



University of Texas at Arlington

Procard Orientation

Why do you need an orientation?

- UT Arlington has over 700 active cardholders at any given time
- Each cardholder has the purchasing power of **\$10,000/month**
If you know you will need more than \$10,000, please email purchasecard@uta.edu, with reason and Cc your supervisor
- Each month the University's total ProCard purchasing power is
\$7,000,000
- Each year UT Arlington's ProCard purchasing power could be
\$84,000,000!

ProCard Procedure BF-PGC-PO2

formerly known as Procedure 4-11

- ProCard is issued by Citibank
- Cannot share card with anyone else
- Billing Cycle is the 4th-3rd of each month
- Purchase limit per month is \$10,000
- Purchase limit per single transaction is \$4,000 including freight

Choice of Vendor -HUB

- Cardholders are strongly encouraged to use a Historically Underutilized Business (HUB)
 - Businesses owned by minorities, women, and disabled veterans
 - The state legislature gives credit to the University which increases our standing with the state
 - List of HUB vendors is located on HUB [website](#) below:
 - <https://mycpa.cpa.state.tx.us/tpasscdblsearch/tpasscdblsearch.do>

If you have questions, please contact the HUB Coordinator, **Laurie Thompson ext. 2 -2039**

Warrant Hold Check

- Is this purchase \$500 or more from a vendor **in Texas**?
- If yes, check on State Comptroller [website](#)
 - If vendor is on the warrant hold list, do not use this vendor
- Must document with “OK” or “N/A” under warrant hold column in Transaction Log.

Purchase of Snacks & Refreshments

- Grocery stores
 - Such as snacks and drinks
 - Soft drinks must be Pepsi brand, University has contract with Pepsi
 - Catering is not allowed to be purchased with ProCard
- Must complete [Official Occasion Expense Form](#): Index, BF-PGC-F4
 - Keep this form with your receipts, make sure to sign on bottom
- Not needed for coffee or coffee services for office use, nursing instructional purposes, and 'lab animals or experiments'

Purchase of Controlled Asset

- Controlled Asset: Non consumable item having value of \$500-\$4999.99 (in case of ProCard \$4000)
- Office of Asset Management must be notified within 48 hours of purchase
 - Asset Information Form Index, BF-PGC-F1:
 - Phone: 2-2191
 - Email to property_mgmt.@uta.edu
 - Fax to 2-2199
 - Including invoice and all other documentation for transaction
 - Keep copy of receipts and form with the Transaction Log

For further clarification Office of Asset Management ext. 2-2191

Controlled Assets

All of these items are prohibited and would require a SharePoint/
Business Affairs Exception approved to purchase with ProCard

CONTROLLED ASSETS (at any cost)

Class Code	Property Item
106	HAND GUNS
107	RIFLES & SHOTGUNS
204	COMPUTER DESKTOP - NOT APPLE
214	COMPUTER DESKTOP - APPLE
219	SMARTPHONES, TABLETS, & OTHER HAND HELD DEVICES
284	LAPTOP COMPUTERS - NOT APPLE
294	LAPTOP APPLE CPU

Allowable Items on ProCard below

CONTROLLED ASSETS (\$500 to \$4,999.99)

Class Code	Property Item
129	SOUND SYSTEMS AND OTHER AUDIO EQUIPMENT
130	CAMERA - PORTABLE - DIGITAL, SLR
131	TVs, VIDEO PLAYERS/RECORDERS
218	DATA PROJECTORS

Splitting a Transaction

- Purchase with amounts over \$4,000 cannot be split into smaller amounts to circumvent the single transaction limit.
- Transactions are reviewed monthly for potential splits, confirmed by receipt request via email.

- 1st offense – written warning
- 2nd offense – **card suspension**



Taxes

- All purchases in Texas are exempt from all federal excise and state/local sales tax. States other than Texas are optional, gain proof of attempt to get credit of taxes.
- Cardholder must advise vendor of tax exempt status, use the Sales Tax Exemption Certificate, [BF-AS-F1](#) and Certificate, [BF-AS-F3](#) for purchasing on Amazon.com, to supply vendors of our tax ID number for sales tax exemption.
- Cardholder is responsible for reclaiming any sales taxes paid within Texas
- How do I upload UTA's tax exempt information onto Amazon.com?
<http://www.uta.edu/business-affairs/procurement/upload-tax-exemption.php>

Take care of this on the front end, it is very time consuming to have to clean up afterwards.

