# West Texas A&M University
# ONEcard Program
# Policy & Procedure Manual

# US Bank ONECard Program Policy and Procedures Manual

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This ONEcard Program Policy and Procedures Manual is provided to all employees with a US Bank ONEcard. This document provides the guidelines for using the ONEcard at West Texas A&M University (WTAMU). Please read it carefully. Your signature on the Individual Cardholder ONEcard Application and Cardholder Acknowledgment of Receipt indicates your understanding of the intent of the program and agreement to follow the established guidelines.

WTAMU's ONEcard Program Services consists of the Purchasing Department, the Director of Purchasing, ONEcard Coordinators for purchases and travel related expenses.

This manual is divided into three sections.

- Section I  - General Information related to ONEcard use;

- Section II  - Purchase of **Goods and Services;**

- Section III  - **Travel** related purchases

## Section I – GENERAL INFORMATION

### Purpose of ONEcard Program

The purpose of the ONEcard program is to provide WTAMU employees with an efficient, innovative program that simplifies the way in which goods, services and travel expenses are procured. The use of the ONEcard is not intended to avoid or bypass appropriate purchasing/travel procedures set forth by the State of Texas. The ONEcard program is designed to delegate the authority and capability to purchase limited items and travel related expenses directly to the people to whom it matters most – you and your department. The ONEcard will enable you to purchase directly from vendors under your delegated authority, non-restricted commodities without the issuance of a purchase order. The ONEcard can be used with vendors who accept MasterCard as a form of payment.

The Purchasing Department at WTAMU is happy to extend the ONEcard program to all eligible WTAMU employees.

All state institution, local, and federal guidelines and laws apply. All purchases and travel expenses must be in accordance with the laws of the State of Texas and the purchasing procedures of the Texas A&M University Systems (TAMUS) and WTAMU. The cardholder is responsible for compliance and strict adherence to all purchasing and travel guidelines within his/her departmental delegated authority.

As a reminder, the departmental delegated authority applies to all 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, TAMUS, and WTAMU 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.

Determine if the transaction is an acceptable use of the card, and if it is within the cardholder's delegated spending limit.

## ONEcard Contract

The Texas Comptroller of Public Accounts awarded a contract to US Bank to provide ONEcards for State of Texas agencies. All of the information included in this ONEcard Program and Procedure Manual is intended to foster knowledgeable, safe, and efficient use of the ONEcard program by eligible users.

The terms and conditions of the ONEcard contract were specified and awarded by the Texas Procurement & Support Services for the State of Texas. WTAMU is utilizing the State of Texas contract for ONEcard services with US Bank and will comply with the terms and conditions of the state contract in the implementation of this program.

## ONEcard Policy Statement

The Policy Statement for the ONEcard program at WTAMU is as follows:
Purchases and Travel expenses that support the daily business needs of WTAMU should utilize the appropriate procurement method. Trained and certified WTAMU employees are issued a single ONEcard, from the state-approved bank, to be used only for the purchase of allowable low-dollar and low-risk goods and services and allowable Travel expenses for WTAMU purposes.

# Duties and Responsibilities

## ONEcard Coordinator

The ONEcard Coordinator is responsible for the following:

a) Retaining documentation

The ONEcard Coordinator is knowledgeable about the program, the guidelines, and related forms. If issues arise, cardholders shall first contact the ONEcard Coordinator, who will answer questions in regards to their area of expertise (procurement of goods/services OR travel expenses). The ONEcard Coordinator may refer questions to the Director of Purchasing when necessary.

b) Training

Upon request from the ONEcard Coordinator, Human Resources will assign TrainTraq training to cardholders and other personnel in regards to the ONEcard procedures and guidelines. The ONEcard Coordinator will be responsible for verifying personnel requesting to be an approver have completed annual Approver training.

c) Reviewing Transaction Details

The ONEcard Coordinator is responsible for reviewing all ONEcard transactions and transaction details to determine if the transactions are within state purchasing and travel guidelines and if proper backup documentation has been submitted.

d) Assist Cardholders

The ONEcard Coordinator is responsible for assisting cardholders with all aspects of the ONEcard program.

## ONEcard Cardholder

A typical cardholder is any employee designated by the Department/Division Manager to utilize the ONEcard and is responsible for the following:

a) Purchasing small dollar supplies and utilizing ONEcard for travel expenses.

All cardholders are responsible for following the purchasing, disbursement and travel guidelines of WTAMU and TAMUS in regards to purchases, selection of vendors, required documentation, and card security.

b) Allocating Purchases Each Month by the deadline date.

