The University of Texas at El Paso
Procurement Card Program
Information Policy

Purchasing and General Services
915.747.5601

This document may be accessed online at:

HUB website for Vendor Status:
http://www.window.state.tx.us/procurement/prog/hub

Vendor Hold Search Website:
https://cpafmprd.cpa.state.tx.us/tpis/search.html

Procurement Card Program Administrator Information:
David M. Dominguez • 915.747.5810 • daviddm@utep.edu
Welcome to the University of Texas at El Paso Procurement Card Program

The University of Texas at El Paso is pleased to offer a purchasing card program to facility and staff. On these pages you will find detailed information about the procurement card.

Welcome to the University of Texas at El Paso Procurement Card Program
How to Obtain a Procurement Card
Overview

<table>
<thead>
<tr>
<th>Procedures</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Use a Procurement Card</td>
<td>5</td>
</tr>
<tr>
<td>How to Report a Lost Card</td>
<td>5</td>
</tr>
<tr>
<td>How to Dispute a Transaction</td>
<td>5</td>
</tr>
<tr>
<td>How to Report Lost or Stolen Card</td>
<td>5</td>
</tr>
<tr>
<td>How to Terminate a Card</td>
<td>6</td>
</tr>
</tbody>
</table>

Policies and Guideline – General Use

| Policies and Guidelines – Prohibited Purchases | 7 |
| Disallowed Purchases | 7 |
| Exceptions | 8 |
| Most Common Disallowed Vendors | 8 |
| Most Common Prohibited Merchant Category Codes | 8 |

| Policies and Guidelines – Rules | 8 |
| Limits | 8 |
| Purchases Orders | 9 |
| Contracts | 9 |
| Sales Tax | 9 |
| Verification of Vendor Taxpayer Status | 9 |
| Credit and Returns | 9 |

| Policies and Guidelines – Post Purchases | 10 |
| Shipping and Receiving | 10 |
| Billing Address | 10 |
| Approval of Payment(s) Vouchers (VP7) | 10 |
| Record-Keeping, Strike Policies, Auditing, Safe Guarding the Card and Activation | 12 |

Contact List

| Don’t know whom to contact? | 14 |
| Q&A | 14 |
How to Obtain a Procurement Card

If you would like to apply for a procurement card also known as a Procard, you must first contact the Program Administrator at ext. 5810 (David M. Dominguez or by email at: daviddm@utep.edu). You will be required to be approved by a department head, dean, project director, or other administrative official who has signature authority. There are three forms in which will need their signature. The forms will be provided by the Program Administrator. Those forms can also be accessed online at: http://admin.utep.edu/Default.aspx?tabid=34271 under forms.

Once you are approved, you must become familiar with the rules and regulations governing the use of a procurement card at the University of Texas at El Paso, by attending mandatory procurement card training. You may register for the class by visiting the Human Resources home page, clicking on the Training and Development link and then view the UT Direct TXClasses listing. Walk-in’s are always welcome.

***ID is always required when attending training and taking ownership of a Procurement Card***

Training Requirements

- New employee will need to attend mandatory procurement card training to include new account reconcilers.
- All existing cardholders and reconcilers are required to take the procurement card training upon expiration of the current card. If the procurement card is issued in May 2012, and expires in August of 2014, the cardholder and reconciler will be required to take the training in August or September of 2014 in order to receive the new card. It is the cardholder’s responsibility to ensure they are attend the refresher by signing up to take the next available procurement card training class.
Introduction

The University of Texas at El Paso Purchasing Office is delighted to offer University Departments a MasterCard Procurement Program. The program is a fast, flexible method of processing low dollar value purchase from vendors that accept the MasterCard credit card. This program eases the process of purchasing commodities of low dollar and low volume for the University.

The procurement card works like a credit card, and carrying one is a privilege based on trust. In order to obtain a procurement card, an applicant must first become certified in its use.

The Procurement Card Program is authorized by a Texas Building and Procurement Commission contract with Citi Bank. With the procurement card one may purchase non-restricted commodities of $1,000.00 or less directly from vendors without issuing a purchase order or entering an accounting transaction. This program will reduce the time and effort required to make payments for University purchases.

