

Texas A&M University-Commerce  
**Purchasing Card Program**

*Purchasing Card  
User's Guide*

# GUIDE

## TEXAS A&M UNIVERSITY-COMMERCE PURCHASING CARD PROGRAM GUIDE



**TEXAS A&M UNIVERSITY-COMMERCE  
PURCHASING CARD PROGRAM GUIDE**

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## TEXAS A&M UNIVERSITY-COMMERCE

### PURCHASING CARD PROGRAM GUIDE

#### I. OVERVIEW

##### A. Purchasing Card Program:

Purchasing Services is delighted to offer to all Texas A&M University-Commerce Departments/Divisions an exciting, innovative program that simplifies the way in which you may order and pay for goods. The Purchasing Card (ProCard) Program is a fast, flexible purchasing method for processing delegated orders from suppliers that accept credit cards. The purpose of the Purchasing Card Program is to establish a more efficient, cost-effective method for procuring and payment of delegated purchasing transactions. If used to its potential, the program will result in a significant reduction in the data entry of small orders including receiving entries, invoices and vouchers. A related reduction in documentation of invoices and production of checks will be realized. The Purchasing Card can be used with any supplier that accepts Master Card as a form of payment.

The ProCard program is designed to delegate the authority and capability to purchase limited items directly to the person to whom it most matters - YOU, the user. The ProCard will enable you to purchase under your delegated authority non-restricted commodities directly from the vendors without the issuance of a purchase order.

##### B. Purchasing Card Contract:

The terms and conditions of the Purchasing Card contract were specified and awarded by the Texas Building & Procurement Commission for the State of Texas. Texas A&M University-Commerce is utilizing the State of Texas contract for Purchasing Card services with JP Morgan Chase. Texas A&M University-Commerce will comply with the terms and conditions of the state contract in the implementation of this program.

##### C. Purchasing Card Program Guide:

The Purchasing Card Program Guide provides the guidelines for using the Purchasing Card. Please read it carefully. Your signature on the Cardholder Purchasing Card Agreement shows that you understand the intent of the program and agree to follow the established guidelines.

## D. Important Points of the Program:

The following important points should be reviewed before using the Purchasing Card:

- Your Purchasing Card is issued in your name. All purchases made on the Purchasing Card must be only *yours*. You are responsible for the security of the Purchasing Card and the transactions made with it. **If you do not follow guidelines when using the Purchasing Card, you could receive corrective action, including termination.**
- You can use the Purchasing Card at any vendor that accepts Master Card and is not on the restricted list. It may be used for in-store purchases, mail, telephone or fax orders.
- You may use the Purchasing Card to purchase supplies within your delegated limits.
- You may not use the Procurement Card for HEF purchases.
- Use must not exceed the monthly credit limit assigned to the Purchasing Card.
- Reconciliation of the statement received from JP Morgan Chase to ensure all charges are accurate is required. Statement reconciliation needs to be completed within seven days of receipt of the statement.
- The Purchasing Card **is not intended to avoid or bypass appropriate purchasing or payment procedures.** This program compliments the existing processes available.
- The Purchasing Card is **not for personal use.**
- The Purchasing Card must be returned to the Program Coordinator upon your transfer or termination.

## II. GENERAL INFORMATION

### A. Duties and Responsibilities:

#### 1. Program Administrator:

The Program Administrator was designated by Texas A&M University-Commerce for questions, issues and administration of the program. The Administrator is knowledgeable on all procedures in the Purchasing Card Program Guide. All Purchasing Card requests must go through the Program Administrator.

#### **Texas A&M University-Commerce Program Administrator:**

**Bert White**  
**903-886-5059**  
**Bert\_White@tamu-commerce.edu**

#### 2. Program Coordinator:

The Program Coordinator is charged with keeping documentation for the Purchasing Card activities within Texas A&M University-Commerce. The Coordinator is knowledgeable about the program, the guidelines and related forms. Cardholders shall first contact the Coordinator, who will answer questions in regards to the program or potential problems. The Coordinator may refer questions to the Program Administrator when necessary.

#### **Texas A&M University-Commerce Program Coordinator:**

**Travis A. Ball**  
**903-886-5060**  
**Travis\_Ball@tamu-commerce.edu**

#### 3. Account Manager:

The account manager, or designee, is responsible for approving monthly Purchasing Card statements of cardholders to ensure they are within policy. The Account Manager may also assist in assigning cardholder limits and regulations.

