a purchase order.
- The P-Card does not allow purchases for typical business travel related expenses (airline tickets, car rentals, etc.). The P-Card can be used for lodging. If the cardholder/custodian attempts to use the P-Card for payment of business-related travel and entertainment expenses, the authorization request will be declined. If a purchase is declined due to Merchant Category Code exclusion, and there is reason to believe that it should not have been, please contact the University Procurement Services Office at p_card@txstate.edu.
- Purchases of any technology related items (not considered Prohibited or Controlled but not capitalized must have Information Technology Assistance Center (ITAC) approval. If ITAC is unable to obtain the item, they will give approval to purchase the item(s) via a P-Card. A Procurement Card Exemption Request Form must be prepared, include the email from ITAC, and forwarded to the University Procurement Services Office at p_card@txstate.edu for approval 48 hours prior to making the purchase.
- The University may approve certain exceptions to the purchasing responsibility to the cardholder/custodian to meet specific TXST business requirements when a Procurement Card Exemption Request Form is submitted to the University Procurement Services Office at p_card@txstate.edu.
- If the cardholder/custodian and the account manager are the same individual, the account manager's immediate supervisor must sign for the account manager. If any P-Card document is received and the same person has signed in both places, the document will be returned for proper approval.

- To request an increase of the spending limit, submit a Request for Procurement Card Limit Increase Form to the University Procurement Services Office at p_card@txstate.edu.
- If the funding source on the requested waiver involves a grant, the Office of Sponsored Programs (OSP) must approve the Request for Procurement Card Limit Increase Form before being submitted to the University Procurement Services Office at p_card@txstate.edu.
- Prior to making a P-Card purchase that is $500 or greater, the cardholder/custodian is required (regardless of the funding source) to verify the vendor is not on the State of Texas vendor hold list. Log into SAP and use T-Code ZHOLDCHK. For questions regarding vendor holds, contact the University Procurement Services office at 512.245.2521. If the vendor is on vendor hold, the purchase cannot be made. A screenshot of the search, regardless of the hold status, is to be placed with the receipt and any other documentation on the purchase.
- A detailed description of the item(s) should be recorded for the cardholder/custodian, account manager, and the P-Card analyst to recognize the purchase(s) as being authorized. Attach all documents related to the purchases to the corresponding log/statement. The log/statement and receipts (including screen print-out of the online order before order submission) will be the backup to any P-Card charge recorded and this documentation will be used for compliance purposes.
- If the P-Card has been declined at the point of sale, contact the P-Card analyst at 512.245.2521.

## 3.4 Lost, Stolen, Cancellations, and Terminations

### 3.4.1 Lost or Stolen P-Card

- If a P-Card is lost or stolen, immediately contact the P-Card provider (currently U.S. Bank) at 1.800-344-5696. This number can also be found on the University Procurement Services web site at https://www.txst.edu/procurement/howtopurchase/procurementcard.html. Contact the P-Card analyst at 512.245.2521 stating that U.S. Bank has been contacted and provide the last date the P-Card was used, the amount of any charges you made on that date, and the name of the vendor(s) from whom the purchase(s) were made.
- The P-Card will be cancelled, and a replacement P-Card will be issued and sent to the P-Card analyst who will contact the cardholder/custodian when the replacement card is ready to pick up.

### 3.4.2 P-Card Cancelation

- If a P-Card is no longer needed, complete a Procurement Card Cancellation Form and submit to p_card@txstate.edu.

- If a cardholder/custodian has not used the P-Card for over a year, the P-Card may be cancelled, at the discretion of the P-Card program administrator. The P-Card analyst will contact the cardholder/custodian requesting an explanation for non-use of the P- Card prior to cancellation.
- Multiple contacts by the accounts payable and travel office to a single department/unit for insufficient funds may result in the cancellation of P-Card.
- The purchase of unallowable items may result in the immediate revocation of cardholder/custodian privileges.

### 3.4.3 Transfers and Separations

The account manager is responsible for retrieving the P-Card from the cardholder/custodian before the cardholder/custodian transfers to a different department or separates from the university, notify the P-Card analyst and either destroy the P-Card and send the completed Procurement Card Cancellation Form to p_card@txstate.edu, or attach the P-Card to the Procurement Card Cancellation Form and send to JCK 527. If a separated employee continues to use the P-Card, the department will be liable for all charges. If transferring to another department, the cardholder/custodian will apply for another P-Card under the new department's management and take the P-Card on-line certification training if applicable.