The ONEcard Coordinator will send all cardholders and their approving managers two reminder emails (on the 1st of each month and then again on the 5th) with a deadline for having all allocations/approvals completed. If the cardholder has not completed allocations by the deadline, the cardholder's card is reduced to $1 until allocations are completed and approved. If the allocations are not completed and approved by the 15th, the cardholder's card is suspended for 30 days and the default account [listed on the cardholder's ONEcard application and signed agreement] will be charged for any remaining unallocated charges and no changes will be allowed thereafter.

c) Security of the ONEcard

An individual ONEcard is issued in your name with the appropriate member seal and the wording, "For Official Use Only" clearly indicated on the card. All purchases made on the ONEcard must be made only by the cardholder. This card is for WTAMU 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 ONEcard. You are responsible for the security of the ONEcard and the transactions made with it. If you do not follow the guidelines when using the ONEcard, you may receive corrective action, up to and including termination of ONEcard privileges.

d) Training

All cardholders are required to complete ONEcard trainings before they are allowed to pick up their ONEcard. Annual ONEcard trainings are required. Cardholders who fail to complete annual training will have their cards suspended until the required training is completed.

e) Notifying ONEcard Coordinator when Changes in Job Duties and/or Job Position.

### ONEcard Approver

The department head or the cardholder's designated Approver is responsible for the following:

a) Approving Monthly ONEcard Transactions by Due Date

The Approving Manager reviews and approves all allocations made by cardholders within his/her authority to ensure the purchases are in accordance with policy. Approvers who have been delinquent two times within a budget year, the respective Vice President and the approver will be notified that the third delinquency will mandate that future approvals will require the respective Vice President to become the Approval Manager. The approver that lost approval privileges may reapply in the new budget year, after training is completed and verified.

As previously state, the ONEcard Coordinator will send the cardholder and the approving manager two emails out each month with a deadline for having all allocations/approvals completed. If the cardholder has not completed allocations by the deadline, the cardholder's card is reduced to $1 until allocations are completed and approved. If the allocations are not completed and approved by the 15$^{th}$, the cardholder's card is suspended for 30 days and the default account [listed on the cardholder's ONEcard application and signed agreement] will be charged for any remaining unallocated charges and no changes will be allowed thereafter.

b) Training
All Approving Managers are required to complete an annual Approver Training via the TAMUS TrainTraq application. Failure to complete annual training will result in loss of Approval privileges. Approvers that are also cardholders cannot approver their own allocations and must have an approver assigned to approve their transactions.

## Procedure for Obtaining and Activating your ONEcard

### Apply for a ONEcard

To obtain a ONEcard, fill out the ONEcard application (located on the WTAMU ONEcard website) and email the completed form to the ONEcard Coordinator at [procard@wtamu.edu](mailto:procard@wtamu.edu) OR [travel@wtamu.edu](mailto:travel@wtamu.edu) . The application will be reviewed and approved by the Director of Purchasing and ONEcard Coordinator will order the card.

ONEcard trainings will be assigned to you in TrainTraq. After completing the trainings, email a copy of your transcript or forward the email notification of course completions to the ONEcard Coordinator at [procard@wtamu.edu](mailto:procard@wtamu.edu) and [travel@wtamu.edu](mailto:travel@wtamu.edu). Information Technology (IT) will provide access to the W9 Folder.

Once you receive notification that your card is ready, pick up your card in the Purchasing Department (located next to Central Supply Warehouse).

## Activate your card

From a touch-tone phone call 1-800-344-5696 and respond to each of the prompts:

1. "Welcome to Corporate Payment Systems. Please enter your 16-digit account number."
2. "Please enter the five-digit ZIP of your mailing address." – *79016*
3. "To activate your account, press 1."
4. "To activate your account, please enter *0000*
5. "Please enter your preference business phone number, beginning with the area code."
6. "Listen to Express Consent notification. Accept or decline the terms to activate your card."
7. "Your card has been successfully activated."
8. "Please select a new 4-digit Personal Identification Number (PIN)
9. "For verification, please re-enter the PIN you selected."
10. "Thank you. Your PIN has been updated."

Upon receipt of the card, the cardholder should sign the back of the ONEcard and always keep the card in a secure place.

## Register your ONEcard

1. Go to https://access.usbank.com
2. Enter WTXAM in the Organization Short Name field
3. Type your 16-digit account number without spaces or dashes in the Account Number field
4. Select the Month and Year your card expires
5. Approving Managers Only - click Additional Account to register another account and repeat steps above
6. Once you have entered all of your accounts, click Register This Account.

## Security of the ONEcard

The cardholder is responsible for the security of the card. This card shall be treated with the same level of care the cardholder uses with his/her own personal charge cards. Guard the ONEcard 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. Following these simple steps will help safeguard your ONEcard:

- Sign your card as soon as it arrives
- Make sure your card is always in your possession (do not leave it in an unlocked drawer or out in the open)
- Keep an eye on your card during transactions and ensure it is returned as quickly as possible.
- Report lost or stolen cards immediately.

- Destroy an unneeded receipts and statements.
- Review your purchases online regularly. (Note: cardholders can easily monitor account activity online at https://access.usbank.com)
- Notify customer services and the ONEcard Coordinator in advance if you change your e-mail address or phone number.
- Do not share your card or your PIN with anyone.
- Never write account numbers or personal information on unsecured media.
- Do not provide personal information over the phone.
- Protect your account number at all times (Never provide your card number over the phone)
- Do not use fuel pumps that appear to have been compromised.
- Sign up for fraud alerts (see below)
- Report questionable charges or any unauthorized activity immediately. Customer service is available 24 hours a day at 1-800-344-5696 or 701-461-2010 (collect - outside the US)

## Fraud Alerts

Fraud alert notifies a cardholder via SMS text and/or email that suspicious activity has been detected on his or her ONEcard. For SMS text, the cardholder will respond to the alert, confirming whether the transaction is valid or fraudulent, ensuring fewer unnecessary declined charges and prompt protection in the event of attempted fraud.