#### 4. Cardholder:

The person designated by the Account Manager to utilize the Purchasing Card by purchasing small dollar supplies is the cardholder. The cardholder is responsible for following the purchasing guidelines of Texas A&M University-Commerce in regards to purchases, selection of vendors, security of card and monthly

reconciliation.

5. JP Morgan Chase Customer Service:

The Purchasing Card program is serviced using a team approach with Chase's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist *the cardholder* with general questions about the Purchasing Card account. If a Purchasing Card is lost or stolen, Customer Service should be notified immediately.

The Customer Service number is: **1-800-890-0669**

**B. Purchasing Card Controls:**

1. Credit Limits:

All Purchasing Cards have monthly cardholder spending limits. Limits may vary for each cardholder and will be established by the Program Administrator. Questions regarding the limits shall be sent to the Program Coordinator in writing or via e-mail through the Account Manager. The Coordinator shall complete a review of the request and a response.

If the request is granted, the Program Coordinator will then forward the request to JP Morgan Chase for processing.

**\* Please allow 5 to 20 working days to process any changes.**

2. Transaction Limits:

Your Purchasing Card has a single transaction limit (which is the delegated purchase limit for Pro-Cards). This is the amount available on the Purchasing Card for a single purchase. A transaction includes the purchase price plus tax (when applicable), freight, and installation. Cardholders should not attempt to make a purchase greater than his/her approved amount. The Program Administrator must handle changes to the transaction limit.

3. Restricted Vendors:

The Purchasing Card program may be restricted for use with certain types of suppliers and merchants. If you present your Purchasing Card for payment to these vendors, the authorization request will be declined.

## **C. Maintaining Your Purchasing Card:**

### 1. Purchasing Card Internal Order Transaction Log:

Enclosed in this Purchasing Card Program Guide is an example of the Purchasing Card Internal Order Transaction Log (See Attachment B). The transaction log is required and provides an additional method for expenditure tracking while using the Purchasing Card. The form is available in PDF or Excel format located at <http://www.tamu-commerce.edu/purchasing/index.html> listed under Internal Order/Transaction Log Form.

Each cardholder should use a new log for each month's purchases. Purchasing Card Internal Order Transaction Log shall be filled out as each order/purchase is made, not at the end of the month. This includes purchases at restaurants for business meals documented by the Business Meal/Food Justification Form. Use a detailed description of the item to recognize the purchase as an authorized one. For auditing purposes use the "Date Received" column to verify that all purchases and documentation were received.

Always obtain a receipt when using the Purchasing Card. It is every cardholder's responsibility to ensure there is a receipt for each purchase. The receipts should be kept with the transaction log. Screen prints are acceptable for Internet orders and order forms for fax/mail orders *if* a receipt/invoice is not provided by the vendor. If either of these two are used, they must show price. A copy of the transaction log, including receipts, is to be forwarded to Financial Services/Accounts Payable on a monthly basis. Please retain a copy for your records.

Another use for the log would be for a cardholder to keep track of his/her expenditures. The log and the receipts will be each cardholder's back-up to the monthly Purchasing Card charges.

### 2. Cardholder Empowerment:

At the end of each billing cycle, every cardholder will receive a Cardholder Statement which lists purchases made to that account. Upon receipt of this statement, the cardholder shall reconcile the statement with their Purchasing Card Internal Order Transaction Log. Attach all documentation, note any additional information pertinent to the purchase, verify that all purchases are valid and forward the package to the Account Manager for review and approval.

## **D. Sales and Use Tax:**

Texas A&M University-Commerce, as an agency of the State of Texas, is tax exempt and the credit card identifies Texas A&M University-Commerce as being tax exempt within the State of Texas. A cardholder should carry a Texas A&M University-Commerce tax exemption certificate with their procurement card.

#### **E. Security of the Purchasing Card:**

The cardholder is responsible for the security of the card. This card shall be treated with the same level of care as the cardholder would use with his/her own personal charge cards. Guard the Purchasing Card account number carefully. It shall not be posted in a work area or left in a conspicuous place. It should be kept in an accessible, but secure location.