## 3.5 Restricted Purchases

When purchasing a restricted item, a Procurement Card Exemption Request Form must be submitted to the P-Card analyst 48 hours prior to the purchase. The following are the restricted items:

- Computer Software, Licenses and Maintenance
  - ❖ All computer software, technology, and license, including Software as a Service (SAS), purchases must go through IT Business Services, at ITBusiness@txstate.edu or 512.245.2447 for approval. If IT Business Services determines that the product can only be purchased via a P-Card, attach the IT approval with the P-Card Exemption Request Form before submitting to the P-Card analyst. Visit the ITAC Software Purchasing & Licensing web site for guidelines in purchasing software and licenses.
  - ❖ Any software that is purchased using the P-Card that has not been approved by IT Business Services and the Office of University Procurement Services may be subject to the cancellation of P-Card privileges.
- Recreational Events (Sea World, Six Flags, movies, bowling, etc.).
- Rentals – if a signed contract and/or agreement a contract request must be entered in the TSUS Marketplace Contracts+ module. Do not set up automatic or recurring payments.
- Services – apart from construction or contracted services
- Office supplies unless in travel status

## 3.6 Prohibited Purchases

The P-Card cannot be used for the following prohibited purchases.

| | |
|---|---|
| Alcoholic beverages, see UPPS 03.01.18 and TSUS R&R Chapter 7, 4.1 | Animals, live, see UPPS 02.02.05 |
| Capital Equipment | Cash including money orders or traveler's checks, cash advances, or cash for a credit return |
| Contracted Services see UPPS 03.04.10 | Cell Phone/Telephones (devices, services, internet, and accessories) |
| Chemicals, compressed gases, hazardous, and controlled substances, see UPPS 04.05.06 and UPPS 04.05.05 | Controlled Substances |
| Employment Service/Temp Agencies | Fuel, Gasoline, diesel, propane, etc. |
| Fines and Penalties | Foreign Vendors |
| Flowers, floral arrangements, or plants except for official university events only, see UPPS 03.01.03 and the comptroller's site. | Gift Cards/Certificates |
| Donations, Sponsorships, and Contributions | Insurance Premiums |
| Lasers, see UPPS 04.05.08 | Leases (Rental of Land, Space, Equipment) |
| Moving Expenses see UPPS 03.0.22 | Personal Items |
| Pharmaceuticals | Phone Cards |
| Radioactive Materials, see UPPS 04.05.07 | Telephone Service/Telecommunication Equipment |
| Time or Installment Purchases | Travel – except lodging |
| Tuition | Unmanned Aircraft Systems (drones), see UPPS 04.05.14 |
| Used Equipment (Refurbished, Previously Owned), see Procurement Procedure Handbook section 7.1 | Weapons and Ammunition |
| Any purchase that includes a TXST equipment trade-in | |
| Any purchase of a capitalized asset > $9,999.99 | |
| **Controlled but not capitalized Purchases ($500-$9,999.99)** | |
| Camera – Portable, Digital, SLR, etc. | Computers, Desktop/Laptop |
| Data Projectors | Smart Phones, Tablets, and other handheld devices |
| Sound Systems and Other Audio Equipment | TVs, Video Players/Recorders |

## 3.7 Delegated Authorization

- The account manager may delegate signature authority for approval of P-Card forms by submitting an account manager and other documentation and must follow UPPS 03.01.09 – Fiscal Responsibilities of Account Managers at Texas State. The approved delegations must be in writing and attached to the P-card log/statement.
- The Procurement Card Cardholder/Custodian Delegated Authorization Form is used whenever someone other than the cardholder/custodian is making a P-Card purchase. The delegation should be to a full-time faculty or staff. This includes physically taking the P-Card to a place of business or making a telephone or internet purchase.

## 3.8 Receipt of Goods

- It is the cardholder's/custodian's responsibility to ensure receipt of goods and follow up with vendors to resolve any problems with delivery, discrepancies, and/or damaged goods.
- All P-Card purchases requiring shipping should be shipped to the University Distribution Center or an authorized Academic/Administrative Department. Any P-Card purchase shipment routed through the University's Central Distribution Center needs to be clearly identified as a P-Card purchase as noted below, as there is no PO number against which the shipment may be received. The cardholder/custodian is to instruct the vendor that the following must be clearly labeled on the outside of the package to avoid delay in identifying that the shipment was made with a University P-Card and delivered to the Central Distribution Center.