*PLEASE NOTE: Email is notification only and not actionable from the email, other than to call Fraud Detection Services.
Here is how to enroll:
1) Log into Access Online
2) Select "My Personal Information"
3) Select "Account Alerts"
4) Enter their mobile number and/or email address
5) Enroll their account in text and/or email
6) Read and scroll through the terms and conditions, then click "I accept the Terms and Conditions"
7) Click Submit

## Changing / Resetting PIN

Call 1-800-344-5696 for PIN reset

## Lost or Stolen Cards

If a ONEcard is lost or stolen, prompt, immediate action can reduce our liability of fraudulent activity. It is imperative that you contact US Bank immediately for suspension of your card because we are responsible for all charges made on the card until it has been cancelled.

**Immediately contact US Bank's Customer Service:**
**In the U.S.  1-800-344-5696**
**Outside the U.S. call collect: (701) 461-2010**

After contacting US Bank, notify the ONEcard Coordinator and your Department Manager.

The only person authorized to use the ONEcard 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 the unauthorized use of the ONEcard.

## US Bank's Customer Service

The ONEcard program is serviced using a team approach with US Bank'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 ONEcard account.

US Bank Customer Service: 1-800-344-5696 (24-hour)

## Cardholder Account Administration

The cardholder will enter transaction detail on US Bank's website each month to allocate each transaction to an account within his/her department and assign appropriate object code. The accounts are separated by division and department for each cardholder to access the accounts available to him or her.

Notifications of deadlines will be sent to cardholders and approvers monthly by the ONEcard Coordinator.

| NOTE 1 |
| --- |
| Cardholders should allocate their transactions as soon as possible to allow their approvers to meet the monthly deadline. |

If an incorrect account is chosen and the error is not corrected within the current reporting period, an Account Correction Form must be submitted to the ONEcard Coordinator to make the adjustment. However, the ONEcard Coordinator can only make the changes if the submission date is within 30 days of the transaction posting date and before July 1 in the current fiscal year. Account corrections outside of the 30 days must be submitted to the Budget Office.

| NOTE 2 |
| --- |
| No account corrections will be made by the ONEcard Coordinator to the current fiscal year after July 15$^{th}$. |

### Department Account Number

The cardholder will select the correct department account code in the drop-down menu to allocate the purchase to.

### Funding Sources
10 – State Funds
11 – Designated Funds
12 – Auxiliary Funds
19 – Restricted Funds (Grants)
40 – Renewals & Replacements
50 / 51 – Foundation
52 - Alumni

**HEAF** (Higher Education Assistance Funds) are state funds with special requirements. HEAF funds should never be accessed with the ONEcard, unless the purchase is made through I.T. or there is an agreement with the Purchasing director. Otherwise, using HEAF funds, you should always utilize a Purchase Order.

### Object Codes

Object codes ensure that transactions are posted correctly in the Uniform Statewide Accounting System (USAS), which is critical for accurate accounting and financial processing.  Object codes are used to monitor whether funds are being spent according to statutes and policies, helping to compliance with spending restrictions. Additionally, using correct object codes makes it easier to track and measure expenditures.

Every effort has been made to provide object codes that are specific enough to provide accurate financial reporting information yet broad enough to cover the wide variety of goods and services as well as travel related expenses.
The following link for quick access to a list of object codes.
Object Codes\Object Codes.pdf

### Merchant Category Codes

Some types of merchants/vendors are blocked from being able to accept our card, based upon their merchant category code (MCC). This code system groups merchants/vendors into common categories. Therefore, if a department manager prefers to block certain ranges of merchants for a particular cardholder, the ONEcard Coordinator can accommodate this. For example, if the only purpose for the card is for business meals, then the ONEcard Coordinator can restrict all MCC classifications except restaurants.
MCC Group Listing\MCC Group Listing Master.pdf

## Guidelines for ONEcard Allocations

All cardholders are required to complete monthly US Bank transaction allocations when charges exist. This report should be a record of all orders/purchases placed on the ONEcard.

It is the cardholder's responsibility to ensure there is an itemized invoice/receipt attached for each purchase: all supporting documentation must be uploaded with the allocation.

Check with your Department Head/Supervisor/Department Representative on which account(s) to allocate to.

Reconciliation is required to be done prior to the deadline: 5:00 p.m. on the 10th day of each month, excepting the August (fiscal year end) reporting period.

Any discrepancies identified shall be promptly investigated with documentation detailing the action taken. It is the cardholder's/department's responsibility to resolve all discrepancies.

## Submitting Electronic Transaction details

The cardholder is responsible for allocating and uploading all required documentation to US Bank by 5:00 p.m. on the 10th working business day after the reporting cycle closes.

| NOTE 3 |
| --- |
| Failure to have all allocations submitted and approved by COB on the 10th will result in temporary suspension of your card beginning on the 11<sup>th</sup> and remain suspended until allocations are completed and approved. |

## Disputed Charges

If a cardholder finds a discrepancy on a transaction, the cardholder should contact the supplier and attempt to resolve the problem directly. All disputed items should be indicated in the US Bank transaction description. Disputed charges still have to be allocated like regular charges.

