



Procurement Card Program



Cardholder Guide



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1. OVERVIEW

1.1 Procurement Card Program

The Department of Purchasing is delighted to offer to all Texas A&M University-Texarkana Departments/Divisions an exciting, innovative program that simplifies the way in which you may order and pay for goods. The Procurement Card (ProCard) Program is a fast, flexible purchasing method for processing delegated orders from suppliers that accept credit cards. The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method of the delegated purchasing and payment for delegated dollar transactions. If used to its potential, the program will result in a significant reduction in the data entry of small orders, receiving, invoices, and vouchers and reduction in related documentation including invoices, checks, and prompt pay interest. The Procurement Card can be used with any supplier that accepts Master Card as a form of payment.

The ProCard program is designed to delegate the authority and capability to purchase limited items directly to the person to whom it most matters - YOU, the user. The ProCard will enable you to purchase under your delegated authority non-restricted commodities directly from the vendors without the issuance of a purchase order.

1.2 Procurement Card Contract

The terms and conditions of the Procurement Card contract were specified and awarded by the Texas Procurement & Support Services for the State of Texas. Texas A&M University-Texarkana is utilizing the State of Texas contract for ProCard services with Citibank, and will comply with the terms and conditions of the state contract in the implementation of this program.

1.3 Procurement Card Program Guide

The Purchasing Card Program Guide provides the guidelines for using the Purchasing Card. Please read it carefully. Your signature on the Individual Cardholder Procurement Card Application and Agreement form indicates that you understand the intent of the program and agree to follow the established guidelines.

1.4 Important Points of the Program

The following important points should be reviewed before using the Procurement Card:

- An Individual Procurement Card is issued in your name. All purchases made on the Procurement Card must be only *yours*. You are responsible for the security of the Procurement Card and the transactions made with it. **If you do not follow guidelines when using the Procurement Card, you could receive corrective action, including termination.**
- You can use the Procurement Card at any vendor that accepts Master Card and is not on the restricted list. It may be used for in-store purchases, mail, telephone, fax orders, or internet purchases.
- You may use the Procurement Card to purchase supplies within your delegated limits.
- You **may not** use the Procurement Card for HEF purchases, unless pre-approval has been granted by Purchasing.
- You must not exceed the monthly credit limit assigned to the Procurement Card.
- Reconciliation of the online transaction summary printed from CitiDirect to ensure all charges are accurate is required. Statement reconciliation needs to be completed by the reallocation and approval deadline each month which is 7 days after the statement

closing date. Purchases should be reallocated as they appear on the GCMS Transaction Summary.

- The Procurement Card **is not intended to avoid or bypass appropriate purchasing or payment procedures.** This program compliments the existing processes available.
- The Procurement Card is **not for personal use.**
- The Procurement Card must be returned to the Program Coordinator or Program Administrator upon your transfer or termination.
- All cardholders have access to CitiDirect.
- This is due to reallocation requirements on certain transactions.
- Personnel must have attended training (cardholder and software) to understand the use of cards.

2. GENERAL INFORMATION

2.1 Duties and Responsibilities

2.1.1. Program Administrator:

The Program Administrator was designated by Texas A&M University-Texarkana for questions, issues and administration of the program. The Administrator is knowledgeable on all procedures in the Procurement Card Program Guide. All Procurement Card requests must go through the Program Administrator or her designee.

TEXAS A&M UNIVERSITY-TEXARKANA PROGRAM ADMINISTRATOR:

Cynthia E. Henderson

903-223-3053

cynthia.henderson@tamut.edu or Procard@tamut.edu

2.1.2. Program Coordinator:

The Program Coordinator is charged with keeping documentation for the Purchasing Card activities within Texas A&M University-Texarkana. The Coordinator is knowledgeable about the program, the guidelines and related forms. Cardholders shall first contact the Coordinator, who will answer questions in regards to the program or potential problems. The Coordinator may refer questions to the Program Administrator when necessary.

Texas A&M University-Texarkana Program Coordinator:

Vivian B. Holmes

903-223-3192

vivian.holmes@tamut.edu or Procard@tamut.edu

2.1.3. Account Manager:

The account manager, or designee, is responsible for approving monthly Purchasing Card statements of cardholders to ensure they are within policy. The Account Manager may also assist in assigning cardholder limits and regulations.

2.1.4. Cardholder:

The person designated by the Department/Division Manager to utilize the Procurement

Card by purchasing small dollar supplies is the cardholder. The cardholder is responsible for following the purchasing guidelines and Disbursement Guidelines of the University or System in regards to purchases, selection of vendors, documentation of purchase and security of card.