The use of the procurement card to pay for a purchase does not exempt The University or its officers and employees from the purchasing requirements of state law and the TBPC.

Responsibilities and Liabilities

Program Administrator Responsibilities

- The Program Administrator is responsible for the overall administration of the Procurement Card Program. This person is knowledgeable of all procedures in the user’s guide. The Program Administrator will process Procurement Card changes such as credit limits, account information, name changes, etc. All Procurement Card request must go through the Program Administrator. For problems / questions, please contact the Program Administrator. Contact information listed on first page.

Cardholder Responsibilities

- Cards are issued to an individual employee and not to an office, department, or other cardholder group. The employee listed on the card has sole responsibility for the control and use of the card.
- After a purchase is made, the cardholder is ultimately responsible for verifying that all transaction, (Ex: if the account reconciler is out on leave) listed on the statement is valid and that the amount charged is accurate. This verification also include that no tax was charged to the procurement card.
- Procurement cardholders not abiding by University policies will have their card privileges suspended and or terminated.

Program Accountant Responsibilities

- Use of credit cards result in charges that must be paid but that will not have been encumbered. It is important that users not make charges in excess of available balance. The invoice from Citi Bank must be paid in a timely manner; therefore it is necessary for the Office of Accounts Payable to promptly pay Citi Bank from the cardholder’s default account. The cardholder’s cooperation is essential in this matter and that ALL Pro Card Reconciliations are approved prior to the designated deadline. Cardholders not approving prior to the deadline will be accessed a strike violation. The Program Accountant is responsible for posting charges to the general ledger.
- Rene Rayon, Accounts Payable, Financial Services, Phone 915.747.5810.

Cardholder(s) Liability

- There is a personal liability associated with the procurement card. Any cardholder making an unauthorized purchase will be held personally liable for reimbursing the University for the amount of the purchase.

Account Reconciler

- It is the Reconciler’s responsibilities to monitor and reconcile all transactions in PeopleSoft and update transaction logs for each of the program cycles. If the Account Reconciler is going to be on annual leave of any type the responsibility falls on the cardholder, and must make arrangements to insure PeopleSoft Reconciliation are approved on time. If the Account Reconciler leaves the University, it is the responsibility of cardholder to notify the Program Administrator to correct and or modify routing for future reconciliations documents in PeopleSoft.
**Supervisor Responsibilities**

- Supervisors are responsible for ensuring that each transaction served a legitimate business purpose and that it is appropriate and necessary for the department. Verify the cardholder obtained receipts and that each of the expenditures is allocated to the appropriate account number.
- Lastly, at the end of each cycle, the corresponding Transaction Log must be signed and dated by the Supervisor within one months’ time of the monthly PeopleSoft Reconciliation being issued.
- Please note that the launch of PeopleSoft workflow process with not be implanted and therefore is the responsibility of the supervisor to approve all transaction in PeopleSoft.

**Procedures**

**How to use a procurement card**

The procurement card works like a credit card. The cardholder may make low dollar value purchases ($1,000.00 or less) from vendors that accept the MasterCard credit card. The card may be used for purchases of goods that are specifically related to the cardholder’s area of expertise and/or their job-related duties at The University. **The cardholder must keep all receipts or documentation for any purchases made with the procurement card and if the Account Reconciler is different from the cardholder those receipts must be submitted with in one month’s time for processing.** The use of the procurement card is for purchases of any supplies or items that are allowed within purchasing guidelines; they must serve a legitimate business purpose. If unsure whether a purchase is allowed, please refer to this guide first, if still in doubt contact the Program Administrator for further clarification.

