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## **I. POLICY STATEMENT**

Texas Southern University's Procurement Card (P-Card) Program has been established to provide a convenient means with which to make purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases. The P-Card allows the cardholder to charge work-related expenses directly to the appropriate university account.

## **II. 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.

## **III. DEFINITIONS**

Guidelines Manual: Guidelines that govern the Procurement Card (P-Cards) are located in the Payment Card Manual:  
<http://www.tsu.edu/about/administration/finance/procurement-services>,

## **IV. POLICY PROVISIONS**

### **1. GENERAL**

1.1 Accounts Payable is responsible for providing training and guidelines to cardholders and administrators for the appropriate use and administration of P-Cards. Accounts Payable 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.

1.2 College/Division Business Administrators (C/DBAs) or Department Heads are responsible for overseeing the use and administration of P-Cards within their college/division. Though College/Division Business Administrators or Department Heads may delegate certain administrative tasks to others within their college/division, known as Business Contacts, the C/DBAs or Department Heads are responsible for ensuring that all tasks are completed accurately and timely.

1.3 All College/Division Business Administrators or Department Heads, Business

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- Contacts, and cardholders must comply with the P-Card guidelines issued by Accounts Payable, which are located on the Procurement Services webpage.
- 1.4 Accounts Payable will notify the College/Division Business Administrator or Department Heads of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, Accounts Payable 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.