2.1.5. **Citibank's Customer Service:**

The Procurement Card program is serviced using a team approach with Citibank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist **the cardholder** with general questions (decline reasons, balance available, etc.) about the Procurement Card account. If a Procurement Card is lost or stolen, Customer Service should be notified immediately.

The Customer Service numbers are: **(800)248-4553 or (800)790-7206**

Outside the US call Collect: **(904)954-7314**

2.2 Procurement Card Controls

2.2.1. Credit Limits:

All Procurement Cards have monthly cardholder spending limits. Limits may vary for each cardholder and will be established by the Program Administrator. Questions regarding the limits shall be sent to the Program Coordinator in writing or via e-mail through the Department Manager. Review of the request and a response will be initiated by the Coordinator.

If the request is granted, the Program Administrator will process with Citibank.

*** Please allow 1-2 working days to process any changes.**

2.2.2. Transaction Limits:

Your Procurement Card has a single transaction limit (which is normally defaulted to the delegated purchase limit of \$3,000.00). This is the amount available on the Procurement Card for a single purchase. A transaction includes the purchase price plus tax, freight and installation. Cardholders should not attempt to make a purchase greater than his/her approved amount. Changes to the transaction limit must be handled by the Program Administrator.

2.2.3. Merchant Category Codes:

There are some types of merchants or vendors that are already blocked from being able to be used based upon their merchant category code (MCC). This code groups merchants/vendors into common categories. So if a department manager prefers to block certain ranges of merchants for a particular cardholder the Procurement Card Coordinator can accommodate this. For example, if all they want the card to be valid for is business meals then we can restrict all MCC classifications except restaurants.

2.2.3. Restricted Vendors:

The Procurement Card program may be restricted for use with certain types of suppliers and merchants. If you present your Procurement Card for payment to these vendors, the authorization request will be declined.

If you feel a particular vendor should be added or deleted, submit a written request or e-mail to the Program Coordinator. The request will be evaluated and a response initiated by the Program Coordinator.

2.3 Sales and Use Tax

The Universities and System Office, as an agency of the State of Texas, is tax exempt and the credit card identifies the Universities and System Office as being tax exempt within the State of Texas. A cardholder should carry a Texas Sales Tax Exemption Form with their Procurement Card.

2.4 Security of the Procurement Card

The cardholder is responsible for the security of the card. This card shall be treated with the same level of care as the cardholder would use with his/her own personal charge cards. Guard the Procurement Card account number carefully. It shall not be posted in a work area or left in a conspicuous place. It should be kept in an accessible, but secure location.

The only person authorized to use the Procurement Card is the cardholder whose name appears on the card. **The card is to be used for business purposes only. There are disciplinary procedures related to unauthorized use of the Procurement Card.**

2.5 Employee Termination

The Procurement Card must be returned to the Program Coordinator upon your transfer to another department or termination.

2.6 Lost or Stolen Cards

If a Payment Card is lost or stolen, immediately contact Citibank's Customer Service at **1-800-248-4553**. After contacting Citibank, notify the Program Coordinator and the Department Manager.

Prompt, immediate action can reduce our liability of fraudulent activity. It is imperative that you contact the bank immediately for suspension of your card because we are responsible for all charges made on the card until it has been cancelled.

3. PROCEDURES

3.1 Obtaining a Procurement Card

3.1.1. To obtain a Procurement Card the following process shall be followed: All potential cardholders and their supervisors must sign a Procurement Card Application and Agreement Form.

3.1.2. Cardholders must attend procurement card guidelines training which will include a session on logging into Citibank for reallocation of funds for payment of transactions.

3.2 About the Card

A Procurement Card will be in your name with the appropriate member seal and the wording "For Official Use Only" clearly indicated on the card. This card is for University business purposes only and may not be used for any personal transactions. **It is important that you understand that you are personally responsible and accountable for this ProCard.**

Please Note:

- The default single transaction limit for the cards is \$3000.00, it can be changed to be lower but cannot be changed to be greater than the delegated limit of \$3,000.00, unless pre-approval has been granted by the Department of Purchasing
- Charges can be reallocated to different accounts and object codes changed to reflect usage.

3.3 Procurement Card Activation

The cardholder or card administrator must activate the Procurement Card before using it. Upon receipt of the card, the cardholder should sign the back of the Procurement Card and always keep the card in a secure place.

