

SUL ROSS STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

SRSU Policy: PCard Policy

SRSU Policy ID: 6

Policy Reviewed by:

Approval Authority:

Approval Date:

Next Review Date:

INTRODUCTION

The purpose of the Sul Ross State University (SRSU 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 Sam Houston State University (SHSU) supported BearKatBuy marketplace and existing processes in which SRSU staff will process purchase requisitions. 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 Purchasing Policies and Procedures. **When SRSU policies contradict P-Card Policy, SRSU policies prevail.** This program is designed to empower the department to make needed purchases, not available through the SHSU supported BearKatBuy marketplace, without a delay and with minimal paperwork.

THE PROCUREMENT CARD

The P-Card is issued in the name of the individual within the SRSU department who is responsible for purchasing goods/services. **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 individual delegate is responsible for reconciling all charges and credits monthly by the published deadlines.

The department head designates the employee “Delegate” responsible for purchasing activity. The role of the Delegate is to make purchases in accordance with the policies established by SRSU 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 P-Card is used by a Delegate.

The Delegate is 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. The Delegate shall attend P-Card Policy and Procedure Training with the SHSU Card Services Administrator prior to issuance of the P-Card.

Required documentation for reconciliation shall include providing timely transaction detail

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information and documentation for each transaction. This includes receipts, invoices, packing slips, returns, credits, and disputed charges, as required.

USING THE PROCUREMENT CARD

The Delegate is 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 SHSU supported BearKatBuy marketplace **may not** be purchased using the P-Card. Before making a purchase, users should refer to the University Purchasing Policies and Procedures to confirm whether the item is authorized, requires prior approval, and is within the department spending limit. Departments that do not adhere to University Purchasing Policies and Procedures and purchase unauthorized items on the P-Card, exceed the department spending limit, or purchase items requiring **prior** approval without an Exception Form may have their P-Card disabled.

Travel expenses are NOT allowable with the P-Card. All travel expenses are handled in accordance with SRSU Travel Policies.