The only person authorized to use the Purchasing Card is the cardholder whose name appears on the card. **The card is to be used for business purposes only. Texas A&M University-Commerce has disciplinary procedures related to unauthorized use of the Purchasing Card.**

#### **F. Employee Termination:**

The Purchasing Card must be returned to the Program Coordinator upon your transfer to another department or termination.

#### **G. Lost or Stolen Cards:**

If a Purchasing Card is lost or stolen, immediately contact JP Morgan Chase's Customer Service at **1-800-890-0669**. After contacting JP Morgan Chase, notify the Program Coordinator and the Account Manager.

Prompt, immediate action can reduce our liability of fraudulent activity. It is imperative that you contact the bank immediately for suspension of your card because Texas A&M University-Commerce is responsible for all charges made on the card until it has been cancelled.

### III. PROCEDURES

Texas A&M University-Commerce will be schedule ProCard training for all card users. Due to understanding the proper card use, purpose, and the security issues, attending the scheduled training sessions will be the only method to obtaining a ProCard. New employees shall obtain the ProCard in the following manner:

#### A. Obtaining a Procurement Card:

1. To obtain a ProCard the following process shall be followed:
  - a. Download from <http://www.tamu-commerce.edu/purchasing/index.html> the application. This application will provide Purchasing Services with the necessary information about you (the cardholder), the budgeted FAMIS account/support account for default payment, and provide the appropriate supervisor's approval of your application and subsequent designation of your delegated purchasing authority within the procedure of Texas A&M University-Commerce.
  - b. Submit completed and signed application/approval form to the Program Coordinator
  - c. Program Coordinator will request issuance of the ProCard from JP Morgan Chase.
  - d. Program Coordinator will schedule the applicants for ProCard Training. **Applicants must bring a photo I.D. to the training class for verification and identification.**
  - e. **Applicant attends training class (approximately 1 1/2 hours) and signs Cardholder Purchasing Card Agreement.**
  - f. Card issued
2. The following items should be provided to you, the cardholder, during training:
  - a. Cardholder Purchasing Card Agreement: This is an agreement between the cardholder and Texas A&M University-Commerce which affirms that the cardholder has read and understands the policy and procedures for the Purchasing Card. This agreement is signed at the end of the training session by the cardholder.
  - b. Purchasing Card Program Guide: This document outlines Texas A&M University-Commerce procedures in regard to its Purchasing Card. It also outlines some approved types of purchases.

- c. Purchasing Card Internal Order Transaction Log (required): The cardholder shall use this form to record purchases, returns and during the reconciliation process.
- d. Statement of Disputed Items Form: The cardholder shall use this form if they are disputing a transaction that appears on their Cardholder Statement.
- e. ProCard. Upon signing the Cardholder Purchasing Card Agreement and proper identification and verification, the card will be issued and signed in the presence of the Program Coordinator.

## **B. About the Card:**

A Purchasing Card will be in your name with the State of Texas emblem and the wording "Official Use Only" clearly indicated on the card. This card is for University business purposes only and may not be used for any personal transactions. **It is important that you understand that you are personally responsible and accountable for this Procurement Card.**

## **C. Purchasing Card Activation:**

The cardholder must call 1-800-890-0746 to activate the Purchasing Card before using it. Upon receipt of the card, the cardholder should sign the back of the Purchasing Card and always keep the card in a secure place.

## **D. Purchasing Guidelines:**

### 1. General Information

As a State institution, we are bound by certain State, Local and Federal guidelines and laws. All purchases must be in accordance with the laws of the State of Texas and the purchasing procedures of the Texas A&M University System and Texas A&M University-Commerce. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

All Cards	Single Transaction Limit	\$3,000.00
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As a reminder, the departmental delegated authority is for small orders. State law mandates that large purchases may not be broken down into small purchases to meet delegated limits. To do so would be a violation of state law and of Texas A&M University-Commerce purchasing procedures.

Cardholders should promote and encourage positive interactions with suppliers. Honesty and courtesy are essential ingredients in all aspects of a buyer/supplier relationship.