3.4 Purchasing Guidelines

3.4.1. General Information

As a State institution, we are bound by certain State, Local, and Federal guidelines and laws. All purchases must be in accordance with the laws of the State of Texas and the purchasing procedures of the Texas A&M University System and Texas A&M University-Texarkana. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

All cards have a single transaction limit of \$3,000.00.

As a reminder, the departmental delegated authority is for small orders. State law mandates that large purchases may not be broken down into small purchases to meet delegated limits. To do so would be a violation of state law and Purchasing Procedures.

Cardholders should promote and encourage positive interactions with suppliers. Honesty and courtesy are essential ingredients in all aspects of a buyer/supplier relationship.

All cardholders shall follow these guidelines when using the Payment Card:

- 3.4.1.1. Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's delegated spending limit (usually less than 3k, but can be set lower by the department).
- 3.4.1.2. Determine if a HUB vendor can be used by visiting [CMBL](#) (State of Texas website that allows searching by name, commodity code or city)
- 3.4.1.3. Identify the vendor
 - 3.4.1.3.1. If vendor has a Contract with TAMU, verify that we receive contracted pricing.
 - 3.4.1.3.2. Do not allow the vendor to split the purchase to remain in the delegated limit. To do so would be a violation of State of Texas, TAMU System and TAMU-T rules.
- 3.4.1.4. If the purchase is greater than \$500.00:
 - 3.4.1.4.1. Verify that the vendor is not on the [State of Texas Vendor Hold List](#), [State of Texas Debarred Vendor List](#) or the [Excluded Parties List](#).
- 3.4.1.5. Determine if the item is available from the [Texas Industries for the Blind and Handicapped](#).
- 3.4.1.6. Do not pay Texas Sales Tax! Present the Texas Sales Tax Exemption Form to the vendor prior to purchase, if purchase is within the State of Texas.

- 3.4.1.7. Confirm pricing and freight.
- 3.4.1.8. Request that a hard copy of the invoice with the pricing, and freight be faxed to the cardholder and/or included in the shipment of supplies.
- 3.4.1.9. **A purchase order number is required for identification by Central Receiving. For purchase order numbers, use the letters "PC" and the "last name" of the procurement card user which would be purchase order number (i.e. #PC-Henderson).**
- 3.4.1.10. Request that the supplier indicate your name and the words "Procurement Card" appear on all packing lists and box labels. This will enable the receiving department to facilitate delivery of your supplies.

3.4.2. Examples of Acceptable Purchases:

All purchases must be made in accordance with the Texas and United States Constitutions, applicable statutes and regulations, the State Comptroller's rules, Texas A&M University System regulations and Texas A&M University-Texarkana rules/procedures. A state agency may not pay for goods before their delivery to the agency. The purchaser needs to ensure goods will be received before the statement due date. Our statement closing date will be the 3rd of each month with payment due within 30 days. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped.

(Refer to Guidelines for Disbursement of funds

<http://www.tamus.edu/assets/files/budgets-acct/pdf/DisbursementManual.pdf>

A typical cardholder is any employee who has delegated purchasing authority. The ProCard may be used for many various purchases such as:

- Tool/Hardware
- Florist (gift or local funds)
- Books
- Medical Supplies
- Janitorial Supplies
- Lab supplies
- Office supplies
- Videos
- Minor Hardware & Supplies
- Bookstores
- Supplies
- Subscriptions
- Postage Stamps
- Registration Fees for Training Courses and Seminars
- Conference Registrations
- Safety Supplies

(Ex: PC Equip/External Add On/Peripherals)

**** MUST be reallocated to appropriate expenditure code during reallocation time period.**

******* The State of Texas Comptroller has defined "controlled assets" as facsimile machines, stereo systems, cameras, video recorders/players, VCR, DVD, camcorder, televisions, micro-computers, computers, servers, mini-computers, printers, silver service, tractors, graders/loaders, trucks, vans, all terrain vehicles, golf carts, motorcycles, motor driven farm/shop equipment, forklifts, boats. Firearms and cash registers for any amount are controlled. **If you need further clarification regarding "controlled assets", please call the Inventory Department at 903-223-3112. Controlled Assets must be reallocated.**

3.4.3. Restricted Purchases:

- Prescription Drugs/Controlled Substances (if allowable on the account)
- Furniture (unless pre-approved by Purchasing)
- HEF Purchases (unless pre-approved by Purchasing)
- Services (unless pre-approved by Purchasing)
- Travel

- Printing (unless pre-approved by Purchasing)

3.4.4. Unacceptable Purchases:

The Procurement Card may **not** be used for the following purchases:

- **Items for Personal Use**
- **Animals ****
- **Capital Equipment***
- **Major Computer Hardware***
- **Cash advances, Instruments or Refunds**
- **Consulting Services**
- **Travel/Transportation and related expenses for employees**
- **Controlled, Hazardous, Radioactive Materials ****
- **Fuel or auto parts for state owned vehicles ****
- **Tuition and Fees**
- **Prospective Employee Travel**

* Capital equipment is any equipment with a cost of \$5000.00 or greater.

