

PROCUREMENT CARD PROCEDURES
AT A GLANCE

- **Items that CANNOT be secured using the procurement card:**
 - Printing – All printing must be bid.
 - Advertising - All advertising requires a Request to Purchase
 - Computer Systems – Requires a Request to Purchase routed through Information Resources for approval
 - Membership Fees – Requires a Request to Purchase with President’s approval
 - Items Carried in Central Stores (General Office Supplies) – Items carried in Stores must be secured from Stores
 - Catering Services – Must be secured from dining hall/CTC.
 - Travel– Must use the Corporate Bank One Travel Card.
 - Fuel – Must use Voyager Card
 - Personal Items/Purchases

- The Procurement Card is a major credit card. You can use your procurement card anywhere the credit card is accepted (currently the procurement card is a Master Card).

- Delegated Spending Limits: \$2,000.00 or less single transaction limit (includes any freight charges)
 \$5,000.00 per month (cycle)

- **Orders cannot to be split between vendors to stay under the delegated limit.**

- **Purchases requiring a Request to Purchase (RTP) – must include the 5W’s – who, what, when, where and why the purchase was made** – The RTP must be included in your transaction log with the receipt:
 - Food Purchases – local funding only.
 - Postage Stamps, U.S. Post Office Services and Delivery Couriers
 - Clothing – promotional type items including t-shirts, caps, etc. – local funding only.
 - Other non routine type purchases such as gift certificates, gifts, flowers, floral arrangements, award items or any other type purchase that might be misconstrued as a personal type item – local funding only.
 - Registration Fees require a RTP and a copy of the approved travel request .

- Tax Verification: The State Comptroller’s office requires that for any purchase over \$150.00 the agency must check the Vendor’s tax status for holds. **YOU MAY NOT PURCHASE FROM ANY VENDOR THAT IS ON HOLD FOR EITHER FRANCHISE TAX OR SALES TAX!**

Vendor tax status may be obtained in one of two ways:

 - (1) FAMIS Screens 103 or 204
 - (2) Texas Comptroller of Public Accounts web site –
 <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>

- Transaction Log: Record each purchase/return made on the transaction log. You will have a new transaction log per month. You must obtain a receipt for each purchase and include it in the transaction log envelope. If there is not a description, or a clear description, of the item(s) being purchased you must write that information on the receipt. (Ask the vendor to include the receipt with the merchandise or ask that it be faxed to you.) Please instruct the Vendor not to send the invoice to Accounts Payable but directly to you. This will prevent duplicate payments.

- It is your responsibility to reconcile your statement and handle any disputes. After reconciling, submit your transaction log envelope to your department head for review. **Transaction logs must be received in Business Services by the 15th of each month. CARDS ARE SUBJECT TO CANCELLATION IF THE TRANSACTION LOG IS RECEIVED LATE MORE THAN TWO (2) TIMES!**

- Delivery: Items purchased with the procurement card **can be shipped to Central Receiving.** Please ask the vendor to use the following format for the shipping label:
 - PC- (last 4 digits of credit card number)
 - Tarleton State University
 - 201 St. Felix Street
 - Stephenville, Texas 76401

Central Receiving will record receipt of merchandise, prepare a delivery receipt, and deliver to your department.