**How to report a lost card**

- If a procurement card is lost or stolen the cardholder should notify Citi Bank immediately by calling 1-800-248-4553. The bank should be informed that the card in question is a state issued procurement card. They will deactivate the old card and issue a new one.
- The bank must send the replacement card to:

  Procurement Card Administrator  
  Attn: David M. Dominguez  
  500 W. University Ave  
  Kelly Hall 3rd Floor  
  El Paso, Texas 79902

- The new card must be sent to the Procurement Card Administrator so the new card number can be entered into our records and the old card number removed. **As soon as the Bank has been notified concerning a lost or stolen card, the cardholder must also inform the Procurement Card Administrator.**
- Please notify your PI or Division Director if your card is lost or stolen. Please make them aware.
- If a procurement card is lost or stolen, it is imperative the Bank be notified immediately. The University is responsible for all charges incurred against a card until the Bank receives notification that the card has been lost or stolen. This liability limit is $10,000.00.

**How to dispute a transaction**

- A cardholder may dispute a charge that is not recognized or that appears to be incorrect. The cardholder should first make a good-faith effort to settle a claim or dispute for purchases directly with the vendor. If the cardholder is unable to come to an agreement with the vendor regarding a purchase made with the procurement card, they should complete a Statement of Disputed Items form (Please see Attachments in back of this information packet.) and fax or email the form to Citi Bank within sixty (60) days from the closing date of the statement on which the transaction appeared.
- Failure to take immediate and appropriate action could result in a loss to departmental funds and charging privileges could be revoked. Cardholder’s have sixty (60) days from the statement billing date to notify the Bank in writing of any suspected disputed or fraudulent charges.
- Review of future statements is imperative to ensure that the account is properly credited for returns, credits and disputed charges. If an item is returned for any reason, the return must be credited back to the procurement card. Under no circumstances should a cash refund or gift card be accepted in place of the credit. All returns, credits, or disputes should be noted on the monthly Transaction Log.
How to terminate a card

- It is important to notify the Program Administrator if a cardholder terminates employment with The University or changes departments.
- The cardholder is responsible for returning the procurement card to the Program Administrator before transferring or terminating. If transferring to another department, the cardholder will need to re-apply for another card under the new department’s management and attend the procurement card orientation again.
- **When a cardholder terminates employment with The University, the department / unit has the specific obligation to reclaim the procurement card and return it to the Procurement Card Program Administrator prior to the employee’s termination date. Failure to do so may result in revocation of all department / unit card privileges. If a terminated employee continues to use the card the department will be liable for all charges.**
- If it is found that a cardholder has not used the procurement card for a lengthy time, the card may be revoked at the discretion of the Procurement Card Program Administrator. The Procurement Card Program Administrator will solicit from the cardholder reasonable explanation for non-use of this privilege prior to revocation.
- **Multiple contacts to a single department / unit for insufficient funds by the Office of Accounting may result in revocation of all department / unit cards. Non-adherence to these procedures will result in revocation of individual cardholder privileges and may result in revocation of all department / unit procurement cards. The purchase of unallowable item on any Contract or Grant account will result in the immediate revocation of the cardholder’s privileges.**

How to report fraudulent use of a procurement card

- Contact the Program Administrator 915.747.5810.

Policies and Guidelines – General Use

Application Policy

- Any University of Texas employee may request a procurement card if approved by a department head, dean, project director, or other administrative official who has signature authority. Departmental Approving Officials must be senior to the cardholder or not be directly supervised by the cardholder.

Cardholder Policy

- The cardholder cannot be the approving official for payment of his or her own purchases. The cardholder may not sign as the Departmental Approving Official.

Personal Use Policy

- **THE PROCUREMENT CARD IS NOT FOR PERSONAL USE!**
- The procurement card will have the State of Texas Seal and the wording “For Official Use Only” clearly indicated. This card is for business purposes only and may NOT be used for personal transactions. **NO EXEMPTIONS!** Please pay attention to the card you are using. **Strikes will be issued for non-compliance of this policy.**

Allowed Purchases

- The procurement card may be used for purchase of goods or business services costing $1,000.00 or less, **not** $1,000.01. Some examples of allowable purchase include office supplies, research supplies provided they confirm to the policies and procedures of the procurement card program, emergency low dollar items.
### Policies and Guidelines – Prohibited Purchases

