

**Texas State University**  
**Memorandum of Understanding**  
**for the Purchase of**  
**Awards, Flowers, Food, or Refreshments**

This is a Memorandum of Understanding (MOU) between the Office of Procurement and Strategic Sourcing and the **Student Affairs** to allow for the procurement of awards, flowers, food, or refreshments utilizing the Procurement Card (P-Card). This MOU supersedes any waiver exemption agreement currently in place. This agreement is conditioned with the following understandings:

1. The purchase of awards, flowers, food, or refreshments will be used for official business purposes only.
2. All purchases for awards, flowers, or refreshments must be in accordance with UPPS 03.01.03.
3. The purchase of food must be in accordance with FSS/PPS 03.11 Business Meal Policy.
4. The Office of Procurement and Strategic Sourcing will verify compliance with the Purchasing Policies and Procedures, P-Card Manual and University Policies and Procedures by conducting compliance reviews. Compliance reports may be provided upon request.
5. Non-adherence to the Purchasing Policies and Procedures, P-Card Manual and University Policies and Procedures for the purchase of awards, flowers, food, or refreshments will result in the termination of your P-Card privileges.
6. If the purchase is expected to go over the daily or monthly card limits, an email requesting a one-time temporary limit increase **MUST** be sent to the Director of Office of Procurement and Strategic Sourcing a minimum of 48 hours before the event to allow time to make the changes.
7. Detailed logs must be kept complete with documentation regarding each event to include the nature and purpose of the event, attendees, invitations, RSVPs, etc.

This agreement will be revisited and reviewed by all parties to determine whether processes are being handled as described in this agreement. Such review shall be conducted annually or at any time that it is determined to be in the University's best interest.

This agreement is valid from September 1, 2019 through August 31, 2021.

See attached list for cardholders

**Signatures: I have read, understand and agree to this Memorandum of Understanding**

Executive Assistant: L. A. Chafin Lora Ann Chafin (Sep 5, 2019) Sep 5, 2019  
(Signature, Date)

Vice President of Student Affairs: Dr. Joanne Smith Joanne Smith (Sep 6, 2019) Sep 6, 2019  
(Signature, Date)

Director of Procurement and Strategic Sourcing: Dan Alden Dan Alden (Sep 6, 2019) Sep 6, 2019  
(Signature, Date)

AVP Finance: Darryl J Borgonah Darryl J Borgonah (Sep 6, 2019) Sep 6, 2019  
(Signature, Date)

VP Finance and Support Services: Eric Algoe Eric Algoe (Sep 9, 2019) Sep 9, 2019  
(Signature, Date)