** Note that this is generally an unacceptable purchase, however certain departments may be allowed to purchase these items using the Procurement Card.

Note: No contract or grant account (4xxxxx) can utilize the Procurement Card for purchases unless you are a CitiDirect user and all expenditures are reallocated to the appropriate expenditure code during the reallocation period.

3.5 Receiving Supplies

It is your responsibility for ensuring receipt of goods and follow-up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or any other information related to the purchase must be kept.

Invoices with no amount due are the most optimal documentation since they itemize the purchases. A vendor's entry system usually prints an automatic invoice with the processed order. Instruct the vendor not to send the invoice to the Accounts Payable Department but directly to the individual cardholder making the purchase (this will prevent duplicate payments to vendors). If a purchase is made via mail or telephone, ask the vendor to include the receipt with the goods when shipping the product.

3.6 Guidelines for Reconciling Payment Card Statement

- 3.6.1. All cardholders are required to keep a monthly CitiDirect Transaction Summary. This log should be a record of all orders/purchases placed on the Payment Card. It is the cardholder's responsibility to ensure there is an itemized invoice/receipt for each purchase. Screen prints are acceptable for internet orders and order forms for fax/mail orders if a receipt/invoice is not provided by the vendor. Attach itemized invoices, receipts, and other supporting documentation to the log. All purchase voucher requirements apply to Payment Card transactions. The log should be filled out as each order/purchase is made, not at the end of the month.
- 3.6.2. After printing the Transaction Summary from CitiDirect, reconciliation is required to be done prior to the reallocation deadline, 7 days after the statement closing date. This reconciliation should reflect that all receipts were on the CitiDirect Transaction Summary and then any receipts that were not on the log or statement or charges that

may not have receipts will be reconciling items. This itemization could be accomplished by noting all outstanding charges or by attaching a log of these items. The reconciler must initial and date the log or CitiDirect Transaction Summary to show that the reconciliation has been completed. This reconciliation must be complete prior to forwarding for signatures from the Cardholder and/or Department Approver.

Any discrepancies identified shall be promptly investigated with documentation of action taken recorded as an attachment to the log or statement. It is the cardholders/department responsibility to resolve all discrepancies.

- 3.6.3. During the reconciliation of the CitiDirect Transaction Summary, the reconciler should be aware of potential fraudulent transactions. The fraud indicators below should be considered during the reconciliation process.

Fraud Indicators

- Unusual vendor names
- Same Vendor address and employee address
- Only one employee ever uses a specific vendor
- Unusual activity for a given cardholder
- Repeated misuse by cardholder
- Round number purchases
- Transactions with missing receipts or altered documentation
- Sequential or unnumbered receipts
- Duplicate charges
- Purchases made outside of regular business hours
- Activity by non-cardholders and terminated employees
- Cardholder approving his or her own transactions.

3.7 Compliance Reviews and Audits

The CitiDirect Transaction Summary, along with the supporting documentation become the official records and shall be maintained in Accounts Payable in accordance with Texas A&M's Record Retention Schedule. Previously the purchase vouchers sent to Accounts Payable were considered the official records. The records for the Payment Card purchases will be required when A&M-Texarkana is audited by the State Comptroller. Compliance Reviews may also be made by Purchasing or Accounts Payable Offices. Audits may be made by System Internal Audit and other external entities (i.e. State of Texas Auditors, Public Accounting Offices). Therefore, all documentation supporting the purchase including the reallocation, reconciliation and approval documentation must be kept according to the records retention period of (3) Fiscal Years plus the current Fiscal Year.

3.8 Statement and Payment

A statement for each cardholder will be available in CitiDirect to the departments for verification of the reconciliation of the receipts to the log or the CitiDirect Transaction Summary. The CitiDirect Transaction Summary and all supporting documentation will be filed and kept within the Accounts Payable department.

