Key Program Contacts

Purchasing Department

Program Administrator/Coordinator
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Assistant Program Coordinator
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All Purchasing Staff have been trained in the use and implementation of the Procurement Card Program. If they cannot answer your questions, they know where to find the answers.
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OVERVIEW

Procurement Card Program

The Purchasing Department is delighted to offer to all West Texas A&M University departments an exciting, innovative program that simplifies the way in which you may order and pay for goods. The Procurement Card program is a fast, flexible purchasing method for processing limited purchases 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 small dollar transactions. If used to its potential, the program will result in a significant reduction in the data entry of limited purchases, receiving, invoices and vouchers and reduction in related documentation including invoices and checks. The Procurement Card can be used with any supplier that accepts Master Card as a form of payment.

The Procurement Card 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 Procurement Card will enable you to purchase non-restricted commodities directly from the vendors without the issuance of a purchase order.

PROCUREMENT CARD CONTRACT

The terms and conditions of the Procurement Card contract were specified and awarded by the Texas Building and Procurement Commission for the State of Texas. West Texas A&M University is utilizing the State of Texas contract for procurement card services with J P Morgan Chase. West Texas A&M University will comply with the terms and conditions of the state contract in the implementation of this program.

PROCUREMENT CARD PROGRAM GUIDE

The Procurement Card Program Guide provides the guidelines for using the Procurement Card. Please read it carefully. **Your signature on the Cardholder Procurement Card Agreement shows that you understand the intent of the program and agree to follow the established guidelines.**
IMPORTANT POINTS OF THE PROGRAM

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

- Your 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 or fax orders.

- You may use the Procurement Card to purchase supplies within your delegated limits.

- Use must not exceed the monthly credit limit assigned to the Procurement Card.

- Reconciliation of the transactions from J P Morgan Chase to ensure all charges are accurate is required.

- If your transaction log, with all receipts and documentation, is not in the Purchasing Department on or before the due date, your credit card will be suspended until all documentation is received.

- We will reinstate your credit card one (1) time. The second time your transaction log is late, we will cancel your credit card. The credit card will not be reissued.

- 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 Administrator/Coordinator, Ann Caraway, upon your transfer or termination.

- Give Vendor full name and department of cardholder when placing order

- If you do not receive receipt/invoice by the time statement is received, contact vendor and request receipts to be faxed immediately. If a receipt is not available, write a memo with detail information of who, what, where, when, and why. Sign in the memo and have your senior administrator sign the memo and include with transaction log.
GENERAL INFORMATION

Duties and Responsibilities

Program Administrator:

The Program Administrator was designated by West Texas A&M University 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.

West Texas A&M University Program Administrator/Coordinator:

Bryan Glenn
651-2105
bglenn@wtamu.edu

Department Manager:

The department head/manager, or equivalent, is responsible for designating cardholders and approving monthly Procurement Card statements of cardholders to ensure they are within West Texas A&M University policy. The Department Head may also assist in assigning cardholder limits and regulations.

Cardholder:

The person designated by the Department Head to utilize the Procurement Card by purchasing small dollar supplies is the cardholder. The cardholder is responsible for following the purchasing guidelines of West Texas A&M University in regards to purchases, selection of vendors, security of card and monthly reconciliation.

J P Morgan Chase Customer Service:

The Procurement Card program is serviced using a team approach with J P Morgan Chase Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the Procurement Card account. If a Procurement Card is lost or stolen, Customer Service should be notified immediately.

The Customer Service number is: 1-800-305-7735
PROCUREMENT CARD CONTROLS

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 Administrator or in writing or via e-mail through the Department Head. Review of the request and a response will be initiated by the Administrator.

If the request is granted, the Program Administrator will then forward the request to J P Morgan Chase for processing.

* Please allow 2 to 4 working days to process any changes.

Transaction Limits:

Your Procurement Card has a single transaction limit (which is the delegated purchase limit). This is the amount available on the Procurement Card for a single purchase. A transaction includes the purchase price, 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.

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 Administrator. The request will be evaluated and a response initiated by the Program Administrator.
MAINTAINING YOUR PROCUREMENT CARD

Procurement Card Transaction Log:

Enclosed with this Procurement Card Program Manual is a Procurement Card Transaction Log. The transaction log is required and provides an additional method for expenditure tracking while using the Procurement Card.

