Office of Budget & Finance
Procurement Management
One Card Program User Guide
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GENERAL INFORMATION
The One Card Program is authorized by a State of Texas contract with CitiBank via the Texas Procurement and Support Services (TPASS). The One Card combines the functionality of a traditional purchasing card with the functionality of a travel card allowing authorized employees to use the One Card for purchase, travel and entertainment expenses. This program will reduce the time and effort required to make payments for university purchases, reduce out-of-pocket expenses and reduce the need for travel advances. The use of the One Card does not exempt the university or its officers and employees from the purchasing/travel requirements of state law and the TPASS.

CUSTOMER SERVICE
The One Card program is serviced using a team approach with CITI Bank’s Customer Service Center. This center is available 24 hours a day, seven days a week to assist the cardholder with general questions about their One Card account.

CARD ACTIVATION
The cardholder must call the number on the newly issued card (sticker) to activate the One Card before using it. Your identification code when calling customer service will always be the last four digits of your social (unless otherwise specified by Procurement Management). You will also be asked for a four digit pin. Upon receipt of the card, the cardholder should sign the back of the One Card and always keep the card in a secure place.

LOST OR STOLEN CARDS
If a One Card is lost/stolen, Customer Service should be notified immediately at 1-800-248-4553. Upon receipt of your telephone call, the bank will immediately suspend your One Card and issue a new card with a new account number. The new card will be sent by the bank to the Procurement Management office and we will contact you when it arrives.

CARD TERMINATION
If a cardholder terminates employment with the University, the department has the specific obligation to reclaim the One Card and return it to Procurement Management prior to the employee termination date. Also, if a cardholder transfers to a new department, it is the cardholder’s responsibility to notify Procurement Management of the transfer within ten days of starting in his/her new position.

CREDITS AND RETURNS
By rule of the State Comptroller, cardholders are not allowed to receive a cash refund for returned merchandise. All credits or refunds must be applied to the same cardholder account that was used for the original purchase.

DISPUTING A TRANSACTION
For unrecognizable transactions or purchases that appear, review your receipts and see if you can match the transaction by dollar amount – some vendor’s process credit card transactions through a parent company. If you still cannot find anything, contact the vendor and try to resolve the dispute. If an agreement cannot be reached with the vendor, you should complete a “Cardholder Dispute Form” and fax to the CITI Bank contact listed on the dispute document. This form is available under the One Card forms on the Procurement Management website: https://www.utdallas.edu/procurement/forms/.
HOW TO USE THE ONE CARD
The One Card is a MasterCard Credit Card billed centrally to the university. The cardholder is liable and responsible for all charges. A cardholder may make low dollar value transactions (up to the maximum single transaction limit on the individual card) from vendors that accept the MasterCard credit cards. If authorized, the One Card may be used on travel status for lodging, meals, rental car, parking, taxi service, bus/train fare, hotel telephone and internet expenses (related to official business purposes only), check baggage fees, gasoline (for rental vehicles or UT Dallas vehicles only), conference registration as well as normally acceptable One Card transactions.

PROTECTING YOUR ONE CARD
Each individual cardholder is responsible for the One Card issued in their name and must take all necessary actions to ensure the card is maintained in a safe manner that follows all purchasing and travel guidelines. Lending your One Card to another person (regardless of their affiliation with the University) is not allowed. This affects the MasterCard liability coverage on your One Card.

PERSONAL USE POLICY: THE ONE CARD IS NOT FOR PERSONAL USE!
The One Card will have the State of Texas Seal and the wording "For Official Use Only" clearly indicated. This card is for business purposes only and may NOT be used for personal transactions. A cardholder making an unauthorized purchase will be held personally liable to reimburse the University for the Purchase. The university reserves the right to request a payroll deduction for charges on the One Card that are not authorized or exceed the limits authorized by the university.

CARD LIMITS
The following One Card control limits can be customized per individual cardholder and department’s needs. To obtain a single transaction limit greater than $2,000.00 or billing cycle limit greater than $15,000.00, a Supervisor must send an email justifying the need to the One Card Administration at OneCard@utdallas.edu. Splitting a large transaction into several smaller ones in order to circumvent the single transaction threshold is a violation of UT Dallas policy.