If the cardholder cannot resolve a disputed item directly with the vendor, the cardholder shall call US Bank to report the disputed charge.

US Bank will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation is received 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.

## Compliance Reviews and External Audits

The US Bank expense report and supporting documentation shall be maintained within the US Bank cloud in accordance with the State of Texas record retention schedule. The records for the ONEcard purchases will be required when WTAMU is audited. Therefore, all documentation supporting the purchases, including the reconciliation and approval documentation, must be kept according to the records retention period of three Fiscal Years plus the current Fiscal Year.

Audits may be conducted by System Internal Audit or other external entities (i.e. State of Texas Auditors, Public Accounting Offices, etc.). ONEcard Program Compliance Reviews are made by the ONEcard Coordinator on a monthly basis. Any non-compliant findings may result in various infractions and additional training.

## Allocation Corrections

After transaction details have been reviewed by the ONEcard Coordinator, the ONEcard Coordinator will contact any cardholders who had issues with his/her ONEcard reporting. The ONEcard Coordinator will provide instructions on how to correct the issues.

| NOTE 4 |
| --- |
| The cardholder will have 3 working days from the time notification is made to make any necessary corrections to allocation errors and have transactions approved. |

The ONEcard Coordinator may change object codes at his/her discretion. The cardholder is responsible for making all corrections for his/her transaction detail to comply with State laws. The cardholder is responsible for all missing receipts, sales tax reimbursement, and any other documentation needed.

## ONEcard Program Policy Non-Compliance

Non-compliance with State, TAMUS, and WTAMU purchasing procedures and disbursement guidelines may result in your card being temporarily suspended, cancellation of individual cardholder privileges, disciplinary action, up to and including termination of employment. The section below provides some common examples of non-compliance and the related consequences.

A. Temporary Suspension of card:
1) Transactions not allocated and approved by the deadline date. Card will remain suspended until transactions are allocated and approved;

2) The cardholder has not provided information or documentation as requested from the ONEcard Coordinator within **three business days** of the request. Card will remain suspended until all requested information can be reviewed and verified to be acceptable.

3) Cardholders who fail to complete annual training will have their cards suspended until the required training is completed.

B. 30-day Suspension of card:
1) Transaction(s) that remain unallocated and/or unapproved by the **15$^{th}$** of the month result in suspension of card use privileges for 30 days; **AND**
   - The transactions(s) will be charged to the Department's M&O account.
   - No account corrections will be allowed after this allocation. However, cardholders are still responsible for uploading required documentation.

C. *90-day Suspension of Card / Termination of Card privileges:
1) Misuse of ONEcard by letting non-cardholders use the card

      2)    Making restricted or personal purchases on the ONEcard
      3)    Swiping the card multiple time to bypass spending limits

D.   <u>Termination of Card Privileges for the remainder of the Budget Year</u>:
      1)    Cardholders who have their cards temporarily suspended at least three (3) times during the budget year.
            A cardholder must wait until the new budget year to re-apply for a new card after they have completed training and provide proof of completion.

E.   Transactions that are allocated to State accounts that do not have the proper documentation will be allocated to the department's local M&O account and NO changes will be allowed. It remains the responsibility of each cardholder to upload correct documentation and the approving manager's responsibility to verify all documents uploaded are correct.

F.   <u>Applicable to Approving Managers Only</u> – If an Approving Manager has been delinquent in approving allocations for the cardholder two times within a budget year, the respective Vice President and the approver will be notified that the third delinquency will mandate future approvals require the respective Vice President to become the approver. The approver that lost approving privileges may reapply in the new budget year, after training is completed and verified.

*Purchasing and Accounts Payable reserve the right to review all potential infractions on a case-by-case basis. Multiple offenses are based on business within each fiscal year.
The Purchasing Director reserves the right to suspend cards for noncompliance issues at any time, indefinitely, or for a determined amount of time.

| NOTE 5 |
| --- |
| Supervisors will be notified at any time regarding the use and/or misuse of a ONEcard and the associated responsibilities. |

## Employee Termination

All ONEcard allocations must be completed prior to the employees last day of employment. The ONEcard must be returned to Procurement Services upon retirement or termination.

## Section II – PURCHASES OF GOOD AND SERVICES

## ONEcard Controls

### Spending Limits

All ONEcards generally have a monthly cardholder and single transaction spending limit of $10,000 for faculty and staff. Limits may vary for each cardholder and will be established by the Director of Purchasing.

We understand that there are situations in which limits must be modified to meet the needs of departments. Questions regarding card limits shall be sent to the Director of Purchasing, in writing or via email through the cardholder's department manager. The request should indicate whether the increase is temporary (30 days) or permanent. The Director of Purchasing will review the request and deliver the response. If the request is granted, the ONEcard Coordinator will process the change with US Bank.

### Transaction Limits

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. Cardholders may NOT split the purchase by swiping their card multiple times for the same item.