West Texas A&M University requires that each cardholder use a new log for each month's purchases. Record in J P Morgan Chase Smart Data each time a purchase is made and print the Cost Allocation Detail Report. Use a brief description of the item and include a detailed receipt so we can determine the purchase to be an authorized one. For auditing purposes use the "Date Received" column to verify that all purchases and documentation were received.

Always obtain a receipt when using the Procurement Card. It is the cardholder's responsibility to ensure there is a receipt for each purchase. The receipts should be kept with the transaction log. This will be the University's official record for this transaction.

If your transaction log, with all receipts and documentation, is not in the Purchasing Department on or before the due date, your credit card will be suspended until all documentation is received. We will reinstate your credit card one (1) time. The second time your transaction log is late, we will cancel your credit card. The credit card will not be reissued.

Cardholder Responsibilities:

At the end of each billing cycle, every cardholder should have all transactions allocated via J P Morgan Chase Smart Data. Attach all documentation, note any additional information pertinent to the purchase, verify that all purchases are valid and forward the package to the Department Head for review and approval.

Department Head Responsibilities

It is the Department Heads responsibility to audit the cardholder’s detail expenditures to assure appropriate use of departmental funds. The Department Head should sign the transaction log as being audited.

Sales and Use Tax:

West Texas A&M University, as an agency of the State of Texas, is tax exempt and the credit card identifies West Texas A&M University as being tax exempt within the State of Texas. A cardholder should carry a West Texas A&M University tax exemption certificate with their procurement card.
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. West Texas A&M University has disciplinary procedures related to unauthorized use of the Procurement Card.

Employee Termination:

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

Lost or Stolen Cards:

If a Procurement Card is lost or stolen, immediately contact J P Morgan Chase Customer Service at 1-(888) 449-2273. After contacting J P Morgan Chase, notify the Program Administrator and the Department Head.

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

West Texas A&M University Program Administrator/Coordinator will schedule the Procurement Card training for cardholders. New employees shall obtain the Procurement Card in the following manner:

**Obtaining a Procurement Card**

To obtain a Procurement Card the following process shall be followed:

- There is a form available on the Purchasing & Inventories Web Page at [http://www.wtamu.edu/administrative/vpf/pur/procurementcard.html](http://www.wtamu.edu/administrative/vpf/pur/procurementcard.html)

- Department head should send this complete form to the Program Administrator to request a procurement card be issued to an employee. This request will provide Purchasing Department with necessary information about you (the cardholder), and the Department Head approval of your designation of your delegated purchasing authority within the procedure of West Texas A&M University.

- Program Administrator will request issuance of the Procurement Card from J P Morgan Chase.

- Program Administrator will schedule the applicants for Pro-Card Training. This will be at the next available training session.

- **Applicant attends training class (approximately 2 hours) and signs Cardholder Procurement Card Agreement.**

- Card issued
The following items should be provided to you, the cardholder, during training:

- **Cardholder Procurement Card Agreement**: This is an agreement between the cardholder and WTAMU which affirms that the cardholder has read and understands the policy and procedures for the Procurement Card. This agreement is signed at the end of the training session by the cardholder.

- **Procurement Card Program Guide**: This document outlines WTAMU procedures in regard to its Procurement Card. It also outlines some approved types of purchases.

- **Smart Data On-Line Quick Reference Guide for Cardholders.**

- **Procurement Card Transaction Log (required)**: The cardholder shall use this envelope to hold all purchase documentation for each month.

- **Statement of Disputed Items Form**: The cardholder shall use this form if they are disputing a transaction that appears on their Cardholder Statement.

- **Pro-Card**: Upon signing the Cardholder Procurement Card Agreement and proper identification and verification, the card will be issued and signed in the presence of the Program Administrator/Coordinator.

**About the Card**

A Procurement Card will be in your name with the State of Texas emblem and the wording "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 Procurement Card.**

- The single transaction limit for cards is to be determined for each cardholder and the type of purchasing function for their position and the type of purchases to be made.

**Procurement Card Activation**

The cardholder must call **1-800-300-3084** to activate the Procurement Card before using. Upon receipt of the card, the cardholder should sign the back of the Procurement Card and always keep the card in a secure place.
**Purchasing Guidelines:**
As a State institution, we are bound by 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 West Texas A&M University System. The cardholder is responsible for compliance and strict adherence to all purchasing guidelines within their departmental delegated authority.