- Transaction or "single purchase" limit (Default = $2,000.00)
- Spending limit per card per billing cycle (Default = $15,000.00)
- Number of authorizations allowed per day (Default = no limit)
- Number of credit card transactions per cycle (Default = no limit)

DORMANT ONE CARDS
One Cards with 6-12 months of inactivity will be reviewed by Procurement Management to determine if there is a valid business need for the card issued. It is important to notify Procurement Management should your need for the One Card change.

STATE HOTEL OCCUPANCY TAX EXEMPTION
All lodging transactions made with a One Card in the state of Texas are exempt from hotel occupancy tax. Present the Texas Hotel Occupancy Tax Exemption Certificate at check in. Review the hotel folio at the end of the stay to ensure that occupancy tax is not charged on any lodging expenditures. (Please refer to Procurement home page for a copy of Texas Hotel Occupancy Tax Exemption Certificate available at https://www.utdallas.edu/procurement/forms/.

SALES TAX
All purchases made with a One Card within the State of Texas are exempt from State of Texas sales tax (with the exception of food and lodging expenditures). The cardholder should monitor all transactions to ensure that tax is not charged on any One Card purchases. (Please refer to Last Page for copy of Sales Tax Exemption Certificate) Cardholders will also be given a wallet size version of this certificate.
DISALLOWED PURCHASES

The One Card typically may not be used for purchasing the following items:

√ Alcoholic Beverages for Personal Consumption
√ Personal Related Expenditures i.e.: Razor, shaving cream, toothbrush, toothpaste etc.
√ Movie Rentals or Personal Entertainment Expenditures
√ Gasoline for Personal vehicles
√ Animals
√ Bars, Taverns, Nightclubs ¹
√ Radioactive Material
√ Prescription Drugs/Controlled Substances³
√ Controlled Assets³ (unless pre-approved by Procurement Management)
√ Travel Expenditures for another person (unless pre-approved by Procurement Management)
√ Consulting or Personal Services
√ Capital Equipment Upgrades
√ Cash Advances, Travelers Checks, Insurance etc ¹
√ Lasers

¹Charges for these types will be rejected at the point of sale.

²Student Health Services is the only exception.

³The State of Texas Comptroller has defined “controlled assets” as facsimile machines, stereo systems, cameras, video recorders/players, computers, printers, medical equipment, scientific and laboratory equipment, and cellular/portable phones costing between $500 and $5,000. Firearms are also considered controlled regardless of value. If you need further clarification regarding these assets, please call Property Management (ext. 2300).

The items listed below are controlled assets regardless of their cost and should be tagged with Property:

✓ Hand Guns
✓ Rifles
✓ Desktop Computer (PC – Not Apple)
✓ Desktop Computer (PC – Apple)
✓ Portable CPU Laptop, Netbook, Notebook or Tablet (PC – Not Apple)
✓ Portable CPU Laptop, Netbook, Notebook or Tablet (PC – Apple)
✓ Chemical Fume Hoods
✓ Bio-safety cabinets / glove boxes / tissue culture hoods
✓ Compressed gas cylinder cabinets
✓ Laboratory refrigerators used to store any kind of chemicals

⁴Includes the purchase of parts for capitalized equipment if the value or the useful life of the asset is increased by 25% or more. If you need further clarification, please call Property Management (ext. 2150).
USING YOUR ONE CARD TO COVER BUSINESS TRAVEL & RELATED EXPENDITURES
If authorized by the cardholder’s supervisor on the One Card application, the One Card can be used to cover business related travel expenditures up to the maximum GSA Limits of their travel destination. It is important to note each traveler is responsible for their own travel and related expenditures. You cannot cover travel expenses of another UT Dallas employee (Unless given authorization from Procurement Management). The following travel related expenditures may be placed on a One Card while the cardholder is in authorized travel status:

- Lodging expenditures
- Meal expenditures (no alcoholic beverages)
- Rental car
- Parking
- Taxi services (while in travel status)
- Bus/train fare
- Hotel telephone/internet expenditures (for business use only)
- Check baggage fees
- Gasoline (for rental or UT DALLAS vehicles while in travel status)
- Conference registration
- Memberships

Important note: E&G/State Funds cannot be used for travel and entertainment purchases using the One Card.