Prohibited Purchases

- Airlines
- Rental Autos
- Hotel & Motel
- Travel and related expenses
- Eateries including fast food
- Catering
- Bars, nightclubs, taverns
- Alcohol
- Truck Stop Transactions
 - Gas
- Cash Advances, Travelers' Checks, Deposit Accounts
- Toll Tags
- Insurance
- Animals
 - Exempted: Biology, Bioengineering & Research Compliance
- Consulting and Personal services
- Gifts over \$100
- Cloud based software
- Radioactive Material
- Firearms
- UTA Tuition and/or Fees
- Internet Provider Services
- Parking
 - Including University parking fees
- Charitable Donations
- Tours, sporting & entertainment events
- Traffic Citations
- Prescription drugs, Medical Services, & Controlled Substances
 - Exempted :Student Health Services and Athletics
 - Only for Students and Student Athletes
- Veterinary Services, medical, or surgical
 - Only by Research Administration
- Ammunition
 - UTA Police Department only
- Payments made on behalf of students
- Wireless Communication devices and fees
 - Ex: Cell phones, PDAs, iPhones
 - Cell and Data plans
 - Includes software for tablets and smartphones
- Desktop computers, laptop computers, and tablets

Be aware of the 'Ship To:' address

Address tied to all ProCards:

219 West Main Street

Arlington, TX **76010**-Ebay/PayPal, not 76019

*Do not select "Same address as billing address"

If you have a near by department or office on campus that has been established with their ProCard for a while, check with them on how to best enter shipping location.

If your order ends up shipping to the Main Street location, you could add a week to your expected delivery time, or possibly longer?

Gift Certificates and Cards

- Gift Cards/Certificates for **'non-UT Arlington employees'** only!
 - A completed *Gift Certificate Expense Form*, [BF-PGC-F3](#) must be filed with the ProCard Log.
 - Gift card/certificates of any amount require an approved SharePoint ProCard exception prior to purchase. A copy of the exception must be filed with the ProCard Log along with a copy of the completed *Gift Certificate Expense Form BF-PGC-F3* for each gift card holder.
 - The original *Gift Certificate Expense Form* must be **'forwarded to Payroll'**, as this is considered a taxable benefit regardless of the value, which they will decide on whether or not to send out a 1099.

Gifts purchased with the ProCard

- Any gift that is purchased with the ProCard that totals over \$100 must have an accompanying SharePoint exception approved before the purchase is made. The liability is on the ProCard holder if a gift is purchased over \$100, if the purchase is made without an exception being approved first.

Required Record Keeping

Purchasing Card Transaction Log is maintained as transactions occur

- Transaction Date
- Billing Cycle dates
- Vendor Name
- Description of Purchase
- Transaction Amount
- Warrant Hold (N/A or OK)
- Reconciled
- Support Attached (Yes or No)
- Cardholder name
- Last 4 of card number
- Comments, Cost Center/Project #, and Account # (optional)
- Signed and dated by Cardholder, Reviewer, and/or Reconciler (if applicable)

Transaction Log- BF-PGC-F6



UNIVERSITY OF
TEXAS
ARLINGTON

Procurement
Purchasing Card Transaction Log

Form 4-5
01/22/2014
Page 1 of 1

Department: Procurement

Cardholder Name: John Doe

Card #: 1234

Billing Cycle Date: 4/4/2015 to 5/3/2015

Transaction Date	Vendor Name	Description of Purchase	Transaction Amount	Warrant Hold*	Reconciled	Support Attached	Controlled Asset	Comments	Cost Center/Project #	Account #
4/6/2015	Home Depot	Nails	5.00	N/A	Yes	Yes	No	Nails for repair to door	312345	63204
4/9/2015	Today's Business Solutions	Office Supplies	150.00	N/A	Yes	Yes	No	Office supplies for Procurement	312345	63003
5/2/2015	Austin Ribbon	Projector	1500.00	OK	No	No	Yes	Projector for Room 555	312345	63162

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Add Row

Remove Row

Cardholder Signature: _____

Date: _____

Reconciler Signature: _____
(If applicable)

Date: _____

Reviewer Signature: _____
(Supervisor/Manager)

Date: _____

*Warrant Hold check is required only if purchase is over \$500 and the vendor is located in the State of Texas. If not, put N/A. If checked, put OK.