### Split Purchases

A split purchase occurs when a cardholder makes an order larger than his/her delegated limit, and the credit card is run twice to bypass the single purchase limit. Splitting a purchase is a violation of the state's purchasing guidelines and is strictly prohibited.

## Guidelines for Using Your ONEcard for Purchasing Goods and Services

### Third-Party Payment Processors (Venmo, Zelle, CashApp, etc.)

These companies act as intermediaries between a customer and a merchant to handle the technical aspects of a transaction, verifying funds and transferring money. The use of any money transferring services is strictly prohibited.
The use of PayPal is very limited and may only be used under these conditions:
1. A written authorization from the Purchasing Director.
2. An itemized receipt from the third-party vendor.
3. **PayPal confirmation of payment will NOT be allowed.**
4. Unauthorized use of this service will result in the cardholder reimbursing the University with their personal funds and/or loss of card privileges.

## Promotional Items / WT Branded Items

All promotional products, like T-shirts, pens, mugs, bags, tablecloths and giveaway items as well as printed materials such as flyers, brochures, stationery, business cards, posters, and event signage must be provided by an approved vendor listed below.

The following link will provide a complete list of approved Vendors.

Licensees By License 2025.pdf

This longstanding procedure ensures consistency with WT's branding, licensing, and copyright standards while also supporting responsible fiscal stewardship and adherence to procurement guidelines.

The ONEcard may be used for the following purchases.

## Acceptable purchases

| Item | Object Code | Comment |
|------|-------------|---------|
| Contracted Services | 7299 | |
| Fees | 7210 | Includes team building events, credit card fees, surcharge fees, Tariff fees, |
| Freight / Shipping / Delivery Charges | 7286 | |
| Consumables | 7300 | Includes supplies for office, lab, or classroom |
| Books, Music / Preprinted Materials | 7382 | |
| Postage / Shipping | 7210 | |
| Flowers | | Local accounts only |
| Furnishings / Equipment | | <$5000 |
| Water and water cooler rental fees | | |
| Rental of Furnishings & Equipment | 7406 | Equipment rental (typically used for copier rental payments) |
| Storage Rental | 7470 | |
| Registration Fees | 7203 | |
| Subscriptions, Periodicals (Print Only) | 7303 | e-books, journals, |
| Maintenance / Repair | 7338 | Maintenance and repair of facilities and other improvements |

| Memberships | 7201 | Includes fees / dues; DOES NOT include tuition (7202) registration fees (7203) for conference & seminars (7243) *Membership form required* *Cannot be purchased on State accounts* |
|---|---|---|
| Food / Meals | 6012 | For business-related meetings (no 10 accounts / Business Meal Form required if non-employees attend) |
| Tools / Hardware | | |
| Medical Supplies | 7312 | |
| Videos | | |
| Vehicle Maintenance & Repair | 7368 | Includes auto repair, balancing tires, car washing, tire rotation, window tinting, and tune-ups Vehicle parts (7330) |
| **\*\*\* See also Travel (starting on Pg 22) for travel related object codes** | | |

## Unacceptable Purchases

| Item / Service | Comment |
|---|---|
| Gift Cards | |
| Consulting Services | |
| Items for Personal Use | |
| Controlled, Hazardous, Radioactive Materials\*\* | This is generally an unacceptable purchase; however, certain departments may be allowed to purchase these items using the ONEcard. |
| Fuel or auto parts for state-owned vehicles | This is generally an unacceptable purchase; however, certain departments may be allowed to purchase these items using the ONEcard. |
| Major computer hardware | |
| Animals | This is generally an unacceptable purchase; however, certain departments may be allowed to purchase these items using the ONEcard. |
| Cash advances | |
| Capital Equipment | $5000 or greater\* |

## Restricted Purchases

All Software and Major Hardware Purchases

All Telecommunication Purchases

Controlled items are equipment with a cost of $500.00 -$4,999.00

Cash advances

Money transfer services such as Venmo, Zelle, CashApp, etc., are prohibited

## Capital Equipment

Capital equipment is defined as all items that are valued in excess of $5,000.00. Purchases of capital equipment are restricted as follows:

- Capital equipment should be purchased through regular Purchasing procedures. This is because capital equipment must be inventoried and tagged by Central Supply.

- The University threshold for requiring capital equipment to be tagged is at $5,000.00, and therefore, use of the ONEcard to make purchases of capitalized equipment, or a controlled item, IS NOT ALLOWED. A Purchase Order must be used for these purchases.

- Capital equipment purchases from on-campus club accounts are prohibited.

## Controlled Items

Controlled items are defined as certain items valued between $500 - $4,999.99 that must be secured and tracked due to the nature of the items. These assets are not capitalized assets, real property, nor improvement to real property or infrastructure. The following rules apply:

- Controlled items must be inventoried so therefore must be purchased on a Purchase Order
- The following items are considered controlled assets:

  - Hand guns / Rifles (regardless of price)
  - Sound systems and other audio equipment
  - Cameras – Portable – Digital SLR
  - TV's Video Players/Recorders
  - Desktop Computers
  - Laptop Computers
  - Ipad's and Tablets
  - Unmanned Aerial Vehicles (Drones)

## Guidelines for Completing Monthly Allocations

The cardholder is required to enter an expense description on US Bank's website when allocating charges to an account. The description should give detailed information, such as what was purchased and why the item(s) were purchased. This information will help the ONEcard Coordinator determine if the purchase is appropriate, and is helpful if the transaction detail is reviewed by outside auditors.