#### Disallowed Purchases

The procurement card may not typically be used for purchasing the following items:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any single purchase exceeding $1,000.00 (including shipping, freight &amp; handling and relative charges)</td>
<td>• Controlled substances • Oral medications (i.e., Tylenol, aspirin, antacids, cold medicine etc.)</td>
</tr>
<tr>
<td>Alcoholic beverage</td>
<td>• Controlled substances or prescription drugs</td>
</tr>
<tr>
<td>Ammunition</td>
<td>• Cylinder gases • Postage such as stamps (FedEx, DHL, UPS are acceptable)</td>
</tr>
<tr>
<td>Animals</td>
<td>• Entertainment (i.e., videos, restaurants, fast food, gratuities) • Printers (exceeding $500.00)</td>
</tr>
<tr>
<td>Anit-bodies or living organism product</td>
<td>• Facsimile machines (exceeding $500.00) • Purchases from or to foreign countries</td>
</tr>
<tr>
<td>Any and all chemicals or hazardous materials</td>
<td>• Flowers • Purchases involving equipment trade-in</td>
</tr>
<tr>
<td>Any mobile device that uses iOS or Android supported</td>
<td>• Food / Catering • Radioactive materials</td>
</tr>
<tr>
<td>Any purchase requiring a signed contract</td>
<td>• Gasoline • Services</td>
</tr>
<tr>
<td>Apple Ipads / Any Android or Kindle Tablet</td>
<td>• Gift Certificate / Gift Cards • Software</td>
</tr>
<tr>
<td>Apple Ipods</td>
<td>• Leases or Rentals • Stereo systems (exceeding $500.00)</td>
</tr>
<tr>
<td>Bars and or Night Clubs</td>
<td>• Liquid Nitrogen • Telephone systems</td>
</tr>
<tr>
<td>Capital Equipment Upgrades</td>
<td>• Liquor Stores • Temporary services or labor agencies</td>
</tr>
<tr>
<td>Cash advances</td>
<td>• Membership Fees or Dues • Video recorder / player</td>
</tr>
<tr>
<td>Cellular / Portable Phones or Tablets</td>
<td>• Network Firewalls • Weapons</td>
</tr>
<tr>
<td>Consulting services</td>
<td>• Network Hubs, Switches and Routers • Wireless Access Points</td>
</tr>
<tr>
<td>Controlled Assets (Exceeding $500.00) to include Fax Machine, Scanners, CD/Video Records/Players</td>
<td>• No Computers (to include computers under $500.00 in undervalue)</td>
</tr>
</tbody>
</table>

- The University may delegate certain exceptions to the purchasing responsibility to the Cardholder in order to meet specific University business requirements. Examples of such delegation are software acquisition, food exceptions for incidental or small food purchases or raising dollar thresholds enabling the purchase of commodities or services due to unusual circumstances or unexpected emergencies (i.e., weather related, or Acts of God). Food and card limit exceptions require the Cardholder to obtain prior written approval from the Dean for academic departments or Department Head/Director for non-academic departments. The request must state the reason and justification for the exception. Request should be submitted to the Assistant Director in charge of the Procurement Card Program for final approval. All other exception requests the Cardholder to obtain prior written approval from their Department Chairs or Directors for amount increases only. **If it is on this list you MUST GO THROUGH MINER MALL OR USE A PAYDIRECT FORM WHICH CAN BE FOUND IN MINER MALL UNDER FORMS.**

- **Food/Catering:** Departments requiring food for meetings or events on campus must contact Sodexho, our exclusive food service vendor for all food and catering needs. A waiver to utilize an outside source may be obtained if Sodexho cannot meet the department’s request. **State funds may never be used for food purchases as per Texas Constitution, Article III, and Section 51.**

- An Entertainment Expense Form must also be completed anytime a function is for UTEP faculty, staff or students when an event is outside the University.

