

GUIDELINES AND PROCEDURES FOR THE UNIVERSITY PURCHASING CREDIT CARD

University Purchasing Credit Card Purpose

The purpose of the Purchasing Credit Card is to establish a more efficient, cost-effective method of purchasing and paying for goods costing less than \$2,500. The Purchasing Credit Card limit the need for cash advances related to expense reimbursements. The Purchasing Credit Card cannot be used for travel and entertainment.

Use of Purchasing Credit Card for University-related business expenses.

When using the Purchasing Credit Card, the following apply:

- The Purchasing Credit Card may only be used for appropriate and allocable expenses as defined in the **Reimbursement of University-Related Business Expenses** (in addition to any other departmental policies, if applicable);
- All Purchasing Credit Cardholders must follow the **University Credit Card Policy**;
- Use of the card for personal purchases is strictly prohibited.

Defined Terms

CBS (Central Billed Statement) Statement Report - Monthly billing cycle statement reports.

All other terms used in this document are defined in the **University Credit Card Policy**.

Making a Purchase with the Purchasing Credit Card.

Step 1

Before making any purchase, ensure the purchase is in accordance with the **Reimbursement of University-Related Business Expenses**. If the purchase is related to a sponsored projects award, verify that the items to be purchased are allowable given the sponsor's policies and the specific terms and conditions of the award.

Step 2

Inform the vendor that the Purchasing Credit Card will be your payment method. Provide the card account number and expiration date printed on the front and back of the card. You may also be required to provide the card verification code which is located on the back of the card.

When ordering online or by telephone, ship items to your TCU address. Do not ship to a personal address.

Step 3

Purchasing Credit Card charges should be reconciled as incurred in SAP Concur to facilitate the expense reporting process. All card charges are required to be assigned an expense type with supporting receipt documentation attached and submitted and approved by the 7th of each month.

Step 4

Original and itemized receipt documentation is required to be uploaded for all card charges. See **Reimbursement of University-Related Business Expenses and the University Credit Card Policy** for detailed information related to receipt documentation and retention requirements. All receipt documentation must be attached electronically to the related transaction in SAP Concur via scan or photo if using the SAP Concur smartphone mobile app.

To prevent fraudulent activity, please review all receipt documentation before upload and submission to ensure that personal and confidential information (i.e. full account number) is properly concealed.

Step 5

Monthly select the current PCard Report (CBS Statement Report). Update any unassigned transactions, address any noted exceptions, and attach the required receipts. Statement reports can be submitted as soon as 3 days after the statement period end date and must be submitted and approved by the 7th of each month. Approvers will receive a monthly “Aging PCard Transactions Report” from the TCU Card Program Coordinator to monitor any unreconciled expenses.

Typical Purchasing Credit Card Purchases

- Departmental Purchases
- Books
- Promotional Items
- Event Expenses
- Instructional Supplies
- Lab Supplies
- Professional and Trade Association Dues
- Professional Training Webinars
- Subscriptions

Purchases that are prohibited with the Purchasing Credit Card. Approvers and Cardholders should contact the TCU Card Program Coordinator at concur@tcu.edu if there are questions about what purchases may be prohibited. Prohibited items included but are not limited to:

Purchases that are subject to any special regulations or require detailed documentation and/or special authorization in advance of the commitment of University resources such as:

Furniture, drapes and carpeting, radioactive substances, laboratory animals, controlled substances, equipment leases, service/maintenance contracts, consulting services, legal fees, mortgages, rents, real estate taxes, employee relocation services, translations, and interpreting language study and donations are prohibited.

Payments for Services: The IRS uses form 1099-MISC to track miscellaneous income for individuals and companies who have been paid \$600 or more in non-employee service payments during a calendar year. Travel Card payments that would require 1099-MISC reporting to the Internal Revenue Service are prohibited.

Examples of persons who would receive a Form 1099-MISC form, and therefore cannot be

paid with the Purchasing Credit Card, include:

- Human Subjects
- Independent Contractors Providing Services
- Attorneys
- Guest speakers/Lecturers
- Healthcare or Medical Care Service
- Honorarium
- Performers
- Physicians
- Space/Facilities
- Royalties

Additional expenses that are prohibited with the Purchasing Credit Card:

- Charter Buses (without prior approval from Contract Administration)
- Taxi Voucher Booklets
- Personal Auto Repairs
- Personal EZ Pass
- Lost/Stolen Property Replacement
- Newspapers and Magazine (not related to a business purpose)
- Cellular Phone Charges/Bills
- Personal Purchases

Email Reminders

Purchasing Credit Cardholders will be notified their CBS Statement Report is ready for review:

- 3 days after the close of the billing cycle
- 15 days after the close of the billing cycle
- 30 days after the close of the billing cycle

Failure to submit reports will be subject to compliance and enforcement per policy.