Carry Over Log- BF-PGC-F5



Procurement

Form 4-4
05/02/2014
Page 1 of 1

Purchasing Card Carry Over Transaction Log

Cardholder Name: John Doe

Billing Cycle Date: 04/04/2015 to 05/03/2015

Last 4 of Card: 1234

Transaction Log

Items not on Log	Amount
Amazon (books) 4/2/2015	25.00

Citibank-UT Share Statements

Amount	Items Not on Current Billing Cycle
1500.00	Austin Ribbon (projector) 5/2/2015

Add Page

Remove Page

Cardholder Signature: _____

Reconciler Signature:
(If applicable) _____

Reviewer Signature:
(Supervisor/Manager) _____

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED

Scanning Documents into UT Share

New revision to ProCard procedure

BF-PGC-PO2

C. ProCard Files - Scanning Documentation

1. Purchasing Card Transaction Log (Form 4-5) and itemized documentation for each item that was purchased, returned or credited must be scanned and attached to the UTShare Procurement Card Reconcile Statement. Acceptable documents are sales receipts, credit memos, packing slip (cost information must be on packing slip), forms and exceptions. All the documentation must be scanned into one (1) file and attached to single transaction line on the cardholder's online statement in UTShare. If a cardholder has multiple ProCards, the documentation cannot be mixed in with different cards. All documents for a particular ProCard must be attached to a transaction for the card the transactions occurred on.
2. Cardholders that do not scan and attach documents will receive an initial written warning. After the consecutive third month of not attaching the documents, an onsite review of the cardholders previous calendar year's ProCard transactions will be conducted by University Compliance Services. After the fourth month of not attaching the documents, the card will be suspended for three (3) months. During this time, the department cannot request additional ProCards. If, after the three (3) month suspension, documents are not attached, the card(s) will be canceled
3. The cardholder and/or department must review all scanned documents to ensure legibility and accuracy of the scan. Once the scanned documents have been verified, the cardholder and/or department must document, and retain this certification, that all scanned images are true and accurate prior to the destruction of the hard copies. All documents must be disposed of in accordance with the Office of Records Management's requirements (Ref. Procedure 13-5).

Documentation

- Itemized document of what was purchased
 - Must contain what was purchased and at what price
 - Examples:
 - Sales receipt
 - Credit memo
 - Packing Slip (must contain cost information)
- Copies of any forms or exceptions
- Records must be kept in hardcopy form for Current Fiscal Year + Previous 6 Fiscal Years in centralized location within the department.
For information refer to: [Public Information and Records Management](#)

Unauthorized Purchases

- You are responsible for all charges
- Prohibited charges must be reimbursed to UT Arlington or re-credited to the ProCard within 10 working days of discovery
- Reimbursement made at Student Accounts, formerly Bursars Office
- Employee abuse can lead to termination

Online Purchases

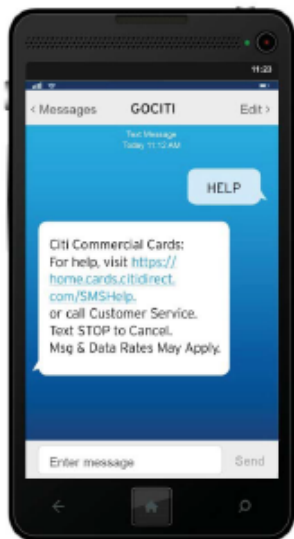
1. All online Procard purchases must be made with University encrypted equipment, don't trust your mobile phone or home computer system to keep your university information safe.
2. Make sure you are on a secured, 'https' website
3. If you are needing to make a 3rd party vendor online cloud service or software purchase, please be prepared to:

Visit the campus Department of Information Security website at:
https://www.uta.edu/security/cloud_services/ for guidance

https://www.uta.edu/security/cloud_procurement/ for proper procurement procedures

SMS and Email Alerts

With over 30 email and SMS alerts to choose from, cardholders and PAs can elect to receive important account information directly to their designated smartphone for immediate action.