- **Services:** are to be purchased from Corporations only. No Paypal to an individual. **NO EXCEPTIONS.**
The following items cannot be purchased with State funding – **NO EXCEPTIONS.**

| • Alcohol | • Christmas or any holiday card |
| • Deposits to secure performance contracts | • Food or drink of any kind |
| • Membership fees to Chamber of Commerce | • Paper exceeding 8 1/2 X 11 (certain uses may allow for larger paper - check with Procurement Administrator) |
| • Plants- live or artificial (includes flowers and Christmas trees) | • Employee award exceeding $100.00 |

**Most Common Disallowed Vendors**

These vendors’ types are disallowed and the procurement card charge will be rejected at the retailer site:

| • Airlines | • Railroads |
| • Airports | • Restaurants |
| • Bars, taverns, nightclubs | • Service providers: financial institutions, insurance |
| • Duty-free stores | • Transportation services: boat rentals, cruise lines, marinas, steamships |
| • Hotels, lodging, campgrounds | • Travel agencies |
| • Package stores, beer, wine, liquor | • Personal service providers: laundries, barbers, funeral services, dating services, health spas |
| • Professional services, membership organizations | |
| • Doctors, hospitals, schools | |

**Most Common Prohibited Merchant Category Codes**

| 3000-3299 All Airlines | 5814 Fast Food Restaurants |
| 3351-3440 All Rental Agencies | 5921 Package Stores, Beer, Wine, Liquor |
| 3501-3744 All hotels | 6010-6300 Financial Institution and Cash Disbursement |
| 4121 Taxi & Limousine | 7011 Lodging Hotels, Motels, Resorts |
| 4131 Bus Lines | 7012 Timeshares |
| 4141 Cruise Lines | 7261 Funeral Services & Crematories |
| Travel Agencies & Tours | 7273 Dating and Escort Services |
| 4722 Operations | 7276 Tax Preparation Services |
| 5541-5542 Service Stations, Fuel Dispensers | 7297 Massage Parlors |
| 5812 Eating Places, Restaurants | 7298 Health & Beauty Spas |
| Bars, Cocktail Lounges, Discotheques, etc. | |

- 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 Program Administrator.
- Merchant Category Code (MCC Codes) can only be added or deleted, by the Program Administrator.

**Policies and Guidelines – Rules**

All procurement cards have a per cycle credit limit. The standard credit limit is $5,000.00. A cycle begins on the 4th of each month and ends on the 3rd of the following month.

**Limits**

The following controls limits are set in place for each cardholder. If you require a temporary limit increase for either a single purchase or monthly credit limit increase an administrative official letter form the Dean for academic departments or Department Head/Director for non-academic departments will need to submit to the Assistant Director and the Procurement Card Program Administrator a letter justifying the temporary increase.
- Transaction or “single purchase” limit is $1,000.00 max
- Spending limit per day is limited to $2,000.00 max
- Monthly credit limit is set to $5,000.00 max
- Number of authorization per day No Limit
- Number of credit card transaction per cycle No Limit

No Split Transaction – A “split purchase” occurs when a total cost of a single or multiple purchase(s) form one source, is more than $1,000.00 and the purchase is broken up into multiple transaction with the express purpose of circumventing the $1,000.00. For example if an item cost $2,000.00 and it is split $1,000.00 and $1,000.00 this is a violation and a strike will be accessed. (For emergency purposes only, a purchase can be over the $1,000.00 “single purchase limit” a letter is to be sent to the Assistant Director of purchasing and to the Program Administrator explaining the request and the circumstances of the emergency. NO EXCEPTIONS. THIS MUST BE DONE PRIOR TO THE TRANSACTION TAKING PLACE.

- Please don’t ask the Vendor to split the order; this is unacceptable practice. Larger purchases may NOT be divided into small lot purchases to avoid the designated dollar limits.
- A transaction includes the purchase price, shipping, handling and any other related charges.
- Purchases which are greater than the approved single transaction limit will automatically be declined by the Bank.
- The daily transaction limit is $2,000.00. This is the maximum amount that can be spent in one day.

**Purchase Orders**

- If the total payment to be made to a Vendor for a purchase, including freight, is $1,000.00 or more, a purchase order must be used thought Miner Mall. Do not split payments to bypass this proper purchasing procedure. This will result in loss of card privileges.

