Procurement Card Manual

Commercial Card Office – Purchasing Department
210-562-6216
ProCardAdmin@uthscsa.edu

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Introduction

The Comptroller of Public Accounts has awarded the contract for the State Procurement Card Program to CitiBank and became effective 9/1/2011 for the UT Health San Antonio.

The procurement card program is designed to replace a variety of processes including petty cash, prepayments with a check, and reimbursements and certain purchase orders for those items costing less than $1,000.00 (including shipping charges). UT Health San Antonio has entered into a variety of contracts for various commodities and services through a competitive bid process used to select the suppliers that will provide the best value to the institution. ProCard holders are responsible for familiarizing themselves with the contracted suppliers and associated commodities and services they are contracted to provide, and to use those suppliers for the purchase of those commodities and services. Purchases for contracted commodities and services must be made using a requisition in PeopleSoft. Current contracts available for use at UT Health San Antonio can be found at Purchasing Contracts [http://uthscsa.edu/business/purchasing/i-purchasing_contracts.html](http://uthscsa.edu/business/purchasing/i-purchasing_contracts.html).

The ProCard is a University Liability card and is paid directly from University funds. The ProCard is issued to a specific individual for use by that individual, but, is not reflected on that individual’s credit history. The ProCard should be in a secured location, which, only the cardholder has access to.

All expenditures made by using the ProCard must be for business expenses only. The ProCard is not to be used for any personal transactions or for non-university purposes.

The ProCard Program utilizes two roles, the ProCard holder and the ProCard account manager. The cardholder places the orders while the account manager reconciles the card statements. These roles will be discussed more throughout this manual.

Applying for a ProCard

All cards are issued at the request and approval of your departmental Director, Dean, or respective Vice President and may be rescinded at any time. Final approval of the ProCard requests rests with the Plan Administrator (Director of Purchasing). The cardholder can be anyone designated by the department, but should be the person(s) who will actually be placing the orders. No card or account number is ever to be loaned. Only the cardholder whose name is embossed on the ProCard is authorized to use that card.

The ProCard application is a simple process and the application form may be found on the ProCard Website. Included with the application, you will find specific instructions on completing the form and submitting to the ProCard Office. You will receive your ProCard upon receipt of the signed “Acknowledgement of Receipt of Procurement Card”, and you may begin using it immediately upon receipt. As you use the card, please contact your Department Account Manager (see Record Keeping) or the Commercial Card Coordinator if you have any questions.

Acceptable ProCard Purchases

Cardholders may use their ProCards for business purchases online, in-store, mail, and fax orders. All orders should be within cardholder’s transaction and monthly limits including any shipping charges and that are allowed on the department’s funds.
Examples of Acceptable ProCard Charges:

- Conference/Training Registrations (excluding Travel Expenses: Hotel, Airfare, etc.)
- Meeting/Conference expenses for on-campus events ONLY (the expense must be allowed by the fund group used and an itemized receipt and attendee list must be provided)
- Classified Advertising
- Freight Charges (FedEx, USPS, etc.)
- Journal Reprints & Professional Article Submissions
- Lab Supplies and Equipment (Except Capital Equipment)
- Office Supplies & Equipment (Except Capital Equipment)
- Medical Supplies and Equipment (Except Capital Equipment)
- Oligos & DNA Sequencing
- Safety Supplies
- Printing Services
- Magazine Subscriptions containing no membership
- Floral Shops (Only floral purchases that follow HOP 6.1.5) Excerpt from HOP 6.1.5: Purchases of floral arrangements and similar specialty items may be purchased for occasions of achievement, recognition or congratulations, sympathy condolences, and official visitors. Such purchases should be limited to employees and family members of employees; other University, State, or Federal officials and officers; and local dignitaries.
- Minor Repair Services for Equipment
- Minor Peripheral Computer Parts or Supplies (mouse, keyboard, computer cable, etc. - not intended for the building of a computer system).

Prohibited Purchases

Restrictions on the ProCard are utilized to ensure that the proper UT Health San Antonio Handbook of Operating Procedures is followed as well as Purchasing Policies and Procedures. The restrictions are for the protection of the cardholder and the University.

The following items are considered unacceptable ProCard purchases and current established UT Health San Antonio policies should be followed.