Statement Ready	Receive notification when your statement is available to be viewed on CitiManager
Payment Due	Receive notification when there are 30 days before payment is due on your account
Payment Received	Receive notification when your payment has been received
Payment Past Due	Receive notification on your statement due date if payment hasn't been received
Replacement Card Notice	Receive notification when your new card has been mailed out
Declined Transaction	Alert informing the cardholder of a declined transaction with an associated reason for the same
Fraud Management¹	Notification of potential fraudulent transaction
Dispute Resolution¹	Receive notification once dispute is resolved, stating if account was debited or credited per the decision of the dispute resolution

1. North America only, in development globally.

Disputing a Transaction

- 60 days to dispute
- Steps
 1. Attempt to work out with vendor, most are very willing to resolve
 2. If cannot work out, cardholder must contact Citibank at :
(800)-248-4553
 3. If cannot be resolved, cardholder will request bank to send a resolution dispute form

Reporting a Lost/Stolen/Compromised Card

- Must report to UT Arlington Police immediately
 - (817)-272-3381
- Call Citibank to report the card missing
 - Card will be suspended and new one issued, must have Police Report #
- Notify Office of Procurement
 - Paymentcard@uta.edu

The University will be liable for all charges prior to card being reported

Reviews

- All cardholders are reviewed at least once a year by the Office of Procurement Services
- Reviews
 - The ProCard Analyst will schedule a time with the department to review cardholder documentation
 - Findings are sent to cardholder supervisor and if needed, disciplinary action can be taken by the department that are consistent with the Discipline and Discharge Policy ([Procedure 3-27](#))
- Results of all Procard Reviews are reported to the University Compliance Services
- Cardholders with documented non-compliance issues in 2 consecutive review periods are tabled for discussion by the Compliance Executive Committee

Monitoring Requirements

- Payment Card Services monitors all transactions each month for potential non-compliance
- If a potential issue is discovered, notification is sent to the cardholder
- In order to meet compliance requirements, notifications will follow the below timeline:

Notification	Deadline	Notification Sent To
1 st	10 working days	Cardholder
2 nd	5 working days	Cardholder and Department Head
3 rd	5 working days	Cardholder, Department Head, Provost/Applicable Vice President

- Failure to comply by the deadline of the **Third Notification** will result in the incident being reported to the Executive Compliance Committee for further review

Cards with No Transactions or Minimal Activity

- Cardholders who show **no activity** during a (6 month period) will be notified by Procurement Services
 - They will be advised that the card will be cancelled unless written justification for retention is provided and approved by the **Provost or applicable vice president**
- Cardholders who show minimal activity (24 transactions or less) during the previous calendar year will be notified by Procurement Services
 - They will be advised that the card will be cancelled unless written justification for retention is provided and approved by the **Provost or applicable vice president**

Termination or Transfer

- If an employee leaves employment with the University, the department has the responsibility to reclaim the ProCard and returning it to the Procard Program Administrator 'prior to the last day of employment'. Make sure to email in with last 4 digits of the card and shredding card is an option once cancelled
- If an employee transfers into a different department, the ProCard will be cancelled. To have a card reissued, the cardholder must reapply with the approval of the new department. Cancelling card will be kept active in UT Share temporarily to post final transactions.

ProCard Exceptions in SharePoint



All requests for exceptions to this procedure must be approved in SharePoint by the Associate Vice President of Business Affairs under the [BA Exceptions Tracker Request](#) menu.

All exceptions are reviewed on an individual basis. An approved exception of an individual request does not change the procedure. Also exceptions must be renewed annually, if there is an ongoing need for item or service when the exception expires.

To activate card

- Please call 1-877-905-1861
 - Enter 16 digit card account number
 - It will ask you for your last 4 of SSN.....**DON'T!!**
 - Instead enter your **Month and Day of Birth – MM/DD**
 - You will also be requested to set up a PIN
 - Your PIN should be something that can be easily remembered

Citibank and Payment Card Services will not have access to the PIN

Payment Card Contacts

Paymentcard@uta.edu is main department email