



SUL ROSS STATE UNIVERSITY

A Member of The Texas State University System

Procurement and Business Services

P-Card Forms Explanation Sheets

This document provides a brief description of the purpose of each P-Card form.

1. New Procurement Card Order Form

This form should be completed when an individual is requesting a P-Card to purchase on behalf of their department. The person requesting the card will be assigned as the cardholder/delegate to manage the card, transactions, reconcile expenses, etc. The cardholder/delegate must complete training before the card will be issued. The form Card Order Form must be signed by the Cardholder/Delegate, Account Manager and approved by SRSU VP of Finance.

2. Departmental P-Card Agreement

This form is signed when the delegate picks up the card acknowledging that they have received the card and agree to comply with the P-Card Policy and Procedures. The delegate must bring his/her photo I.D. to SRSU Procurement before the P-Card will be issued. The P-Card will only be issued to an assigned Delegate for the department who has attended P-Card Policy and Procedure Training. The Departmental P-Card Agreement will be kept on file in the Card Services Administrator's office. The Delegate will receive a signed copy of the agreement and a copy of the P-Card.

3. Request for Procurement Card Credit Limit Increases

This form is required when the SRSU Procurement Card requires an increase and/or decrease in either its transaction limit or its monthly limit even if that limit increase and/or decrease is only temporary. No SRSU Procurement Card can increase its transaction limit above \$2,000 per transaction nor increase its monthly limit over \$5,000 per month. The form requires completion by a cardholder/delegate for the procurement card and signatures of both the delegate and the department head. The department head signs as departmental approval signature and as account manager. A signature is required in both areas. Once the form is complete, and all signatures obtained, the form is then scanned and emailed to the P-Card Administrator. The cardholder/delegate should keep the original form with their p-card files.

4. **Exception Approval Form**

The Exception Approval Form must be sent to the P-Card Administrator for review and approval **PRIOR** to purchasing an unacceptable item. Forms are scanned and emailed.

This form requires signatures of the SRSU Delegate/Cardholder and department head specific to the SRSU Procurement Card the transaction will be charged to.

A detailed description of what the Exception entails should be placed on the form and any essential documents that pertain to the Exception request attached to the form. A copy of this document should be attached to the transaction reconciliation along with the pertinent receipt.

Examples:

Alcohol – Alcohol purchased must be in the form of drinks purchased with dinner and not alcohol from a liquor store. Liquor purchased from a liquor store with a state issued procurement card is prevented per State of Texas guidelines. Gift funds must be used for the purchase of Alcohol. Written verification of the gift funds used for the purchase is required on the Exception Request form.

Contracts (signed) – All signed agreements required with SRSU Procurement Card transaction purchases must be routed through the Assistant Director of Procurement for review prior to the Exception Request being approved. Recommendation is made to departments that if a transaction requires a signed contract it should be handled through the purchase requisition process. In this way, the contract approvals electronically route through the correct parties. Contracts attached to procurement card transactions not requiring a signature do not require an Exception Request.

Controlled Item – Written prior approval required from Property before Exception Request can be granted.

Hazardous Materials – Written prior approval required from Risk Management and SRSU Safety Office before Exception Request be granted.

International Transaction – Written verification from the vendor must be attached to the Exception Request stating that no other form of payment other than a credit card will be allowed to make payment for the transaction.

Payment of Taxes – Written verification from the vendor must be attached to the Exception Request stating that the vendor does not accept Texas Tax Exempt status.

Services over the \$500 Maximum Allowed – Any Exception Request for purchase of services over the \$500 maximum allowed must be forwarded to the President's Office for review and approval before the Exception Request is approved by the P-Card Administrator.

5. Missing Receipt/Problem Resolution/Documentation Form

SRSU Procurement Card delegates are advised to take at least ten days to try to resolve issues they have with vendors regarding transactions before submitting a Cardholder Dispute Form. The Problem Resolution/Documentation Form is used to note contact with vendors made regarding those issues and the results accomplished. The form is also used to address those issues that cannot be addressed through Citibank's Cardholder Dispute process. A copy of this document should be attached to the transaction reconciliation along with the pertinent receipt.

Examples Include:

Missing Receipt – If a receipt has not been turned in at the time the Expense Report is due to be submitted, this form can be used to note that the receipt will be provided as soon as received. If the vendor states they are unable to provide a receipt upon request, and a Cardholder Dispute Form was used to request a copy of the missing receipt.

Personal Item Purchased in Error – If a personal item was purchased in error, an explanation is given on this form as to how the user is going to reimburse the SRSU Procurement Card account.

Price Discrepancy – If the transaction shows one amount, but the receipt shows a separate amount due to a discount given, item returned, item backordered and not charged, tip not reflected in writing on the receipt but included in the transaction amount.

SPECIAL NOTE: For Price Discrepancy when a tip is included in the transaction amount but not noted on the receipt, a request is made to the department to provide a Price Discrepancy Memo completed and signed by the individual who gave the tip. A sample of this memorandum is attached.

Credit from Previous Report – The transaction credit is for a transaction from a previous report.

Tax – If tax was charged for a particular transaction, the vendor was contacted, and credit will be given at a future date. Tax credits sometimes take three reporting cycles before reflected. Tax has been credited through the Cashiers Office and a credit receipt reflecting the credit is being attached.

Tip Overage – If a tip was made over the amount of the 20% maximum allowed and a credit receipt is attached from the Cashiers Office showing the overage was credited. Or if there is a tip overage and the user has not yet had an opportunity to go to the Cashiers Office to reimburse the department's account but plans to do so in the near future.