All cardholders shall follow these guidelines when using the Purchasing Card:

**A.**

- 1) Identify the Commodity Class & Item of goods or services to be purchased.
- 2) Check to see if the purchase is an Automated Information System commodity. If so, purchase the items from a Catalog Information Systems Vendor through the Catalogue Purchasing Procedure by utilizing your ProCard. Notate it as a Catalogue Purchase.
- 3) Check State Contract. If the item is on State Contract, utilize the State Contract.
- 4) Proceed as follows (Steps 1-8 below)

**B.**

- 1) Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's spending limit.
- 2) Identify the vendor and verify that vendor is in good standing with the State tax by visiting <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>
- 3) Call, fax or visit the vendor; to place your order.
- 4) If order is by mail, specify cardholder name, company name, department name and shipping instructions. Also, specify the Purchasing Card number, expiration date and name as it appears on the card.
- 5) Confirm pricing and freight.
- 6) Request that a hard copy of the pricing and freight be faxed to the cardholder and/or included in the shipment of supplies.
- 7) Ask the supplier if a purchase order number is required. If a supplier requests a purchase order number, use a combination of initials and FAMIS Dept Code.; e.g. John Doe, FAMIS Dept Code would be purchase order number "JD-Purch.
- 8) Request that the supplier indicate your name and the words "ProCard" appear on all packing lists and box labels. This will enable the receiving department to facilitate delivery of your supplies.

2. Examples of Acceptable Purchases:

All purchases must be made in accordance with the Texas and United States Constitutions, applicable statutes and regulations, the State Comptroller's rules, and the Texas A&M University-Commerce policies and procedures. A state agency may not pay for goods before their delivery to the agency. The purchaser needs to ensure goods will be received before the statement due date. **Our statement closing date will be the 5th of each month with payment due within 14 days.** Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped. **(Refer to Guidelines for Disbursement of Funds <http://www.tamu-commerce.edu/financialServices/accountsPayable.html>)**

A typical cardholder is any employee who has delegated purchasing authority. The ProCard may be used for many various purchases such as:

- Tool/Hardware
- Florist (gift or local funds)
- Books
- Medical Supplies
- Janitorial Supplies
- Lab supplies
- Office supplies
- Videos
- Minor Computer Hardware & Supplies  
(Ex: PC Equip/External Add On/Peripherals)
- Bookstores
- Supplies
- Subscriptions
- Postage Stamps
- Registration Fees for Training Courses and Seminars
- Conference Registrations
- Safety Supplies

### 3. Restricted Purchases:

- Entertainment (if allowable on the account)- Business Meal/Food Purchase Justification
- Prescription Drugs/Controlled Substances (if allowable on the account)
- Furniture
- HEF Purchases

### 4. Unacceptable Purchases:

The ProCard may not be used for the following purchases:

- **Items for Personal Use**
- **Capital/Controlled Equipment\*\***
- **Major Computer Hardware\*\*\***
- **Software (Pre-Approval by Purchasing on a case-by-case basis)**
- **Animals**
- **Travel (transportation) and related expenses**
- **Cash advances, instruments or refunds**
- **Services that are 1099 reportable**
- **Controlled/hazardous/radioactive materials**
- **Fuel**
- **Social Club Dues**
- **Alcohol**

- **HEF Purchases**

\*\* Capitalized assets are any items of furniture or equipment with an unit cost of \$5,000 or more with a useful life of at least one-year.

\*\*\*Controlled Assets listed on the Texas A&M University-Commerce Object Code List are RESTRICTED. This list can be found at: [http://www7.tamu-commerce.edu/fiscal/Property\\_Management/objcodehlp.html](http://www7.tamu-commerce.edu/fiscal/Property_Management/objcodehlp.html)

Controlled assets represent a specific list of items including fax machines, stereo systems, cameras, televisions, VCR's, DVD's, projectors, computers and printers with an unit cost between \$500 and \$4,999 with a useful life of at least one year. Additionally, firearms and cash registers with a unit cost of \$0 to \$4,999 with a useful life of at least one year are specified as controlled assets.

If you need further clarification regarding "capitalized and/or controlled assets", please call the Property Management Department at 903-886-5042.

**Note:** No contract, HEF (1xxxxx), or grant account (4xxxxx) can utilize the ProCard for purchases.

## **E. Receiving Supplies**

It is your responsibility for ensuring receipt of goods and follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or any other information related to the purchase must be kept.

