Purchasing Card

Developed by
The University of Texas at Dallas
Office of Procurement Management
Purpose of this training

UT Dallas must follow state laws and UT System policies regarding the proper use of resources. Purchasing cards are easily misused, so the Office of Procurement Management requires all purchasing cardholders and their supervisors to complete this training.

The Office of Procurement Management has identified you as either a purchasing cardholder or supervisor of a purchasing card holder and has assigned you this training on your responsibilities.
Purchasing cards have many benefits.

Purchasing cards:

- Drastically reduce time and paperwork required to purchase low-dollar items
- Speed up low-dollar payment to vendors
- Allow you to purchase goods/services online
- Allow you to purchase goods/services from vendors who will not accept Purchase Orders
Purchasing cards also come with risks and responsibilities.

Purchasing cards give you great freedom and power, but this freedom and power can be abused or handled improperly.

Unfortunately, abuse and mismanagement happen very often, most commonly when people use the purchasing card to:

- Make personal purchases
- Buy (or attempt to buy) prohibited items
Cardholders must follow UT Dallas rules. Use cards responsibly.

Remember, the card is issued in your name, so:

- You’re responsible for keeping your card safe.
- You’re personally liable for unauthorized purchases.
- Only use the card for official UT Dallas business purposes. If you aren’t sure, check the Purchasing Card Program Guide or ask Procurement Management first.

Stay under the limit.

- $2,000 limit per transaction.
- You must not split purchases to get under this limit.
- You can only go over this limit if you get permission beforehand from the Assistant Vice President for Procurement Management.

Handle your transactions properly.

- Remember that your purchases are tax-exempt if you buy from Texas vendors.
- You must reconcile your transactions every month.
- Your supervisor must review and approve your monthly Cardholder Activity Report.
Do not attempt to buy prohibited items.

- Controlled assets (all iPads, laptops, and notebooks—regardless of dollar value)
- Radioactive or hazardous materials
- Consulting or personal services
- Upgrades to capital equipment
- **Airfare** (unless your department has approved travel on your card)
- **Auto Rentals** (unless your department has approved travel on your card)
- Animals
- **Hotel/motel expenses** (unless your department has approved travel on your card)
- **Travel expenses** (unless your department has approved travel on your card)
- **Restaurants, bars, or nightclubs** (unless your department has approved travel on our card)
- Beer, wine, or liquor
- Cash/traveler’s checks
- Prescription drugs or controlled substances
Make conscientious purchases.

Whenever possible, UT Dallas tries to purchase from Historically Underutilized Businesses (HUBs).

HUBs are Texas businesses owned by women and minorities. We encourage you to use HUBs whenever possible.

To find HUBs:
- Use the online HUB directory
- Call UT Dallas Procurement Management.
Follow these steps for every purchase.

• Make an authorized purchase on the card.
• Record the purchase in your files and/or on a transaction log.
• Save your original receipts and other documentation in a folder.
• When you get your monthly activity report, make sure it’s accurate by comparing it with your receipts.
• Match the transactions on the report to the receipts/paperwork that you’ve kept in your folder. If the vendor’s name looks unfamiliar, try matching the dollar amount on the report to one of your receipts.
• Change the cost center and account code, if needed. To find the right account code, check the list available on the Office of Budget and Finance website.
• Make sure you list a valid business purpose for each transaction. If you need help documenting business purposes, ask your supervisor, consult the Purchasing Card Program Guide, or contact the Office of Procurement Management.
• Sign your monthly activity report (you are the cardholder), and get your supervisor to sign it. Your supervisor should review the transactions to make sure there’s a valid business purpose for each one.
• Store the original receipts with the original activity report, keeping the receipts in same order as they appear on the activity report.
• Scan the signed report to onecard@utdallas.edu.
What if you need to charge a cost center that you do not have signature authority on?

If you’re assigning charges to a cost center that you or your supervisor do not have signature authority on, make sure your backup paperwork includes:

• A written request that you charge this cost center. (This can be an email or on paper, as long as it’s in writing.)

• Verification that the person requesting you charge this outside cost center has signature authority over that cost center.
What if there’s a problem with a transaction?

- Contact the vendor, and try to resolve disputed transaction directly.
- If that doesn’t work, complete a “Statement of Disputed Item” form and send it to CitiBank. You can get this form and more help from Procurement Management.
You have completed this training.

This training is always available on the [Office Institutional Equity and Compliance website](#).

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<tr>
<th>If you have questions</th>
<th>Resources</th>
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<td>Contact the Office of Procurement Management</td>
<td>• Purchasing card guide and forms (Disallowed purchases list, Benefit Statement, Disputed Item form, etc.)</td>
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| • Rebeca Gomez  
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| • Maria Morris  
  mxm091000@utdallas.edu  
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Send signed Cardholder Activity Reports to:  
UT Dallas Policies

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| • Campus mail: Procurement Management AD34  
  • Fax: extension 2348 | • Entertainment  
  • Purchasing |