As a reminder, the departmental delegated authority is for limited purchases. 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 of West Texas A&M University's 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 Procurement Card:

1. Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's spending limit.
2. Identify the vendor, call, fax or visit the vendor; to place your order.
3. If order is by mail, specify cardholder name, company name, department name and shipping instructions. Also, specify the Procurement Card number, expiration date and name as it appears on the card.
4. Confirm pricing and freight.
5. Request that a hard copy of the price and freight be faxed to the cardholder and/or included in the shipment of supplies.
6. Request that the supplier indicate your name and department appear on all packing lists and box labels. This will enable the receiving department to facilitate delivery of your supplies. Request that all deliveries be made to West Texas A&M University, 2402 North 3rd Avenue, Canyon, Texas 79016. This will eliminate the appearance of purchasing for personal use.
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, and the WTAMU policies and 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 approximately the 5th of each month with payment due within 14 days. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped.

A typical cardholder is any employee who has delegated purchasing authority.

The Pro Card may be used for many various purchases such as:

- Books
- Building Material
- Florists- local accounts
- Janitorial Supplies
- Lab Supplies
- Meals/Food for Business related meetings (if allowable on the account)
  - State 5 IRS (w's) on log
- Medical Supplies
- Meeting Services
- Office Supplies
- Postage when mailing (cannot be sent through University Post Office)
- Promotional Items
- Registration Fees for Training Courses and Seminars
- Registration Fees for Conferences
- Reproduction not requiring type to be set
- Reproduction Supplies
- Safety Supplies
- Small Equipment Repair
- Subscriptions
- Toner Cartridge recharging
- Tool/Hardware
- Training Courses and Seminars
- Videos
The card **may not** be used for purchasing the following items:

- Alcoholic beverages
- Animals
- **Capital/Controlled Equipment**  **
- Cash advances
- Cash refunds
- Computer Hardware (computers, printers, digital printers) All computer related equipment must be approved by PC Support
- Computer Software (All software must be approved and tracked by PC Support)
- Consultant Services
- Entertainment
- Gasoline (University & State of Texas have Oil Company Credit Cards Available)
- Insurance
- Memberships
- Membership/Social Club Dues
- Personal use
- Printing requiring type to be set
- Services (Consulting or other 1099 reportable services)
- Telephones
- Travel & related expenses/purchases
- Contact Purchasing Department for special instructions and allowances

**Restricted Purchases**

- Auto Parts (must be purchased through the University  
  Vehicle Maintenance Department)  
  (Contact Purchasing Department for special instructions and allowances)
- Prescription Drugs/Controlled Substances (if allowable on the account or an appropriate expense for the University Department)

** Capital equipment is any equipment with a cost greater than $5,000.00.**

- The State of Texas Comptroller has defined "Controlled Assets" as equipment costing between $500 and $5000. (i.e. facsimile machines, digital cameras, stereo systems, cameras, video recorders/players, televisions, projectors, micro-computers, computers, printers, cellular/portable phones.) Firearms and cash registers for any amount are controlled. If you need further clarification regarding "controlled assets", please call the Purchasing Department at (806) 651-2105.
We have set the following guidelines and procedures for use of the procurement Card for Guest Speaker or Lecturer.

1. Hotel room for non employee (Guest Speaker or Lecturer)
   a. Professional Services Agreement Contract – expenses and fee
      Object code Local Account 6253
      Object code State Account 7253
      Copy of PSA w/signatures is required as part of the back up documentation.
   b. Guest Speaker or Lecturer – expense only no fee
      Object code Local Accounts 6280
      Object code for State Accounts 7299

We have set the following guidelines and procedures as an alternate use of the procurement Card instead of the travel card or cash advances for hotel rooms and meals when University Faculty/Staff are traveling with students.

1. Hotel room for student travel
   Object Code as 6258
   List of students and faculty/staff traveling and purpose is required as part of back up documentation

2. Hotel room for Team travel
   Object Code Local Accounts 6251
   List of students, faculty/staff and name of team traveling and purpose is required as part of back up documentation

3. Hotel room for Athletic Recruit
   Object Code as 6254
   Name of Recruit, date of visit and Sport is required

4. Meals for Students Travel
   Object Code  6258
   List of students, faculty/staff and purpose is required as back up documentation

5. Meals for Team Travel
   Object Code 6251
   List of students, faculty/staff and name of team traveling and purpose is required as back up documentation

**NOT ALLOWED with the Procurement Card:**

1. Hotel room for prospective employee
   The prospective employee is responsible for all expenses.
   Their expenses can be reimbursed on a travel voucher after the fact, their signature is required on the voucher
   Receipts are required
   Or use the form at [http://www.wtamu.edu/administrative/vpf/pur/forms.html](http://www.wtamu.edu/administrative/vpf/pur/forms.html) to have the room at the Holiday Inn Express in Canyon direct billed.

