

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.09

AREA: Procurement

SUBJECT: Procurement Card

I. PURPOSE AND SCOPE

The State of Texas contracts with a bank to issue procurement cards (P-Cards) to state agencies and universities that wish to use them. Texas Southern University uses P-Cards, which are billed to the university, to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for purchases that do not require a purchase order or contract.

This document assigns responsibilities and assists university personnel in the appropriate use and administration of P-Cards.

II. POLICY STATEMENT

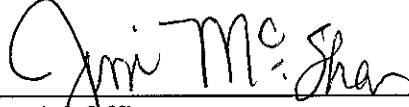
- A. Procurement Services is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of P-Cards. Procurement Services also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling P-Cards, reporting disputed charges to the bank on the cardholder's behalf, and processing payments to the bank.
- B. College/Division Administrators (CDAs) are responsible for overseeing the use and administration of P-Cards within their college/division. Though College/Division Administrators may delegate certain administrative tasks to others within their college/division, known as Business Contacts, the CDAs are responsible for ensuring that all tasks are completed accurately and timely.
- C. All College/Division Administrators, Business Contacts, and cardholders must comply with the P-Card guidelines issued by Procurement Services, which are located on the TSU Finance website.
- D. Procurement Services will notify the College/Division Administrator of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, Procurement Services has authority to inactivate or cancel a P-Card, and the cardholder might be subject to disciplinary action, up to and including termination of employment and criminal charges.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Director of Procurement Services 

Review: Every three years, on or before January 1

IV. APPROVAL



Chief Financial Officer



President

Date of President's Approval: 04/16/10

V. REFERENCES

Procurement Card Guidelines <http://www.tsu.edu/pages/2575.asp>