

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs
AREA: Purchasing

Number: 03.A.04

SUBJECT: P-Card

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
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

Revision Number	Approved Date	Description of Changes
1	03/06/2009	Initial edition
2	06/10/2014	Reviewed and updated
3	04/30/2019	Reviewed and updated (added Revision Log)
5	09/19/2019	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.
6	05/11/2020	Reformatted with UHCL MAP template.