MAXIMUM GSA LIMITS
It is the cardholder’s responsibility to check the authorized GSA travel maximum for their travel destination prior to departure. These rates can be found on the U.S. General Services Administration (GSA) website. Click the respective travel destination and a list of rates will be given by city. If the city you are traveling to is not listed, you must use the standard rate listed for that specific state. Procurement Policy allows payment or reimbursement of the actual hotel expense when staying at a conference hotel. All rates outside the GSA limits will be reported to UTD Executives.

If authorized, a traveler may use their One Card for meals while in travel status. The cost of meals should not exceed the GSA meal limits for that locality.

TRAVEL AUTHORIZATION
Prior to placing any travel related expenditures on your One Card, cardholders must complete the Travel Authorization form and forward to travel@utdallas.edu.

TRAVEL VOUCHER
If a One Cardholder incurs out of pocket expenses (not placed on a One Card) they may submit a Travel Voucher form to request reimbursement of these expenditures with the One Card Statement. A list of instructions on how to complete the Travel Voucher form is available on the Procurement Management website under the travel section. Please note, a cardholder who is reimbursed expenses that were paid via the One Card will be held personally liable to reimburse the University and may lose their purchasing privileges.
PURCHASES FROM HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)
As with other means of purchasing, Cardholders are strongly encouraged to increase opportunities for minority and women-owned Texas business (HUBs – Historically Underutilized Businesses) when using a delegated University purchasing method, such as the One Card. CITI Bank has established a reporting procedure with the Texas Comptroller of Public Accounts, which will enable UT Dallas to receive HUB credit for purchases made. Cardholders having access to the Internet can directly access the State of Texas HUB vendor files at: http://www.window.state.tx.us/procurement/cmbl/cmblhub.html.

It is recommended that you bookmark the HUB URL address to facilitate access. If you need assistance, please contact the University Purchasing Director and HUB Program Assistant, ext. 2307, or by e-mail at purchasing@utdallas.edu. He/she is available for training on how to search for HUB vendors via the Internet or he/she can comprise a list of HUB vendors per project for your department.

RECEIPT OF MATERIALS AND SERVICES
It is the cardholder’s responsibility to ensure receipt of materials and services 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 in the package with the filled order. This will be needed for documentation. Also, ask the vendor to include on the outside packaging label your name, office number, phone number, and the letters ONE (short for Central Billed Account). This information will facilitate getting the delivery to you quicker when it is received in Central Receiving.

BILLING ADDRESS
The vendor may ask for the billing address, which is always:

[Cardholders Information]
800 W. Campbell Rd. Richardson, TX 75080

ONE CARD ROLES
Card transactions will be located in Citimanager.com. The cardholder’s Fiscal Officer must assign the following roles:

1. Person to update account numbers, cost centers and explanation of charge.
   This role can be the cardholder or a delegate. The delegate role is called a reviewer.
2. Person to approve the work done above. This is called an approver.

Transactions will be available in Citi Bank for daily processing. By the 10th of each month, the cardholder or reviewer and the approver must sign into Citimanger to perform the tasks. On the 11th of each month, the tasks outlined above.

In addition, one of the roles above must print out an Expense Report in Citibank. The report will list all transactions for the previous cycle including the cost center, account number and explanation of the charges. Attach all receipts to this report. A Cost Center approver or Fiscal Officer must sign the report. The reports and the receipts should be kept as an image in the department for future audits and issues.

TRAINING
All cardholders are required to go through the One Card-Pre Application test available on eLearning. The Pre Application test has a module for purchasing and purchasing and travel, depending on your departmental approval. There is also a One Card Program Guide available that should be read by all cardholders on an annual basis.