- Any Purchase Exceeding Single Transaction Limit (No splitting of transactions greater than the single or monthly purchase limit.)
- Any Purchase Not Allowed on a Project ID/ Fund Group
- Animals or Veterinary Services
- NO travel expenses – rooms, meals, meeting/conference room rental fees
- Cash Advances or Cash Refunds (See Refund Instructions in ProCard Policies and Procedures)
• Chemicals, Radioactive Materials, or Biological Agents Requiring Environmental Health & Safety's Approval (Including, but not limited to, HHS Select Agent or Toxin, USDA High Consequence Livestock Pathogens, USDA Listed Plant Pathogens, Radioactive Materials, Radiation Producing Devices, Military Chemical Agents, Toxic/Extremely Hazardous Chemicals, and Controlled Substances.) (HOP 8.5)
• Computer Software – ALL (Including click-wrap agreements.)
• Computer Networking Devices (ex. wireless access points, routers, networking hubs/wireless hubs) that extend the University’s network (HOP 5.2.4, 5.2.9, 5.8.8)
• Cloud Storage (ex. DropBox) (HOP 5.8.31)
• Consulting or Professional Services (HOP 6.1.6)
• Donations
• Entertainment (HOP 6.1.8)
• Ethyl Alcohol or any Alcoholic Beverages (HOP 8.2.1)
• Firearms and Ammunition
• Fuel / Gasoline (HOP 6.2.25)
• Gift Cards
• Imported Goods
• Memberships and Dues (HOP 6.1.7)
• Motor Vehicle Purchases/Rentals (HOP 6.2.7)
• Online Auctions, including eBay
• Personal Gifts, Items, or Services
• Prescription Drugs/Substances Controlled by the DEA
• Printing or reproduction services
• Processing of invoices for products or services already received
• Professional Services (medical care providers, legal services, etc.) (HOP 6.1.6)
• Radioactive or hazardous materials
• Rental of Equipment
• Booth Rentals
• Restaurant, Fast Food, and Catering Services
• State Comptroller defined controlled items $500.00 or more are subject to a numbered property tag (includes projectors, copiers, stereo systems, cameras, TV’s, camcorders, laserdisc players, and printers). Personal computers and servers (all types), and firearms are defined as controlled items regardless of cost. (HOP 6.3.1)
• Telecommunications Equipment or Services (Including office phones, cell phones & pagers) (HOP 5.2)
• Temporary Employment Services
• Travel Expenses (airfare, meals, lodging, car rental, etc.) (HOP 6.2)
• Utilities
• Any transaction that requires a contract to be signed
• As outlined in the ProCard Policies, HOP, or other University Policies.

**Built-In Restrictions**

Each card is assigned an individual credit limit. The limit is based on previous purchasing activity and current University guidelines.

The current standardized credit limit is $5,000.00 per month with a single transaction limit of $1,000.00 including any freight or handling charges. The Program Administrator and Commercial Card Coordinator may also adjust card limits at any time after reviewing spending habits as determined.

Certain vendor categories have been “blocked” from usage in the program. This has been done by the use of Merchant Category Codes (MCC). If you present your card to a vendor classified under a restricted MCC, the transaction will be declined. It is likely that any vendor you currently utilize as a source for products or services will accept your card. As the vendor is responsible for identifying themselves under a single MCC, it is possible for a legitimate purchase to be declined.

If you are declined and feel the decline should not have occurred, you may contact CitiBank Customer Service at 1-800-248-4553 to determine if you were declined because of merchant blocking or having exceeded the monthly credit limit or single transaction dollar limit imposed on your card. Any request for an override of a MCC must be sent in writing to procardadmin@uthscsa.edu.

**Exception Requests**

Exceptions may be requested on an as-needed basis for some prohibited purchases and temporary limit increases with documentation stating the benefit for the purchase on the ProCard. A written request must be submitted via email to procardadmin@uthscsa.edu.

Permanent and temporary limit increase requests may also be submitted for either or both the transaction limit and the monthly credit limit. Please see the ProCard Website for the Limit Increase Request Form.

Not all exception requests can be granted, but, the Purchasing Department will help in finding the correct avenue to complete your purchase.

**Selecting Vendors**

**Historically Underutilized Business (HUB):** Each state agency must make a good faith effort to do business with Historically Underutilized Businesses (HUBs) [1TAC (Texas Administrative Code) Chapter 111, 111.11 – 111 – 111.24]. It is important that HUBs be considered with every ProCard purchase. Executive Order #XO-1201, IV-B 1 states: Agency operating unit will purchase from a HUB vendor to the fullest extent possible. There are a few ways to locate a Texas Building and Procurement Commission certified HUB:

2. Refer to the UT Health San Antonio HUB website: [http://uthscsa.edu/business/hub](http://uthscsa.edu/business/hub)

3. Call the UT Health San Antonio HUB program office at 210-562-6300 and request a listing of HUBs for the specific purchase you plan to make.

