I. PURPOSE AND SCOPE

The State of Texas contracts with a bank to issue procurement cards (P-Cards) to state agencies and universities that wish to use them. The University of Houston-Clear Lake uses P-Cards, which are billed to the university, to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for purchases that do not require a purchase order or contract.

This document assigns responsibilities and assists university personnel in the appropriate use and administration of P-Cards in accordance with UH SAM 03.A.04.

II. POLICY

A. The Procurement Department is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of P-Cards.

B. Procurement serves as the intermediary between the bank and cardholders/administrators by issuing/canceling P-Cards, and reporting disputed charges to the bank on the cardholder’s behalf.

C. Accounts Payable is responsible for processing payments to the bank.

D. College/Division Business Administrators (CBA/DBAs) are responsible for overseeing the use and administration of P-Cards within their college/division. Though CBA/DBAs may delegate certain administrative tasks to others within their college/division, known as Account Managers, the CBA/DBAs are responsible for ensuring that all tasks are completed accurately and timely.

E. All CBA/DBAs, Account Managers and cardholders must comply with the P-Card guidelines issued by Accounts Payable, which are located at: https://www.uhcl.edu/about/administrative-offices/procurement-payables/p-card.

F. Procurement and Accounts Payable will notify the CBA/DBA of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, a P-card may be inactivated or cancelled and the cardholder may be subject to disciplinary action up to and including termination of employment and criminal charges.
III. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Finance

Review: Every three (3) years on or before September 1

IV. APPROVAL

Mark Denney  Mark Denney (Sep 21, 2020 14:55 CDT)  Sep 21, 2020
Vice President, Administration and Finance

Dr. Ira Blake  Ira K. Blake
President

Date of President’s Approval: Sep 30, 2020

V. REFERENCES

UH SAM 03.A.04 University Credit Cards
UHCL P-Card Guidelines and Resources

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tr>
<td>1</td>
<td>03/06/2009</td>
<td>Initial edition</td>
</tr>
<tr>
<td>2</td>
<td>06/10/2014</td>
<td>Reviewed and updated</td>
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<tr>
<td>3</td>
<td>04/30/2019</td>
<td>Reviewed and updated (added Revision Log)</td>
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<tr>
<td>5</td>
<td>09/19/2019</td>
<td>Reformatted with MAP template, changed “Section” from Finance to Fiscal Affairs, changed “Area” from Procurement and Payables to Purchasing, and “Subject” from P-Card to Procurement Card, changed MAP # from 04.01.11 to MAP TBD, added References and updated links.</td>
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