**Contracts**

- Contract and grant accounts (26 accounts) will need to identify certain items by object code. The codes and any required account numbers changes must be made in PeopleSoft by the cardholder or account reconciler not the Program Administrator.

**Sales Tax**

- Use normal procedures to handle sales tax. The cardholder should inform the merchant of our tax-exempt status prior to placing the order. All purchases made with a procurement card are exempt from State of Texas sales tax. The cardholder should monitor all transactions to ensure that tax is not charged on any procurement card purchase. Any sales tax questions should be directed to the Program Administrator. If sales tax is charged on a purchase, the cardholder must contact the merchant for credit of such tax. Retain the credit receipt with along with your Pro Card related documents.
- Any tax found on an statement review by the Program Administrator will be asked of the cardholder to obtain a refund credit, OR the cardholder pay it back to the proper account in which it was originally debited from to the cashier, please keep all documentation received when a credit is issued to the procurement card as the Program Administrator will ask for it. **DO NOT SUBMIT TO PROGRAM ADMINISTRATOR, UNLESS INSTRUCTED TO DO SO.**

**Verification of Vendor Taxpayer Status**

Per the Texas Administrative Code (34 TAC Part 1, Chapter 5, Subchapter E, Rule 5.57, state agencies are not allowed to do business or make payments to entities that are on “warrant” hold (also called “credit hold or vendor hold”) with the State of Texas until the situation is resolved and the hold is lifted. If a cardholder wishes to make a purchase of $500.00 or more from a vendor based in the State of Texas, they are required to research the vendor’s hold status beforehand by visiting the State Comptroller’s website at:

[https://cpafmprd.cpa.state.tx.us/tpis.search.html](https://cpafmprd.cpa.state.tx.us/tpis.search.html)
For all purchases the cardholder is responsible for verifying that a potential vendor is in good tax standing with the State Comptroller, which can be done by searching for the vendor’s name or VID number on the State of Texas Taxpayer and Vendor Account Information.

- Taxpayer and Vendor Accounts Information:
  - https://cpafmprd.cpa.state.tx.us/tpis/search.html

Credits and Returns

By rule of the State Comptroller, cardholders are not allowed to receive a cash refund for returned merchandise. All credit or refunds must be applied to the same cardholder account that was used for the original purchase.

Policies and Guidelines – Post Purchases

Shipping and Receiving

- It is the cardholder’s responsibility to ensure receipts of goods and services and follow up with vendor to resolve any delivery problems, discrepancies, or damaged goods.
- If the cardholder’s office is located on campus, the order must be shipped to the Central Receiving Dock at 3120 Sun Bowl Drive. The shipping documentation must state this is a “ProCard Purchase”. It should also reference the cardholder’s name, phone number and the building / room number the item is to be delivered to once it has been received at the dock.
- When ordering online the billing address is as follows: Please note the ZIP CODE is 79902

  Cardholder’s Name  
  500 W. University Ave.  
  El Paso, Texas **79902**

- When ordering online the shipping address is as follows: Please note the ZIP CODE is 79968

  Cardholder’s Name  
  Attn: Central Receiving  
  “ProCard Purchase” Building XXX, Room #  
  500 W. University Ave.  
  El Paso, Texas **79968**

- **NO SHIPMENTS, INCLUDING SUBSCRIPTIONS, SHOULD BE MADE TO PERSONAL RESIDENCE.** This is considered a violation of the use of the procurement card and a strike will be assessed if caught.
- The cardholder should request that the vendor send a receipt that is to be retained by the cardholder for the monthly procurement card reconciliation. The documentation should **NOT** be sent to the Account Payable Department or Purchasing Office for Payment.

Documenting the Purchase

It is mandatory that all merchant receipts be retained and documented to simplify reconciliation for purchases made with the procurement card. The cardholder will be asked to provide such documentation if and when the files are audited. Some critical documentation necessary for reconciliation includes:

- Vendor sales receipt
- Itemized packing slips / Receiver Advise (includes price information)
- MasterCard charge slips with itemized description of products or services purchased
- An invoice
- Transaction logs
- Bank statements
Email correspondence for approvals.