Vendor Hold: All state agencies are only allowed to enter into contract with a vendor in “good standing” or not on “vendor hold” with the State of Texas. A contract includes a financial commitment of agency funds for purchasing goods or services. The financial commitment may occur through formal contract, a purchase order, or credit card purchase.

As a holder of a UT Health San Antonio ProCard, you are responsible for prior verification of state vendor hold status for all credit card purchases of $500.00 or more. To verify a vendor’s “hold” status, visit the State Comptroller’s website: [https://cpafmprd.cpa.state.tx.us/tpis/search.html](https://cpafmprd.cpa.state.tx.us/tpis/search.html)

**Jaggaer – Direct Connect**

UT Health San Antonio has entered into a variety of contracts for various commodities and services through a competitive bid process used to select the suppliers that will provide the best value to the institution. ProCard holders are responsible for familiarizing themselves with the contracted suppliers and associated commodities and services they are contracted to provide, and to use those suppliers for the purchase of those commodities and services. Purchases for contracted commodities and services must be made using a requisition in PeopleSoft, not with a ProCard.

Current contracts available for use at UT Health San Antonio can be found at Purchasing Contracts [http://uthscsa.edu/business/purchasing/i-purchasing_contracts.html](http://uthscsa.edu/business/purchasing/i-purchasing_contracts.html). Always select the vendor offering the lowest price, best value, and most responsive to your departmental specification requirements.

**Placing ProCard Orders**

ProCard orders may be placed in person, by phone, mail or internet. For mail/phone orders give your ProCard account number as requested. For orders placed over the Internet ensure that you are giving your card over a secure site. If you are unsure of the security of the site complete the transactions over the phone or do not make the purchase from that vendor using their Internet site.

Give the vendor clear shipping instructions. **Ensure that the vendor will include a contact name, department, telephone number, and the code “PCP” (Pro-Card Purchase) on the package.** Often when this information is not included, receiving staff must return items to vendors because they cannot tell where to forward the item. This results in lost time for the receiving staff, the vendor’s staff, and your department when an item has to be sent back and reordered, not to mention restocking fees.

Any charges made on the UT Health San Antonio ProCard are not to be submitted to the University for reimbursement or payment. The credit card company pays the vendor within three (3) days of your business transaction. The University must in turn pay the credit card company. CitiBank, our credit card issuer, will not accept personal checks for payment from any employee.
Sales Tax
The State of Texas is exempt from paying State and Local Sales Tax. When placing an order notify the vendor that purchases made for the state are not subject to Texas Sales tax. Other states taxes are also not applicable if an F.O.B. destination in Texas is specified.

Federal Tax ID number is: 1741586031
If necessary, a Tax Exempt Certificate may be provided to the vendor. A copy of the Certificate is available on the ProCard Website. It is the responsibility of the cardholder to request a credit on the ProCard if tax is accidentally charged or to reimburse the University for tax that is not credit by a vendor.

Receipt of Purchases
It is the cardholder’s responsibility to ensure receipt of goods and materials and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. If materials are ordered by phone, ask the vendor to include a sales receipt and packing slip in the package with the filled order and/or fax you an advanced copy. The receipt and packing slip will be needed for documentation.

Returns, Credits, and Disputed Charges
In case of returns, the cardholder is responsible for coordinating returns directly with the vendor, as well as securing the appropriate credit when the goods are returned to the vendor. Return documentation (credit slips) should be submitted in the same manner that purchasing receipts are.
Should a problem arise with a purchased item, or with billing, every attempt should be made by the cardholder to resolve the issue directly with the Merchant/Vendor. Review of future statements is vital to ensure that the account is properly credited for returns, credits, and disputed charges.
If you are unable to come to an agreement with the Vendor regarding a purchase made with your ProCard, complete the Disputed Form located on the ProCard Website and fax or email the form to CitiBank within sixty (60) days of the original transaction and notify the Commercial Card Office. Note: Failure to take immediate and appropriate action could result in a loss of ProCard privileges.

Lost or Stolen Cards
If a card is lost or stolen, contact CitiBank at 800-945-3114 Fraud Early Warning or call the number on the back of your card immediately. Also contact the Commercial Card Office at 201-562-6216. Upon receipt of your call, further use of the card will be blocked. Prompt action in these circumstances can reduce any fraudulent charges. The UT Health San Antonio has no liability for transactions that occur once CitiBank has been notified.
**Termination of Employment**

Cardholder or Account Manager must contact Commercial Card Office (Purchasing) once notice is given of termination or if transferring to another department to cancel the ProCard. If a cardholder changes departments, the card must still be returned to the Commercial Card Coordinator and the new department must submit another application for the individual. Cardholders are responsible for all charges until ProCard is cancelled.