**"P-CARD PURCHASE"**
**CARDHOLDER'S NAME: _____**
**DEPARTMENT NAME: _____**

- The cardholder/custodian will need to retain supporting documentation of all purchases for compliance reviews. If the cardholder/custodian orders by phone, the vendor must be informed that an itemized sales receipt or pro-forma invoice must be included in the package. To ensure proper internal control, it is required that someone in the department, other than the cardholder/custodian or account manager, verifies the receipt of the items ordered by dating and legibly signing the receipt when the goods are received (this is not required for food, registrations, memberships, etc.).

## 3.9 Record Keeping

- The cardholder/custodian must keep all P-Card itemized sales receipts, packing slips, on-line/web receipts/confirmations, applicable Procurement Card Exemption Request Form, Delegated Authorization forms, requests for credit limit increases,

and other related documentation for all P-Card transactions attached to the P-Card log or P-Card statement. A credit card charge slip, with total amount only, is not adequate documentation. Every billing cycle, the cardholder/custodian will receive from the P-Card provider a P-Card billing statement showing the charges for the billing cycle along with the total amount charged to the account specified.

- A Vendor's point-of-sale system usually prints an automatic receipt with the processed order. This receipt should be e-mailed or postal mailed to you. If you cannot receive an itemized receipt via e-mail, ask the Vendor to include the receipt with the goods when shipping the product. The receipt is the only original documentation specifying if tax was charged to the purchase. If the cardholder/custodian receives a receipt from a Vendor that does not have a descriptive itemization of the products purchased, they must list on the receipt a description of all items. If the receipt does not have the space to list the itemization, attach a separate paper with a detailed list of all products.
- A vendor's point-of-sale system usually prints an automatic receipt with the processed order. This receipt should be e-mailed or postal mailed to you. If you cannot receive an itemized receipt via e-mail, ask the vendor to include the receipt with the goods when shipping the product. The receipt is the only original documentation specifying if tax was charged to the purchase. If the cardholder/custodian receives a receipt from a vendor that does not have a descriptive itemization of the products purchased, they must list on the receipt a description of all items. If the receipt does not have the space to list the itemization, attach a separate paper with a detailed list of all items purchased.

## 3.10 Guidelines for Reconciling P-Card Statement

- It is recommended that all cardholders/custodians complete a monthly log/statement if there are charges. The log/statement should be a record of all P-Cards purchases. It is the cardholder's/custodian's responsibility to ensure there is an itemized quote, when necessary, and invoice/receipt attached for each purchase. As an alternative, the cardholder/custodian may reconcile the P-Card statement to the receipts.
- Verify all purchases listed on the billing statement provided by the P-Card provider using either the P-Card log or receipts if using the statement, instructions for downloading the statement from U.S. Bank is located at https://www.txst.edu/procurement/howtopurchase/procurementcard.html. This verification must occur by the 20th of each month to avoid a disputed transaction being disallowed by the P-Card provider.
- In the event that a receipt is not present or obtainable, or is illegible, a Missing Supporting Documentation Statement of Facts Form should be filed out and submitted to p_card@txstate.edu.
- If a receipt is not fully itemized, the cardholder/custodian must provide a fully itemized listing of the purchase, to include any taxes, and must certify that it is correct and accurate. Any discrepancies identified shall be promptly investigated with

documentation of action taken recorded. It is the cardholder's/custodian's responsibility to resolve all discrepancies.

- The cardholder/custodian must verify all purchases and transactions listed on the billing statement. This verification must occur by the 20th of each month to avoid a disputed transaction being disallowed by the P-Card provider.
- After the cardholder/custodian reconciles the statement with the transaction log/receipts, the account manager is to review and approve that the purchases are appropriate by signing the transaction log/statement within five business days after the reconciliation. If the cardholder/custodian is also the account manager, the account manager cannot sign as the cardholder/custodian and the account manager. The account manager's immediate supervisor must sign in place of the account manager. See UPPS 03.01.09-Fiscal Responsibilities of Account Managers at Texas State.
- The reconciled log/statement along with the supporting documentation shall be filed, for audit and compliance purposes. The documentation must be retained in accordance with the University's retention schedule for the cardholder's/custodian's department for a minimum of 4 fiscal years (current fiscal year + three (3)).
- Failure to keep required documentation may be subject to the Non-compliant Notice Program (see section 3.13).
- The cardholder/custodian shall send the reconciled and approved P-Card log/statement to p_card@txstate.edu by the 30th of each month.

## 3.11 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/or disputed charges.

If the cardholder/custodian is unable to come to an agreement with the vendor regarding a purchase made with the P-Card, they should contact the P-Card Provider within sixty (60) days from the closing date of the statement on which the transaction appeared.

NOTE**:** Failure to take immediate and appropriate action, your P-Card privileges may be terminated.