For each purchase made with the ONEcard, there must be supporting documentation included in the transaction detail. The following section will provide documentation requirements and additional information to help answer any questions when allocating your purchases.

### Receipts and Invoices

Only itemized receipts and invoices are allowed. If the payment is for a contracted service provided, then the detailed description of the service must be provided. The document must include a date, company name, item(s) purchased, amount of purchase, and the last four digits of the credit card used for payment to constitute as a receipt. The amount listed on the receipt **MUST** match the amount of the charge to the card.

If no receipt is available, cardholders may fill out a departmental approved Supplemental/Missing Receipt form to include as supporting documentation.

For meal purchases, cardholders will include:
a)  An itemized receipt of the meal purchase with a credit card signature slip.

b)  A roster of attendees.
c)  If the food was for a large event, an invitation or flyer for the event can serve as backup documentation instead of a list.
d)  A detailed description of the business purpose of the meal in the description field.

### Surcharges and Fees

Transactions that include additional fees (surcharge, shipping, credit card fees, etc.) associated with the purchase of goods and/or services MUST be allocated using the split transaction process and using the appropriate object code. Object code fees for surcharges and credit card fees use 7210 and shipping fees are object code 7286.

### Refunds, 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/or disputed charges. Some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the transaction description. The returned, credited, or disputed item shall be noted on the US Bank Transaction Description.

When receiving a refund on a ONEcard charge, you will allocate it back to the account it was originally charged on, explaining the refund in the description area on the US Bank website. Refunds may appear on a different monthly cycle. All credits should be indicated in the Transaction Description.

### Fraud charges

Fraud charges will still need to be allocated to the appropriate departmental account and the description field will need to include "FRAUD" along with a brief description of what actions were taken (example: I notified US Bank those charges were fraudulent, etc.).

The Bank will reimburse that account in a few weeks and then it will need to be allocated again (to the same account you used on the first allocation) to get the reimbursement of that credit to the correct account.

## Purchases over $500

Cardholders are required to verify a vendor's warrant hold status for all purchases $500 and above. All purchases must have the Vendor Hold Search performed before the purchase is made.

The vendor hold search must be performed prior to purchases or the day of the purchase. Under no circumstances should a vendor check occur after the purchase has been made.

The vendor hold search is required to be uploaded with the other documentation supporting the purchase when State or Local funds are used.

In most cases, vendor status checks are not required when purchasing items by requisition. Purchasing larger ticket items may be less restrictive using the requisition process.

Vendor hold searches are required to verify a vendor's warrant hold status involving all purchases over $500 using State or local funds. The vendor check must be performed prior to purchase and submitted with the other documentation supporting the purchase.

## W-9 Form

A W-9 must be obtained from the vendor for all ONEcard purchases on State funds (fund 10 accounts). The W-9 must be submitted with the documentation supporting the purchase.

W-9 forms are required for all transactions allocated to state accounts and are required to be included with receipts. W-9's are also required for account corrections if moving ONEcard charges into state accounts. If state funds (fund 10 accounts) are used in any amount, a W-9 must be uploaded with the documentation supporting the purchase. Purchasing maintains a folder containing W-9 forms that the University has collected.

As a ONEcard user, you are given access to view those forms. If a W-9 is not on file for the vendor you want to use, obtain the W-9 from the vendor and submit it to Purchasing at purchasing@wtamu.edu to be uploaded to the folder. If a W-9 cannot be obtained from a vendor before a transaction is made, that vendor cannot be used for that purchase. This is a state requirement.

It remains the responsibility of the department/ONEcard user to obtain W-9 forms from his/her chosen vendors. If a form is required for a transaction, the description verbiage should include the notice that the form is attached (i.e., the membership justification form is attached, Business Meal Form, Missing Receipt Form, ONEcard Exception Form, etc.).

## Object Codes

As part of the monthly allocations, the cardholder will select an object code that is appropriate for each purchase. An object code is a basic description of the purchase. If the cardholder is unsure of which object code to use, contact the ONEcard Coordinator.

A complete list of object codes can be found at: Object Codes\Object Codes.pdf:

## Meal Purchases

The cardholder must document the expense description in the comment field, the business purpose and who attended. The receipt normally provides the who, what, and when, but if it does not, that must also be documented. If the transaction is a business meal, the University will pay sales tax. Tips are allowed on meals. The amount should be reasonable for the service provided when tips are warranted.

Individuals working through lunch or dinner are not allowed to have personal meals paid.

These are not allowable expenditures and are a violation of the Texas A&M System Policy 33.04: Use of System Resources and Texas A&M System Policy 07.02: Ethics.

## Business Meals

Business meals are NOT allowed on state funds (10 accounts) NO EXCEPTIONS.