Invoices with no amount due are the most optimal documentation since they itemize the purchases. A vendor's entry system usually prints an automatic invoice with the processed order. Instruct the vendor not to send the invoice to the Accounts Payable Department but directly to the individual cardholder making the purchase (this will prevent duplicate payments to vendors). If a purchase is made via mail or telephone, ask the vendor to include the receipt with the goods when shipping the product.

## **F. Purchasing Card Internal Order Transaction Log and Documentation**

The cardholder/department is responsible for maintaining a Purchasing Card Internal Order Transaction Log. The log shall be reconciled to the Statement from JP Morgan Chase within seven days of receipt of the statement. The following documentation must be retained and kept with the log:

- Sales Receipts
- Packing Slips
- Credit Card Receipts/Slips
- Other information or correspondence related to the purchase

To facilitate the record keeping and the reconciliation process, a Purchasing Card Internal Order Transaction Log shall contain the following (See Attachment B)

- Card Holder Name and Signature
- Card Number (Acct.# & Support Acct.#)
- Transaction Date
- Vendor Name
- Vendor Number
- Amount
- Class/Item (Commodity Code)
- Description
- Date Received
- Cross Reference # for attached documentation
- Reconciliation Date
- Name of Person/Persons that Reconciled Statement
- Departmental approval
- Statement closing date

## **G. Reconciliation**

Upon receipt of the credit card statement, the cardholder/departmental personnel will reconcile the Purchasing Card Internal Order Transaction Log. Each item on the statement must match the transaction, per the log. The transaction date shall be entered for each item posted. If one person reconciles the entire log, they shall indicate "reconciled by (their name)" on the log. If more than one person is reconciling the log, line item transactions shall be individually initialed.

**Any discrepancies identified shall be promptly investigated with documentation of action taken recorded as an attachment to the log. It is the cardholders/department responsibility to resolve all discrepancies.**

## **H. Audit of Logs**

The Purchasing Card Internal Order Transaction Logs, along with the supporting documentation become the official records and shall be maintained in Financial Services in accordance with Texas A&M University-Commerce Record Retention Schedule. The records for the purchasing card purchases will be required when Texas A&M University-Commerce is audited by the Texas Building & Procurement Commission and State Comptroller. Audits may also be made by Financial Services, Purchasing Services, Internal Audit and other external entities (i.e. State of Texas Auditors, Public Accounting Offices).

## **I. Statement and Payment**

A statement for each cardholder will be mailed by JP Morgan Chase to the departments for reconciliation. The statement, transaction log, and all supporting documentation will be sent to Financial Services for payment to the Clearing Account. Note: JP Morgan Chase will mail one summary billing to the Account Manager, listing all transactions during the period by cardholder. Financial Management Services will pay the summary billing in full and will charge the default account set for each card. The payment cycle is set up to be on the 15th of each month. Payment is required within thirty days to JP Morgan Chase. The merchants are paid by JP Morgan Chase between 24-48 hours of your placing your order or picking up merchandise.

## **J. Purchasing Card Payment**

Employees do not pay their own monthly statement. The program does not affect your credit rating in any way. The Purchasing Card program carries corporate and individual liability.

## **K. Returns, Credits and Disputed Charges**

Should a problem arise with a purchased item or charge, every attempt shall be made to first resolve the issue directly with the supplier. Review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item shall be noted on the Purchasing Card Internal Order Transaction Log.

- Returns: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the transaction log.
- Credits: If an item is accepted as a return by the supplier, a credit for this item should appear on the following month's statement. All credits should be indicated in the transaction log.
- Disputed Charges: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the supplier and attempt to resolve the problem directly. All disputed items should be indicated in the transaction log. A copy of the form and letters shall be kept as documentation.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall complete the Statement of Disputed Item Form and forward to the Program Coordinator. JP Morgan Chase will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation

from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then post to the new account.

Please remember that Purchasing Services is your partner in this venture and is willing to assist in any dispute resolution.

## **L. Card Termination**

If it is found that a cardholder has not used the purchasing card for six consecutive accounting periods, (months), this card may be revoked at the discretion of the Program Coordinator.

When a cardholder terminates employment with Texas A&M University-Commerce, the department has the specific obligation to reclaim the purchasing card and return it to Purchasing Services prior to the employee termination date. Failure to do so may result in revocation of all departmental card privileges.

Multiple notifications to a single department for insufficient budgets by Financial Management Services may result in revocation of all departmental cards.