2. University employee
   Employee must use their travel card or the departmental CBA account
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 and show any sales tax that was incurred. A vendor's entry system usually prints an automatic invoice with the processed order. If a purchase is made via mail or telephone, ask the vendor to include the receipt with the goods when shipping the product.

Transaction Log and Documentation

The cardholder/department is responsible for maintaining a Procurement Card Transaction Log. The log shall be reconciled to the J P Morgan Chase Smart Data. The following documentation must be retained and kept with the log:

- Sales Receipts
- Packing Slips
- Credit Card Receipts/Slips
- Other information or correspondence related to the purchase
- J P Morgan Chase Smart Data “Cost Allocation Detail Report” for billing cycle

Reconciliation

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

Audit of Logs

The transaction logs, along with the supporting documentation become the official records and shall be maintained in the Purchasing & Inventories Department in accordance with the University's Record Retention Schedule. The records for the procurement card purchases will be required when West Texas A&M is audited by the Texas Building & Procurement Commission and State Comptroller. The records for procurement card purchases may be audited by the West Texas A&M University Business Office, Purchasing Department or Texas A&M University Internal Audit.

The Purchasing & Inventories Department acting as the Procurement Card Administrators review all procurement card transactions. Each receipt is audited for compliance with applicable laws and policies and allocation to the correct fund. If group meals are purchased out of town, the card holder’s travel voucher is also audited to be sure all travel procedures and procurement procedures are followed.
AUDIT TRANSACTION LOGS WHAT DO WE LOOK FOR

- Appropriate purchase for account
- Food/Gifts/Awards
- Equipment
- Software
- Department needs (Purchasing does not need drugs/chemicals
- Vehicle Expense (University Owned, rental, personal)

MULTIPLE TRANSACTIONS ONE COMPANY

- Look for Multiple purchases for same day or week
- Was purchase split to fall below transaction limit
- Did company ship & bill different days
- Lack of planning / emergency

SUPPORT DOCUMENTATION

- Detail Invoice
- Food
- Who What Where When Why
- Group Meals
- Travel?
- Travel Voucher?

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
Statement & Payment

J P Morgan Chase has procurement information for each cardholder and will be used by the cardholder and Purchasing Department to reconcile each cardholder’s monthly transactions. Note: A consolidated department report is available upon request by the Department Head from the Purchasing Department. This request is to be submitted in writing or via e-mail to:

Bryan Glenn
bglen@wtamu.edu

J P Morgan Chase will make available a summary billing to the Program Administrator, listing all transactions during the period by cardholder. The Purchasing Department will pay the summary billing in full and will charge the account your department determines for each transaction. The payment cycle is set up to be around the 5th of each month. Payment is required within fourteen days to J P Morgan Chase. J P Morgan Chase pays the merchants within 24-48 hours of the company transmitting charges for reimbursement.

Procurement Card Payment

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

- **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 transaction log.

- **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 transaction log.

- **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 transaction log. 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 should complete the Statement of Disputed Item Form. J P Morgan Chase 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 Purchasing Services is your partner in this venture and is willing to assist in any dispute resolution.
Card Termination

If it is found that a cardholder has not used the procurement card for three consecutive accounting periods (months), this card may be made inactive by J P Morgan Chase.

When a cardholder terminates employment with the University, the department has the specific obligation to reclaim the procurement card and return it to the Purchasing Department prior to the employee termination date. Failure to do so may result in revocation of all departmental card privileges.

Multiple notifications to a single department for insufficient budgets by Purchasing may result in revocation of all departmental cards.

Non-compliance to State and University purchasing procedures will be grounds for revocation of cards. Non-adherence to these procedures will result in revocation of individual card holder privileges and may result in revocation of all division or departmental procurement cards.
COMMONLY ASKED QUESTIONS AND ANSWERS

For what types of purchases should I use the Procurement Card?
Your company policy governs how you can use the Procurement Card. Your Program Administrator, along with your Department Manager will determine the types or purchases as well as average amount of the purchases to be made by you.