The definition of a business meal is: a meal consisting of both University and non-University employees, with a specific University business function. A Business Meal Form is required to be completed and included with receipts.

Employee can be reimbursed for sales tax if the business meal was paid with a personal form of payment by submitting a requisition sent to the Purchasing Department.

Business Office payment portal

## Alcoholic Beverages

Alcohol is only allowed when purchased and consumed as part of a business meal, or if there is a business reason for the purchase. Reminder: neither alcohol or business meals can be allocated to a state account.  It is extremely important to identify and classify the alcohol purchased. It must be listed/categorized separately from the food or other beverages purchased. The IRS requires "who, what, when, where, and why" documentation for the purchase of alcohol.

**NO ACCOUNTS UNDER THE CONTROL OF THE ATHLETIC DEPARTMENT MAY BE USED TO PURCHASE ALCOHOL**.

## Receipt of Goods & Services

Another aspect of the ONEcard allocations is verifying that the goods and services purchased with the ONEcard were actually received by the cardholder. There is a box for each transaction where the cardholder must indicate if the goods were received.

If the cardholder has **not** received the goods or services, he or she should select "no" and must include a ONEcard exception form as backup documentation for the purchase.

The exception form can be found in the "forms" section of the Purchasing website. The cardholder must also notify the ONEcard Coordinator once the goods have been received.

A vendor's point of sale system usually prints an automatic invoice with the processed order. If a purchase is made via Internet, mail or telephone, ask the vendor to include the receipt with the goods when shipping the product.

| NOTE 6 |
| --- |
| Items charged to the ONEcard can only be shipped to WTAMU addresses: |
| (i.e. 2403 Russell Long Blvd. Canyon, TX 79016) |
| There are possible exceptions and those require a **written approval from the Director of Purchasing before the purchase is made**. |

## Compliance Review Process

Upon completion and approval of allocations, the ONEcard Coordinator will check the transaction detail for the following items:

1) The approver is not the same individual who submitted the transaction;

2) All receipts and backup documentation are uploaded into US Bank;

3) W-9 is attached (when required), and Vendor Hold Searches not dated after the purchase is made;

4) All goods were received, or exception forms are included;

5) All transactions have a detailed description;

6) Transactions were appropriate for University business;

7) Object codes are suitable for the items purchased;

8) No split purchases were made;

9) No sales taxes were charged;

If there are no issues found with the transaction details, the compliance review is complete.

## Section III - TRAVEL

### NOTICE OF ABSENCE [NOA] PROCESS

NOAs are a state requirement and will need to be created for each trip, signed by their supervisor, and sent to [purchasing@wtamu.edu](mailto:purchasing@wtamu.edu).

If the traveler needs reimbursement through a travel voucher, list the purchase requisition number from the NOA in box one of the travel voucher, and Travel will have a purchase order number assigned and process the travel voucher for payment.

If the traveler will not need reimbursement from the NOA through a travel voucher, no action is needed to close the NOA, as it is not encumbering unused funds.

## ONEcard

**Unless it is in an emergency [loss of ONEcard or a declined charge] do not use your personal card for travel expenses, as they may not be reimbursed.**

The Department CBA card can be used as needed [faculty/Staff/prospective employee/guest artist expenses].

Reservations, receipts, and expenses must be in the WTAMU Faculty or Staff member's name; otherwise, the cardholder may need to reimburse the charge(s).

## ONEcard Usage

Only department-approved business-related travel expenses are to be charged to the ONEcard. No personal expenses are allowed.

Your ONEcard can be used with any vendor that accepts MasterCard. It can be used for airfare, car rental, lodging, meals while traveling, conference registration fees, parking fees, transportation [taxis, bus], and incidental expenses [baggage fees, toll charges, fuel for rental car]. For baggage fees, this includes the first checked bag only. Excess baggage fees for personal belongings will need to be reimbursed. If more than one checked bag or excess baggage fees are incurred for transporting business-related items, list this in the expense description field when allocating the charge.

### AIRFARE

Book up to the lowest refundable airfare [not to include seat upgrades, priority check-in, or any extras unless it is needed for accessibility reasons]. Southwest=Choice fare [excludes Choice Preferred, and Choice Extra; American Airlines=Main Cabin [excludes Main Cabin Extra, Premium Economy, Business, and First Class].

When traveling on a state account, you must use American Airlines, Southwest Airlines, or Delta Airlines. [Follow the instructions on the State Management Program's website.](#)

If you use your personal car during university-approved travel, submit a travel voucher to travel@wtamu.edu to request mileage reimbursement. If you choose to drive your personal car to your destination, you may be reimbursed for the lesser of the actual mileage OR up to what it would have cost to rent a vehicle using the Rental Vehicle vs. Mileage Reimbursement Calculator. Mileage to headquarters to home or home to headquarters is not reimbursable.

Travel to and from the airport can be reimbursed on a travel voucher/NOA [attach a mileage log with odometer readings or a MapQuest map]. As the mileage rate varies, contact the Travel Specialist for the current rate. The ONEcard should not be used for anything pertaining to your personal car other than parking and tolls charged during the trip.