Non-compliance to State and University purchasing procedures will be grounds for revocation of cards. Non-adherence to these procedures will result in revocation of individual card holder privileges and may result in revocation of all division or departmental procurement cards.

## **IV. KEY PROGRAM CONTACTS**

### **A. Purchasing Services**

Program Coordinator: Travis A. Ball  
903-886-5060  
Travis\_Ball@tamu-commerce.edu

Program Administrator: Bert White  
903-886-5059  
Bert\_White@tamu-commerce.edu

### **B. Financial Management Services**

Billing & Reconciliation -Questions: Carol Arrington  
903-886-5043  
Carol\_Arrington@tamu-commerce.edu

## V. FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. **For what types of purchases should I use the Purchasing Card?**  
Texas A&M University-Commerce's Purchasing policies and procedures governs how you can use the Purchasing Card. The current purchasing guidelines for delegated purchasing authority will determine the type of purchases for which you are authorized.
2. **In what ways do I benefit from using the Purchasing Card?**  
When you use the Purchasing Card, you enjoy reduced paperwork, direct contact with suppliers, quick and efficient order processing, faster delivery, and fewer errors.
3. **How does Texas A&M University-Commerce benefit from the Purchasing Card Program?**  
When employees use the Purchasing Card, Texas A&M University-Commerce enjoys greater productivity as a result of reduced paperwork and savings from consolidated multiple supplier invoices to one statement from JP Morgan Chase.
4. **What should I do if my Purchasing Card is lost or stolen?**  
You should call JP Morgan Chase Customer Service toll-free at **1-800-890-0669** immediately to report the Purchasing Card missing and request a replacement. Then call the Program Coordinator, Travis A. Ball, at 903-886-5060 and your department manager to advise that you have called JP Morgan Chase.
5. **What do I do if a purchase is denied?**  
Your purchase may have exceeded a spending or transaction limit, Texas A&M University-Commerce excluded that type of merchant or the vendor is not equipped to accept MasterCard as payment. Contact your Program Coordinator, Travis A. Ball, at 903-886-5060 to determine the reason.
6. **Is it possible for someone else to use my card?**  
According to the Cardholder Agreement that you signed, you are responsible for all charges and the safekeeping of the card. Under NO circumstances should you ever allow anyone else to use your card.
7. **Will use of the Purchasing Card affect my credit report?**  
No. The Purchasing Card is a corporate liability card and carries no personal liability for cardholders who use the Purchasing Card.
8. **Whom should I contact to resolve an error or dispute concerning my account?**  
You should first contact the supplier. Most exceptions or issues can be resolved between you and the supplier. If you cannot resolve an issue with the supplier, complete the Dispute Form in your Cardholder Guide packet, and fax to JP Morgan Chase, per the instructions.

9. **When I use my Purchasing Card to make a purchase, how is the transaction authorized?**

When you use the Purchasing Card to make a purchase, the supplier verifies the account number with JP Morgan Chase. Your spending limits are checked automatically against preset Texas A&M University-Commerce limits.

10. **What about Texas A&M being tax exempt?**

The card is identified as a "State of Texas" official business, tax exempt card. You are encouraged to advise the supplier (at the time of order or check out) that the purchase is to be tax exempt. You should carry a copy of the Texas A&M tax exemption certificate when making a purchase.

**VI. ATTACHMENTS**

- A. Cardholder Pro Card Agreement ..... Attachment A
- B. Purchasing Card Internal Order Transaction Log..... Attachment B
- C. Business Meal/Food Purchase Justification ..... Attachment C
- D. Statement of Disputed Items ..... Attachment D
- E. Tax Exempt Certificate ..... Attachment E
- F. Gift Log ..... Attachment F

## ATTACHMENT A - Cardholder ProCard Agreement

### TEXAS A&M UNIVERSITY-COMMERCE CARDHOLDER PROCUREMENT CARD AGREEMENT

I hereby acknowledge receipt of a Texas A&M University-Commerce MasterCard Procurement Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing Card procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Purchasing Card procedures. I understand that Texas A&M-Commerce is liable to JP Morgan Chase for all Texas A&M-Commerce charges.

I agree to use this card for Texas A&M-Commerce approved purchases **only** and agree not to charge personal purchases. I understand that Texas A&M-Commerce will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay Texas A&M-Commerce any amounts owed by me even if I am no longer employed by Texas A&M-Commerce.