- **Returns:** If a cardholder/custodian needs to return an item to a supplier, contact the supplier and obtain instructions for return. The supplier may charge a restocking or handling fee for certain returns. If a restocking or handling fee is charged, verify that the statement shows the correct difference between the original cost and the restocking or handling fee. All returns should be indicated on the P-Card log or statement.
- **Credits:** If the supplier accepts a returned item, a credit for this item should appear on the following month's statement (depending on the date the return was made). A cash refund or gift card is not acceptable in place of a credit.

- **Disputed Charges:** If a cardholder/custodian finds a discrepancy on a transaction, the cardholder/custodian should contact the supplier and attempt to resolve the problem directly. If a cardholder/custodian cannot resolve a disputed item directly with the vendor, the cardholder/custodian shall contact the University Procurement Services office at 512.245.2521 or p_card@txstate.edu.

### 3.12 Non-Compliant Notice Program

Non-compliant P-Card transactions may be subject to disciplinary action up to and including cancellation of P-Card privileges.

- **The First Non-Compliant Transaction Notice**: The cardholder/custodian and account manager will receive notification of the non-compliant transaction(s).
- **The Second Non-Compliant Transaction Notice**: If a second non-compliant notification is issued within a six-month period, the cardholder/custodian, the account manager, and the director/dean/chair will receive notification of the second non-compliant transaction and the P-Card privileges for the referenced P-Card will be suspended for thirty days.
- **The Third Non-Compliant Transaction Notice**: if a third non-compliant notification is received within a six-months after the second non-compliant transaction notice period, the cardholder/custodian, the account manager, director, dean/chair, department vice president, and associate vice president for finance will receive notification of the non-compliant transaction and the P-Card will be cancelled.

Types of non-compliant transactions include but are not limited to:

- Payment of Sales tax if credit is not received.
- Purchase from a vendor on the State Comptroller's vendor hold list
- Single transaction over $2,000 without pre-approved waiver
- Use of P-Card by person other than cardholder/custodian without a Delegation Authorization form
- Personal charge
- Purchase of restricted Item without pre-approved P-Card Exception Request Form
- Gratuity greater than 20%
- Splitting a single transaction to avoid P-Card limit
- Purchase of controlled property
- Fraud (No renewal available and/or possible termination)
- Failure to check vendor hold status before the purchases $500 or greater

## 3.13 Sponsored Program (Grants and Contract) Accounts

- Issuance of a P-Card on a sponsored program (grant/contract) account requires prior review and concurrence by the Office of Sponsored Programs (OSP). In addition to any restrictions of the funding agency, P-Card use using sponsored program accounts shall follow all applicable Texas State Policies and Procedures. When the grant expires or funding cancelled, a Procurement Card Cancellation Form together with the P-Card must be sent to the University Procurement Services Office at p_card@txstate.edu. Using the P-Card with sponsored programs funds requires additional diligence and oversight by the account manager and/or principal investigator (PI) and his or her staff.
- A copy of the statement, transaction log, if applicable, and receipts must be sent to OSP at grants@txstate.edu within five (5) business days after reconciliation and approval by the account manager and/or PI. Failure to comply with this provision may result in termination of P-Card privileges.
- A default account will be provided by the department with the P-Card application.
- It is the responsibility of the account manager and/or PI to adhere to the Procurement Card Guidelines and Procedures, Texas State's Policies and Procedure Statements, applicable Federal and State regulations, and any terms or conditions specific to the contract or grant award rules and regulations. Any charge found to be in violation of any of these policies or restrictions will be charged back to the department account if not redirected by the department promptly.
- It is the responsibility of the account manager and/or PI not to exceed the awarded budget categories. Charges exceeding the awarded budget will be redirected to the department account if not transferred by the department promptly.
- The cardholder/custodian, account manager and/or PI are responsible for ensuring that purchases are allowable under the terms of the award and within the project period and the project budget.
- The account manager and/or PI are responsible for proper distribution of expenditures. OSP will utilize the department account as a recursive action of disallowed or exceeded charges.
- When the account manager and/or PI and the cardholder/custodian are the same, all documents requiring signature must be by their immediate supervisor.

IMPORTANT: If you have questions as to whether a purchase is allowable or to which SAP internal order a transaction should be properly assigned, consult your sponsored program accountant.

**IF YOU SUSPECT FRAUDULENT, WASTEFUL, OR ABUSIVE BEHAVIOR BY A P-CARD HOLDER, OR KNOW OF IMPROPER P-CARD USAGE, PLEASE CONTACT:**

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