Citibank will mail one summary billing to Accounts Payable, listing all transactions during the period by cardholder. Accounts Payable will pay the summary billing in full and will charge the default account set for each card. The payment cycle is set up to be on the 3rd of each month. Payment is required within thirty days to Citibank. The merchants are paid by Citibank between 24-48 hours of your placing your order or picking up merchandise. The Texas Government Code requires Accounts Payable to audit all vouchers before they are submitted to the State Comptroller's office for payment. For this reason all Payment Card transactions on state accounts will require the department to submit original documentation to Accounts Payable prior to the reallocation deadline 7 days after the statement closing date. The original documentation must include: detailed receipt, state documentation (showing

charged amount equals expected ordered amount and quantity), CitiDirect Transaction Summary reconciled and approved. This documentation may be submitted via campus mail.

3.9 Payment Card Payment

Employees do not pay their own monthly statement. The program does not affect your credit rating in any way. The Payment Card program carries corporate and individual liability.

3.10 Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item or charge, every attempt shall be made to first resolve the issue directly with the supplier. Review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item shall be noted on the CitiDirect Transaction Summary.

- Returns: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the CitiDirect Transaction Summary.
- Credits: If an item is accepted as a return by the supplier, a credit for this item should appear on the following month's statement. All credits should be indicated in the CitiDirect Transaction Summary.
- Disputed Charges: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the supplier and attempt to resolve the problem directly. All disputed items should be indicated in the CitiDirect Transaction Summary. A copy of the form and letters shall be kept as documentation.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall complete the Statement of Disputed Item Form and forward to the Program Coordinator. Citibank will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then post to the new account.

Please remember that the Department of Purchasing is your partner in this venture and is willing to assist in any dispute resolution.

3.11 Card Termination

When a cardholder terminates employment with Texas A&M University-Texarkana, the department has the specific obligation to destroy the Payment Card and e-mail Purchasing at cynthia.henderson@tamut.edu or vivian.holmes@tamut.edu or Procard@tamut.edu. Failure to do so may result in revocation of all departmental card privileges.

Non-compliance to State and University purchasing procedures and Disbursement Guidelines will be grounds for revocation of cards. Non-adherence to these procedures will result in revocation of individual cardholder privileges and may result in revocation of all division or departmental Payment Cards.

4. KEY PROGRAM CONTACTS

4.1.1. Department of Purchasing

Payment Card Administrator – Card issuance, general questions and back up for all of the below:

Program Coordinator: Vivian B. Holmes
903-223-3192
vivian.holmes@tamut.edu

Program Administrator: Cynthia E. Henderson
903-223-3053
cynthia.henderson@tamut.edu

4.1.2. Accounts Payable

Dana Lohse
903-223-3122
dana.lohse@tamut.edu

Lacy McMillon
903-223-3173
lacy.mcmillon@tamut.edu

5. FREQUENTLY ASKED QUESTIONS AND ANSWERS

- 1. For what types of purchases should I use the Purchasing Card?**
Texas A&M University-Texarkana's Purchasing policies and procedures governs how you can use the Purchasing Card. The current purchasing guidelines for delegated purchasing authority will determine the type of purchases for which you are authorized.
- 2. In what ways do I benefit from using the Purchasing Card?**
When you use the Purchasing Card, you enjoy reduced paperwork, direct contact with suppliers, quick and efficient order processing, faster delivery, and fewer errors.
- 3. How does Texas A&M University-Texarkana benefit from the Purchasing Card Program?**
When employees use the Purchasing Card, Texas A&M University-Texarkana enjoys greater productivity as a result of reduced paperwork and savings from consolidated multiple supplier invoices to one statement from Citibank.
- 4. What should I do if my Purchasing Card is lost or stolen?**
You should call Citibank Customer Service toll-free at **(800)248-4553** immediately to report the Purchasing Card missing and request a replacement. Then call the Program Coordinator and your department manager to advise them that you have called Citibank.
- 5. What do I do if a purchase is denied?**
Your purchase may have exceeded a spending or transaction limit, Texas A&M University-Texarkana excluded that type of merchant or the vendor is not equipped to accept MasterCard as payment. Contact your Program Coordinator, or e-mail Procard@tamut.edu to determine the reason.
- 6. Is it possible for someone else to use my card?**
According to the Cardholder Agreement that you signed, you are responsible for all charges and the safekeeping of the card. Under NO circumstances should you ever allow anyone else to use your card.
- 7. Will use of the Purchasing Card affect my credit report?**
No. The Purchasing Card is a corporate liability card and carries no personal liability for cardholders who use the Purchasing Card.