**Misuse of ProCard**

Misuse of the ProCard is defined as any purchase or act that conflicts with these polices, the Handbook of Operating Procedures (HOP), or as deemed inappropriate by the Program Administrator or Commercial Card Coordinator. ProCard Misuse includes, but is not limited to, using the ProCard for personal use, or not following proper procedures. ProCard privileges may be revoked upon the first misuse of the ProCard.

**Do not lose your receipts!!** Each cardholder is allowed 2 chances for missing receipts with an appropriate explanation. On the 3 offense, privileges will be revoked and the cardholder is subject to a 12-month suspension, will need to reapply for the credit card, and retake the ProCard online training. **However, there are no exceptions for missing receipts for department type stores (Wal-Mart, Target, HEB, etc.).** Any missing receipts for transactions with this type of vendor may result in the personal responsibility of the cardholder to reimburse the University and possible loss of ProCard privileges.

When reinstatement of privileges has been refused by the Plan Administrator (Director of Purchasing), the decision may only be contested by contacting the Office of The Vice President, Chief Financial Officer, Andrea Marks.

**Account Managers – General Information**

The Account Manager is appointed by the department and cannot also be a cardholder. The ProCard Account Manager is viewed as a facilitator to accomplish the items listed below. However, the ultimate accountability rests with the actual card holder. The cardholder is the individual who is responsible for the appropriate use of the card.

Account Manager Responsibilities:

- Collecting all documentation (sales receipts, packing slips, etc.) for ProCard transactions
- Document appropriate project/grant and expense account information
- Identify the appropriateness of the expense, purchases, and provide a description for the purchase
- Collect signatures approving the transactions
- Forward the information to the Commercial Card Coordinator in Purchasing.
## Attachment A—Account Number Listing (Object Code)

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<thead>
<tr>
<th>Description</th>
<th>Account Number</th>
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<td>Abstracts</td>
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<td>Air Express</td>
<td>703001</td>
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<tr>
<td>Computer cable</td>
<td>727002</td>
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<tr>
<td>Computer consumables (toner)</td>
<td>714005</td>
</tr>
<tr>
<td>Computer keyboard</td>
<td>727001</td>
</tr>
<tr>
<td>Computer maintenance &amp; repair</td>
<td>711014</td>
</tr>
<tr>
<td>Computer mouse</td>
<td>727001</td>
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<tr>
<td>Computer parts/equipment (less than $500)</td>
<td>727002</td>
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<tr>
<td>Consumables (other)</td>
<td>714005</td>
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<tr>
<td>Equipment (less than $500 not for computer)</td>
<td>727003</td>
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<tr>
<td>Equipment parts</td>
<td>727004</td>
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<td>Florescent lights/light bulbs</td>
<td>714005</td>
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<td>Freight/Delivery</td>
<td>703001</td>
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<tr>
<td>Lab equipment parts (less than $500)</td>
<td>727004</td>
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<tr>
<td>Lab equipment/glassware (less than $500)</td>
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</tr>
<tr>
<td>Lab Supplies (consumable)</td>
<td>714005</td>
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<tr>
<td>Maintenance/Repair (Furniture, Equip., Automotive, etc.)</td>
<td>711016</td>
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<td>Materials/Supplies (Agricultural, Construction, &amp; Hardware)</td>
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<td>Medical equipment (less than $500)</td>
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<td>Medical equipment parts (less than $500)</td>
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<td>Medical Supplies</td>
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<td>Meeting/Conference Expense</td>
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<td>Miscellaneous (Floral Arrangements)</td>
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<td>Office Equipment (less than $500 not for computer)</td>
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<td>Office Supplies</td>
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<td>Promotional Items</td>
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<td>Toner</td>
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<td>Water</td>
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<td>Purchases for Resale</td>
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<td>Subscription, Periodical, Hardcopy</td>
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<td>Software</td>
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<td>Purchasing Contracted Services</td>
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<tr>
<td>Laboratory &amp; Field Testing Services</td>
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Attachment B—Contact List

- Commercial Card Office: ProCardAdmin@uthscsa.edu
  Commercial Card Website: UT Portal

- CitiBank Customer Service
  800-248-4553

- Commercial Card Coordinator
  Karene Fisher
  (210) 562-6216
  fisherk@uthscsa.edu

- Manager of Contract Administration
  Teresa Crum Arguello
  (210) 562-6203
  crumpt@uthscsa.edu

- Senior Director of Supply Chain Management & HUB Coordinator
  Eric R. Walls
  210-562-6200
  wallse@uthscsa.edu