

Procurement Card Manual



Introduction
Policies and Procedures
Frequently Asked Questions

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

TABLE OF CONTENTS

Introduction	3
Applying for a Card	3
Acceptable ProCard Purchases	3
Prohibited Purchases	4
Built in Restrictions	5
Exception Requests	6
Selecting Vendors	6
Placing Orders	7
Sales Tax	7
Receipt of Purchases	8
Returns, Credits, Disputed Charges	8
Termination of Employment	8
Lost or Stolen Cards	8
Misuse of ProCards	9
Account Manager General Information	9
Record Keep and Reconciliation	10
Attachments	12
Acknowledgement of Receipt of UTHSCSA Procurement Card ..	13
Sales Tax Exempt Certificate	14
Billing Cycle Dates	15
ProCard Approval Cover Sheet	16
Account Number Listings	17
Contact List	18

Introduction

The UTHSCSA has chosen to implement the JPMorgan Chase Purchasing Card Program, also known as the Procurement Card or the “ProCard”, to establish a more efficient, cost effective method of purchasing and payment for small dollar transactions through the use of a credit card system.

The program is designed to replace a variety of processes including petty cash, pre-payments with a check, and reimbursements and certain purchase orders for those items costing less than \$1,000.00 (including shipping charges).

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.

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are issued at the request and approval of your departmental Director, Dean, or respective Vice President and may be rescinded at any time.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.