In what ways do I benefit from using the Procurement Card?
When you use the Procurement Card, you enjoy reduced paperwork, direct contact with suppliers, quick and efficient order processing, faster delivery, and more accurate orders.

How does my company benefit from the Procurement Card Program?
When employees use the Procurement Card, your company enjoys greater productivity as a result of reduced paperwork, savings from consolidated multiple supplier invoices to one statement from J P Morgan Chase, and greater control over spending.

What should I do if my Procurement Card is lost or stolen?
You should call J P Morgan Chase Customer Service, toll-free, 1-888-449-2273 immediately, to report the Procurement Card missing and request a replacement.

What do I do if a purchase is denied?
Your purchase may have exceeded a limit placed on your Procurement Card.
Contact your Program Administrator for assistance.

What should I do if I want to change my per-month or per-transaction limit?
Contact your Program Administrator.

What should I do if a supplier does not accept the Procurement Card?
Contact your Program Administrator. You will be asked to provide the supplier name, address, and phone number. J P Morgan Chase will enroll the supplier in the FAST program and work with your company to bring the supplier into the program.

Will use of the Procurement Card effect my credit report?
No. The Procurement Card is a corporate liability card, and carries no personal liability for the Cardholder who uses the Procurement Card according to company policy.

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, contact your Program Administrator for a Dispute Form), complete and fax this to Bank of America per the instructions.

When I use my Procurement Card to make a purchase, how is the transaction authorized?
When you use the Procurement Card to make a purchase, the supplier verifies the account number with J P Morgan Chase. Your spending limits are checked automatically against company policy.
Attachments

- Cardholder Pro Card Agreement
- Procurement Card Transaction Log
- Cardholder Survey
- HUB Vendor list

Forms Available on Purchasing & Inventories Web Page

http://www.wtamu.edu/administrative/vpf/pur/procurementcard.html

- ProCard Supplemental-Missing Documentation Form.
- Tax Exemption Certificate
- Documentation for reimbursement/Payment of Business Meals
- JPMC Smart Data On-Line Quick Reference Guide
- WTAMU Procedures Manual
- Transaction Log Due Date
West Texas A&M University
PROCUREMENT CARD AGREEMENT

West Texas A&M University is pleased to present you with this Procurement Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect company assets.

I, ____________________, hereby acknowledge receipt of a West Texas A&M University MasterCard Procurement Card, Account Number __________________________. As cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement Card procedures.

I acknowledge receipt of said Agreement and confirm that I have read and understand their terms and conditions. I understand that West Texas A&M University is liable to J P Morgan Chase & MasterCard for all University charges.

I agree to use this card for West Texas A&M University approved purchases only and agree not to charge personal purchases. I understand that West Texas A&M University will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. I agree to reimburse the University for any cost not associated with the University, even if I am no longer employed by the University.

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

Cardholder:

Signature: _______________________ Date: ___________________

Print Name: ______________________

Department: ______________________

E-Mail Address: ____________________

@
PROCUREMENT CARD
CARDHOLDER SURVEY

CARDHOLDER NAME: ___________________________  DATE: __________________

Please respond to the following questions:

1) Approximately how many purchase orders do you complete in an average month? ________
2) What types of purchases are you completing on a purchase order? _____________________
   ____________________________________________________________________________

1) Have you found that most suppliers are willing to accept the MasterCard Procurement Card?
   (circle one)         Y         N

   Please list the suppliers in which you purchase goods, but are not willing to accept the
   Procurement Card (include the contact name and a phone number if available) :_________
   ____________________________________________________________________________
   ____________________________________________________________________________

1) Do you prefer to use your Procurement Card over the purchase order process? (circle one)  Y
   N

2) Please note any other difficulties you have experienced while using your Procurement Card:

   Purchase declined at the point of sale: (circle one)         Y         N
   (if Yes, please note the merchant you were declined at, the purchase amount and the date of
   purchase.  We will research this transaction and determine the reason for decline.) ___
   ____________________________________________________________________________
   ____________________________________________________________________________

   Supplier still writes an invoice even after payment with the credit card: (circle one)
   Y         N (if Yes, please note the supplier, contact person and a phone number if available)
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   Other Comments regarding the Procurement Card:_________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________