I understand that the card is property of Texas A&M-Commerce. I further understand that Texas A&M-Commerce may terminate my right to use this card at any time for any reason. I agree to return the card to Texas A&M-Commerce immediately upon request or upon termination of employment.

**Cardholder:** \_\_\_\_\_ **Master Card #:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ UIN#: \_\_\_\_\_

Department: \_\_\_\_\_

## ATTACHMENT B - Purchasing Card Internal Order Transaction Log

To access this form visit <http://www.tamu-commerce.edu/purchasing/index.html>

# See Next Page for Sample of Log

**TEXAS A&M UNIVERSITY-Commerce**  
**Purchasing Card Internal Order Transaction Log**

Card Number: \_\_\_\_\_

(FAMIS Account & Support Account)

Cardholder Name: \_\_\_\_\_

Department Approval \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Statement Closing Date: \_\_\_\_\_

Transaction Date	Cross Ref #	Vendor Name Vendor # *	Commodity Code *	Description	Amount	Date Received	Moved To Account	Reconciled/ By Whom
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							

\* Required on State accounts

Download form at:  
<http://www7.tamtu-commerce.edu/purchasing>

## **Attachment C – Business Meals/Food Justification**

To access this form go to: <http://www.tamu-commerce.edu/financialServices/accountsPayableForms.html>

# **See Sample on Next Page**

This form replaces the IRS 5 W's

**Texas A&M University-Commerce**

**Business Meals/Food Purchase Justification**

(Original itemized receipt or invoice must be attached)

**Date of Event** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Payable to** \_\_\_\_\_  
*Individual/Establishment*

**Location of Event** \_\_\_\_\_

**Name and Purpose of Event** *This statement must establish the purpose of the event and a clear benefit to the university. (See Guidelines for Business Meals and Food Purchases)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attendees** \_\_\_\_\_  
Attach another sheet if necessary.  
\_\_\_\_\_  
\_\_\_\_\_

**Alcohol Statement** *Alcohol statement - states that alcohol was or was not purchased or consumed.*  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of individual seeking reimbursement*

\_\_\_\_\_  
*Signature of Department Head*

**Allowable expenses for business meals/food purchases must be deemed appropriate in the best judgment of the approving authority (Dept. Head/Director, Dean, Vice-President, or President), be cost effective, and serve a clear Texas A&M business purpose. These expenditures must comply with the university's policies which require the expenditure be related to one or more of the following purposes:**

1. The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a component of the System or the State;
2. The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
3. The support of student events and activities which are sponsored by a component of the System;
4. The recruitment of highly qualified faculty, staff, and students;
5. The promotion of the exchange of ideas with community leaders regarding the role of a component of the System in the community;
6. The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a component of the System;
7. The support of a program of continuing education sponsored by a component of the System; or
8. The conduct of staff conferences and receptions or other events designed to recognize and honor employees.

*See Guidelines for Business Meals/Food Purchases for appropriate funds.*

## ATTACHMENT D - Statement of Disputed Item

**To access this form visit: <http://www.tamu-commerce.edu/purchasing/index.html>**

### Commercial Card Statement of Disputed Item

Instructions: Your company should first make good-faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and mail or fax with required enclosures within 60 days from the billing close date to:

Procurement Card Program Coordinator  
Attn: Colleen Locke  
Department of Purchasing Services  
P.O. Box 30013  
College Station, TX 77842-0013  
Phone: 979-845-3425 ext. 143 Fax: 979-845-3800

Company Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Cardholder Name: \_\_\_\_\_

This charge appeared on my statement: \_\_\_\_\_

Billing close date: \_\_\_\_\_  
Transaction date: \_\_\_\_\_  
Reference Number: \_\_\_\_\_  
Merchant Name: \_\_\_\_\_  
Merchant Location: \_\_\_\_\_  
Posted Amount: \_\_\_\_\_  
Disputed Amount: \_\_\_\_\_