Invoices are the most optimal documentation since they itemize the purchase and show if sales tax was charged. A merchant’s entry system usually prints an automatic invoice with the processed order. The cardholder should instruct the merchant to send the invoice to them and NOT to the Accounts Payable Department. If a purchase is via mail or phone, ask the merchant to include the receipts 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 receives a receipt from a vendor that does not have a description itemization of the product purchase, 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 listing of all products.

**Transaction Logs**

Included in this user’s guide is a Procurement Card Transaction Log. The purpose of this log is to give a simple, easy to use method of keeping track of expenditures made with the Procurement Card. A “soft” copy of the log is available on our website “admin.utep.edu/pga” or by request via email, from the Program Administrator.

- The transaction log is easy to use. Create a log for each new cycle.
- Record in the log each time a purchase is made.
- A detailed description of the item(s) and justification for their purchase should be recorded in order for the cardholder, supervisor and the Program Administrator to recognize the purchase(s) as authorized ones.
- Attach and list all documents related to the purchases to the corresponding log sheet.
- **The transaction log must be signed by the cardholder, reconciler and cardholder’s supervisor.** When the cardholder and reconciler are the same person the individual must sign in both places. All signatures should occur within one month’s time of PeopleSoft Reconciliation Process being issued.
- Other uses for the log would be to track the monthly credit limit to ensure that the cardholder did not exceed the approved amount each month and to document signature authorization for changes to the default account number.
- The log and receipts will be the backup to any Procurement Card charge recorded.

**PeopleSoft Approval of Payment Vouchers**

- PeopleSoft payment vouchers are created at the end of each billing cycle.
- PeopleSoft documents are created and sent to the individual.
- When the PeopleSoft documents are reviewed and reconciled to the transaction log, the Cost Center / Speedchart may be changed at that time.
- If there are insufficient funds in the Cost Center, the reconciliation process should not be approved until a new Cost Center number has been assigned by the department.
- The cardholder and account reconciler must have submitted to the approver all receipts and supporting paperwork related to his or her procurement card transactions, and the transaction log for the procurement card, and should also be made available for reconciliation with the PeopleSoft documents.
- The cardholder may **NOT** approve the final PeopleSoft document. There must be dual control when approving in PeopleSoft. Some cardholder might have signature authority on certain speed charts and cost centers. **This is no exception, someone other than the cardholder must be the final reviewer/approver.**
- Citi Bank billing cycle starts on the 4th of every month and ends on the 3rd of every month. Citi Bank will mail one summary bill to the Program Administrator who will then forward on to Accounts Payable. Every cardholder will also receive a statement in the mail, which will be used to reconcile that month’s activity. Accounts Payable will electronically pay the summary bill (Roll Up Account) in full and distribute the charges to the cardholder’s account based upon each procurement card’s pre assigned default account number. This is the Speed Chart that was indicated at the time the cardholder applied for the procurement card.
IF THE CARDHOLDER USES THE PROCUREMENT CARD, EXPECT TO RECEIVE A PEOPLESOFT NOTIFICATION BY MID MONTH. IF YOU DO NOT, IT IS THE CARDHOLDERS AND ACCOUNT RECONCILER RESPONSIBILITY TO GET ONE AND TO NOTIFY THE PROGRAM ADMINISTRATOR.

Charging of the Speed Chart number specified on the cardholder application (aka default account) is the cardholder or account reconcilers responsibility.

The designated approver personnel must verify the charges and approve the PeopleSoft documents in a timely manner and before the deadline. Failure to timely review and approve in PeopleSoft will result in action(s) by the Program Administrator as follows:

- First failure to timely approve: Warning letter
- Second failure to timely approve: 30 day suspension of card privileges
- Third failure to timely approve: loss of card privileges

If using a grant funded account (“26”) the cardholder must provide copies of the transaction log and receipts to Contracts and Grants within 5 days of reconciliation in PeopleSoft.

Records Retention

Transaction Logs and all Procurement Card related documentation, for each purchase made, must be kept for a period of nine (9) years. Documentation for the current and previous fiscal years must be retained in the department for two (2) years; all subsequent files should be archived and stored as “ProCard” to allow easy accessibility. If there are multiple procurement cards and / or procurement cardholders in a department, the documentation should be consolidated when archived.