During Annual Compliance Training, all card holders are required to take annual One Card training. This is important to ensure compliance with the most recent changes in the program.
ACTIVITY REPORT RECONCILIATION - PURCHASING
The cardholder is responsible for maintaining records of every transaction made with the One Card. All University purchasing guidelines must be applied. These records should be reconciled online in Citimanager by the cardholder or reviewer by the 10th of each month or any time before then. Any discrepancies identified should be PROMPTLY investigated.
The following items should be retained in those records:

✓ Sales receipts
✓ Packing slips, when available
✓ Credit card slips and detail (for purchases and/or business entertainment events and all travel, except individual meals, if within GSA limits)
✓ UT Dallas Cost Center, if not your default cost center
✓ Merchandise advertisement (if available)
✓ Brief statement of business purpose, including attendees if it was a UT DALLAS meeting or social event

ACTIVITY REPORT RECONCILIATION - TRAVEL
The cardholder is responsible for maintaining records of every transaction made with the One Card. All University travel guidelines must be applied. These records should be reconciled in Citimanager by the cardholder or reviewer by the 10th of each month or any time before then. Any discrepancies identified should be PROMPTLY investigated.
The following detail receipts must be kept with the period end expense report:

✓ Hotel/Lodging
✓ Rental Car
✓ Meals – individual daily meals
✓ Meals – business entertainment for any amount
✓ Taxi/Parking/shuttle

PURCHASES FROM VENDORS ON WARRANT HOLD STATUS WITH THE STATE OF TEXAS
Per the Texas Administrative Code (34 TAC sec 5.57), state agencies are not allowed to do business with or make payments to entities that are on “warrant hold” (also called “credit hold” or “vendor hold”) with the State of Texas until the causing situation is resolved and the hold is lifted. Because the Purchasing Card is a very easy way to do both, if you wish to make a purchase of $500 or more from a vendor based in the State of Texas, you are required to research your vendor’s hold status beforehand by visiting the State Comptroller’s website: Vendor Hold Search. You must retain proof of the review with your records.

AUDITING/RECORD KEEPING
All transactions made on a One Card are reviewed by Procurement Management to ensure compliance of purchasing and travel policy. Transactions allocated to a contract and grant cost center must be retained (in the dept./school/division) indefinitely. All other transaction receipts must be retained for 3 years plus the current fiscal year.

The OneCard Team will conduct routine audits/reviews of randomly selected transactions and cardholder accounts daily and monthly. Additionally, each cardholder will have an entire transactional cycle audited/reviewed at least once annually by the OneCard team. The cardholder will be asked to submit any request for transactional documentation for that review electronically to the Procurement Office. Each audit/review will include an email notification of the audit/review period and a follow up notification of any findings and necessary remediation from the audit/review.

Noncompliance with program guidelines could result in card suspension or termination, dependent upon severity of the noncompliance. Examples of noncompliance include:
• Failure to maintain monthly account summary and documents
• Failure to submit information within established timelines
• Splitting of transactional purchases to avoid OneCard limits or required bidding limits
• Personal purchase
• Purchase of a restricted item.

RECEIPTS
Only line item detail receipt showing what was purchased is an accepted form of receipt. If you have misplaced your original, line item receipt please complete the Lost Receipt Statement form listed on the Procurement Management website. [http://www.utdallas.edu/procurement/docs/Lost%20or%20Non%20Itemized%20Receipt.pdf](http://www.utdallas.edu/procurement/docs/Lost%20or%20Non%20Itemized%20Receipt.pdf)

ALL Receipts must be maintained at the departmental level for every One Card transaction. We highly recommend electronic storage of all records.

While receipts for individual meals while in travel status are not required to be presented for travel reimbursement, the need to support the transaction with university funds is a requirement of use of the One Card.
<table>
<thead>
<tr>
<th>Travel related sub codes:</th>
<th>M&amp;O related sub codes:</th>
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<td>Equipment, operating leases 67004</td>
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<td>Foreign travel (outside US) 62401</td>
<td>Equipment, parts 63016</td>
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<td>In-state personal mileage 62102</td>
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<td>Out-of-state incidental expenses 62204</td>
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<td>Out-of-state personal mileage 62202</td>
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<td>License Renewal (software) 63022</td>
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<td>Cameras all types $500-$4999 63027</td>
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<td>Printers &amp; Fax Machines $500-$4999 63029</td>
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<td><strong>M&amp;O related sub codes:</strong></td>
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<td>Rental of Space (Exhibit, Parking, Storage, Classroom) 67012</td>
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