\*\*\*\*Please check only ONE of the following\*\*\*\*

- Unauthorized Transaction**  
I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. The card was in my possession at the time of the transaction.
- Charge Amount Does Not Agree With Order Authorizing The Charge**  
The amount entered on the sales slip was changed from \$\_\_\_\_\_ to \$\_\_\_\_\_. I have enclosed a copy of the unaltered sales slip.
- Merchandise or Services Not Received**  
I have not received the merchandise or services represented by the above transaction. The expected date of delivery or services was \_\_\_\_\_. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).
- Disputed Transaction**  
I did engage in the above transaction, which I am now disputing. I have contacted the merchant, but I have been unable to return the merchandise and/or I have been unsuccessful in reaching an acceptable resolution with them. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).
- Defective or Wrong Merchandise**  
I returned the merchandise on (date) \_\_\_\_\_ because it was: (please choose one):  
\_\_defective \_\_wrong size \_\_wrong color \_\_wrong quantity
- Recurring Charges After Cancellation**  
On \_\_\_\_\_ (date), I notified the above merchant to cancel our monthly/yearly agreement. Since then, my account has been charged \_\_\_\_\_ time(s). (Please enclose a copy of the merchant's response to confirmation of your confirmation of your cancellation).
- Items Charged Already Paid by Other Means**  
I already paid for the goods and/or services represented by the above charge by means other than my card. (We must have a copy of the front and back of the canceled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).
- Credit Appears as a Charge**  
The enclosed Credit Voucher appeared as a charge on my card account.
- Credit From Merchant Not Received**  
I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above
- Hotel Reservation Canceled**  
I did make a reservation with the above hotel which I then canceled on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). At that time, I asked for a cancellation number which is \_\_\_\_\_. (Please check one if applies):  
\_\_ I was not given a cancellation number  
\_\_ I was not told at the time that I made the reservation that my account would be charged for a "No Show"
- Double or Multiple Charges**  
My account has been doubled charged. The first charge appeared on my \_\_\_\_\_ (date) billing statement.

Cardholder's Name (Printed) \_\_\_\_\_ Cardholders Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

## ATTACHMENT E - Tax Exemption Certificate

**To access this form visit: <http://www.tamu-commerce.edu/purchasing/index.html>**

01-339(Bank)  
(Rev. 11-95/3)

### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATE

Name of purchaser, firm or agent <b>Texas A&amp;M University</b>	
Address (Street & Number, P.O. Box or Route Number)	Phone (Area code and number) <b>(979)</b>
City, State, ZIP Code <b>College Station, TX 77843-</b>	

I, the purchaser named above, claim an exemption from payment of sales taxes for the purchase of taxable items described below or in the attached order or invoice.

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased, or on the attached order or invoice.

**All purchases for Texas A&M University**

Purchaser claims this exemption for the following reason:

**This property is being secured for the exclusive use of the State of Texas.**

I understand that I will be liable for payment of sales or use tax which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provision Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items which I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser sign here	Title	Date
------------------------	-------	------

NOTE: This certificate cannot be issued for the purchase, lease or rental of a motor vehicle.

*THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.*

Sales and Use Tax "exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

### ATTACHMENT F – Gift Log

#### Texas A&M University-Commerce Gift Log

(Original itemized receipt or invoice must be attached)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Purpose of Event: *This statement must establish the purpose of the event and a clear benefit to the university.*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of recipient: \_\_\_\_\_ CWID or SS#: \_\_\_\_\_

Gift awarded: \_\_\_\_\_

Original Signature: \_\_\_\_\_  
*Signature of individual awarded the gift* *Date*

Name of recipient: \_\_\_\_\_ CWID or SS#: \_\_\_\_\_

Gift awarded: \_\_\_\_\_

Original Signature: \_\_\_\_\_  
*Signature of individual awarded the gift* *Date*

Name of recipient: \_\_\_\_\_ CWID or SS#: \_\_\_\_\_

Gift awarded: \_\_\_\_\_

Original Signature: \_\_\_\_\_  
*Signature of individual awarded the gift* *Date*

Name of recipient: \_\_\_\_\_ CWID or SS#: \_\_\_\_\_

Gift awarded: \_\_\_\_\_

Original Signature: \_\_\_\_\_  
*Signature of individual awarded the gift* *Date*

***This form must be included with all documentation. Attach another sheet if necessary.***

***Examples: Retirement gifts, gift cards, event giveaways, drawings, door prizes, and game prizes***

\_\_\_\_\_  
*Signature of Director/Department Head* *Date*