- 8. **Whom should I contact to resolve an error or dispute concerning my account?**
You should first contact the supplier. Most exceptions or issues can be resolved between you and the supplier. If you cannot resolve an issue with the supplier, please contact the Program Coordinator and they will assist you.
- 9. **When I use my Purchasing Card to make a purchase, how is the transaction authorized?**
When you use the Purchasing Card to make a purchase, the supplier verifies the account number with Citibank. Your spending limits are checked automatically against preset Texas A&M University-Texarkana limits.
- 10. **What about Texas A&M being tax exempt?**
The card is identified as a "State of Texas" official business, tax exempt card. You are encouraged to advise the supplier (at the time of order or check out) that the purchase is to be tax exempt. You should carry a copy of the Texas A&M University-Texarkana tax exemption certificate when making a purchase.
- 11. **Who can I contact with any question related to this procurement card program?**
You can contact any person listed in this guide, but for quicker service, please e-mail Procard@tamut.edu and someone will assist you in a timely manner.

6. ATTACHMENTS/FORMS

- A. Procurement Card Application & Agreement Form..... Attachment A
- B. Tax Exemption Certificate Attachment B

ATTACHMENT A – Procurement Card Application & Agreement Form

Procurement Card Application and Agreement Form



Mail to Purchasing Department

or

Scan/E-mail to cynthia.henderson@tamut.edu or melanie.gunn@tamut.edu

Applicant's Name: UIN:

Department Name: Dept. Code:

Phone No.: E-mail:

Single Transaction Limit: \$

Default FAMIS Account Number:

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement Card Program Guide.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Procurement Card Program Guide. I also acknowledge that I have completed the Individual and Departmental Procurement Card Training. I understand that Texas A&M University-*Texarkana* is liable to Citibank & MasterCard for all Texas A&M University-*Texarkana* charges.

I agree to use this card for Texas A&M University-*Texarkana* approved purchases **only** and agree not to charge personal purchases. I understand that the procurement card is not allowed for card sharing and that if it is determined that the card has been shared with another employee, my card will be suspended. I understand that Texas A&M University-*Texarkana* will audit the use of this card and report findings to the appropriate individuals.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay Texas A&M University-*Texarkana* any amounts owed by me even if I am no longer employed by Texas A&M University-*Texarkana*.

I understand that the card is property of Texas A&M University-*Texarkana*. I further understand that Texas A&M University-*Texarkana* may terminate my right to use this card at any time for any reason. I agree to return the card to Texas A&M University-*Texarkana* immediately upon request or upon termination or transfer of employment.

Applicant's (Cardholder) Name (Print/type)

Applicant's (Cardholder) Signature

Date

Department Head/Supervisor Approval

I hereby approve the applicant, listed above, for issuance of a Texas A&M University-*Texarkana* Procurement Card. I agree that the FAMIS/ support account, listed above will have funds sufficient to pay any and all charges made by this individual. I will ensure that a monthly reconciliation and approval of all statements will be done and all documentation retained as required. I understand that the improper use of this card by this individual may result in disciplinary action, up to and including termination of employment.

Department Head or Supervisor Name (Print/Type)


Department Head or Supervisor Signature & Date

State law requires that you be informed of the following: (1) you are entitled to be informed about the information Texas A&M University-*Texarkana* collects about you (with a few exceptions as provided by law); (2) you are entitled to receive a copy of that information; and (3) you are entitled to have the information corrected at no charge to you.

Print Form

Reset Form

ATTACHMENT B – Tax Exemption Certificate

 01-339 (Back)
(Rev.7-10/7)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

| | | |
|--|--|---|
| Name of purchaser, firm or agency Texas A&M University-Texarkana | | Tax Exempt #75-2655354 |
| Address (Street & number, P.O. Box or Route number) P.O. Box 5518 | | Phone (Area code and number) 903-223-3053 |
| City, State, ZIP code Texarkana, TX 75505-5518 | | |

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

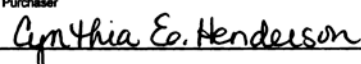
ALL purchases for Texas A&M University-Texarkana

Purchaser claims this exemption for the following reason:

Purchase being made is for a valid public business for the benefit of the State of Texas and Texas A&M University-Texarkana and is thereby exempt from Texas sales tax.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

| | | |
|--|---------------------------------|------------------|
| Purchaser sign here  | Title Director of Purchasing | Date 9/1/2011 |
|--|---------------------------------|------------------|

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.