Please print off screen shots of PeopleSoft as part of your reconciliation.

Three Strikes

The procurement card normally operates under a three (3) strikes you’re out basis, depending on the severity of the policy violation. Strikes normally consist of violations such as failure to approve PeopleSoft document(s), failure to maintain a transaction log, failure to obtain signatures on the transaction logs, or purchasing an item that should not be purchased by using the procurement card.

The Procurement Card Program Administrator will notify the cardholder in violation when a strike is issued. Upon receiving three strikes, the Procurement Card Program Administrator will make the determination to cancel or suspend the procurement card. If the card is suspended, the cardholder and reconciler will be required to attend a mandatory “refresher” training prior to the card being re-activated.

Audits

Procurement cards are subject to review by State Auditors, State Comptrollers, Internal Auditors, Purchasing Department, Procurement Card Program Administrator, and student interns from Financial Services.

Every month, a handful of cardholder transactions are selected by the Program Administrator for detailed audit review. Some are chosen entirely at random; others are chosen because they exhibit higher than average potential for violation of Procurement Card policy; such as Cardholders who are also the authorized approver of the accounts used. If a cardholder’s transactions are selected for such a review, they will receive an email notification. They will be asked to make available all original receipts and transaction logs for a specific time period. At that time, the cardholder may copy all records. The cardholder will be notified of the time and date all originals will be picked up.

Safeguarding the Card

The cardholder’s name and the University of Texas at El Paso are imprinted on the front of each procurement card. Safeguarding the procurement card is sole responsibility of each individual cardholder. The cardholder is the only person authorized to use the procurement card. The procurement card and or its account number should not be “loaned” to any
other individual(s). The procurement card is to be kept in a safe place, preferably locked up, when not in use. If a cardholder will be absent from the office for an extended period of time, the Department Head should request a procurement card be issued to someone else within the department to act as a back-up for the duration of the cardholder’s absence.

Activating the Account

- Upon receipt of the card, the cardholder should sign the back of the card. Prior to the initial use of the procurement card, the cardholder must call Customer Service at (800) 248.4553 in order to activate the account. Although the cardholder’s name appears on the card, the card is the property of The University of Texas at El Paso and should be used for legitimate business purposes only.

Contact List

Purchasing Office
The University of Texas at El Paso
Kelly Hall 3rd Floor
El Paso, Texas 79968
Phone Number: 915.747.5601
Fax Number: 915.747.5932

Procurement Card Administrator
David M. Dominguez
Procurement Analyst
daviddm@utep.edu
915.747.5810

Procurement Card Administrator Backup
James Trejo
Procurement Analyst
ibtrejo3@utep.edu
915.747.5488

Assistant Vice President
Diane N. De Hoyos
dndehoyos@utep.edu
915.747.5601

Purchasing Associate Director
Benjamin A. Alvarez
baalvarez@utep.edu
915.747.5601

Purchasing Assistant Director
Erika Rosales
edrosales@utep.edu
915.747.8017

Citi Bank
1-800-248-4553

Accounts Payable, Financial Services
Luis Bucio
Accountant I
lfbucio@utep.edu
915.747.5465
Q&A
Do you need help defining allowable commodity purchases or with vendor sources?
Contact a member of the Purchasing Staff such as your assigned department Buyer.

Do you need assistance with PeopleSoft?
Web Link: peoplesoft.utep.edu
Contact PeopleSoft Support at:
On-Campus Extension: 4357 (HELP)
Off- Campus: 747-5257
Helpdesk@utep.edu

Do you need to ask Procurement Policy questions?
Contact Procurement Card Administrator David M. Dominguez.

Do you need to report a lost or stolen card or fraudulent use?
First call Citi Bank (1-800-248-4553) and then contact the Program Administrator David M. Dominguez ext.5810.

Do you need to report a disputed transaction?
Fill out a Cardholder Dispute Form and fax it to Citi Bank.