If the traveler does not substantiate their travel voucher reimbursement within 90 days from when the travel expense occurred, these expenses will be treated as taxable to the employee and a Safe Harbor Form must be submitted with the travel voucher. A current travel voucher can be found on the Travel intranet website.

## VEHICLE RENTAL

Vehicle Rental: A rental vehicle can be purchased on your CBA travel card for official University business. Purchase under contract whenever possible with Hertz [a code is not needed when using this link][use code 2284917 if asked when renting a vehicle]. Frequent travelers can enroll and use Gold Plus Rewards. Contract rental vehicles include loss damage waiver and liability protection coverage, so additional coverage is not necessary when picking up the vehicle [refuse any extra coverage if asked].

If you rent a vehicle in the state of Texas, you must forward a completed Motor Vehicle Rental Tax Exemption Certificate to the vendor or present the certificate when you pick up the rental car.

## LODGING

Lodging should be reserved and paid for using your ONEcard [single room rate]. No personal expenses may be charged, including but not limited to alcohol, entertainment [movies, games, etc.], or additional nights for personal reasons.

Texas State hotel occupancy tax should not be charged-present a Texas Hotel Occupancy Tax Exemption Form upon checking in to the hotel for in-state travel.

US General Services Administration (GSA) rates for lodging should not be exceeded, prior to booking a hotel, you may check the lodging per-diem rates here. If you must go over the per-diem for lodging, include a Contract Travel Vendor Exception Form listing the reason why the lodging per-diem was exceeded when you upload the itemized receipt when allocating.

If an Airbnb is to be used, prior approval is needed. Send the request to travel@wtamu.edu, include the business reason for why an Airbnb is needed instead of a hotel.

If a hotel will be used and allocated to or reimbursed from a state account, you must use [Engine](#) when booking your hotel stay.

## MEALS

Meals while traveling should be paid for using your ONEcard. Prior to travel, [you may check the meal per diem rates here.](#) Tips are allowed on local funds, but the amount should be reasonable for the service provided when tips are warranted. When using a state account for travel allocations, tips/gratuities must be split to a local account when allocating.

## BUSINESS MEALS

Business meals are not allowed on State Funds. (from TAMU policy procedure)

Alcohol is only allowed when purchased and consumed as part of a business meal, or if there is a business reason for the purchase. Alcohol is not allowable as part of regular travel meals, even when using an account that allows for the purchase of alcohol.

Business meals are allowed on the ONEcard on local accounts while in travel status. When allocating a business meal on the US Bank website, list the names of those who ate as well as the business purpose of the meal in the expense description.

If the meal per diem is exceeded, the allocated University account will need to be reimbursed by visiting the [Business Office payment portal](#). A receipt will be issued after payment. This will then need to be attached and uploaded along with the meal receipt(s) on the US Bank website.

## CONFERENCE REGISTRATION FEES

Conference expenses for department-approved business-related travel may be charged to your ONEcard.

## INCIDENTAL EXPENSES

Travelers may use their ONEcard for incidental expenses when incurred for approved University travel. Itemized receipts are required for all incidental expenses.

Incidental expenses allowed include, but are not limited to:

- local lodging tax/resort fees/venue tax
- State occupancy tax for hotels outside the State of Texas
- fuel for a rental car
- toll fees for rental, personal, or University vehicle
- parking fees for rental, personal, or University vehicle
- airline baggage fees [excluding excess baggage fees for personal belongings]
- entry fees

- service fees
- notary fees
- passport/visa charges
- business telephone calls
- Wi-Fi for business-related work during the flight or the hotel stay
- minor repair charges when a University-owned vehicle is used
- business copy charges
- business postage expenses for state equipment or materials
- fees to exchange U.S. currency for foreign currency
- books or documents purchased for and while attending seminars or conferences

Incidental expenses not allowed include, but are not limited to:

- expenses that do not relate to approved University travel
- expenses [except parking and toll expenses] related to the operation of a personally owned or leased vehicle
- excess baggage charges for personal belongings
- personal expenses such as the purchase of alcoholic beverages, dry cleaning, toiletries, laundry, or entertainment
- State occupancy tax for hotels within the State of Texas
- Early check-in or seat upgrade for airline fees [unless needed for accessibility]

## Allocations by Traveler

Always obtain an itemized receipt when using the ONEcard. It is your responsibility to ensure an itemized receipt is uploaded to the US Bank website when allocating your charges. Attach any supporting documentation as needed to the receipt.

### RECEIPTS REQUIREMENTS

- Airfare: must include the name of the employee, ticket number, class of transportation, travel dates, origin city, and destination city, payment amount, and last four digits of the credit card used for payment.
- Lodging: must have the name and address of the lodging establishment, the name of the employee, room rate, and a daily itemization of the lodging charges showing a paid zero balance.
- Meals: must be itemized to show all food/beverage purchased, and display the tax and tip amount.

If the receipt is lost or missing, you may upload a [missing receipt form](#) [approval by your supervisor needed] in place of the actual receipt. Consistent use of missing receipt forms in place of actual itemized receipts may result in loss of the ONEcard.

## OBJECTS CODES FOR TRAVEL EXPENSES

The following object codes are some commonly used for *ONEcard travel related expenses* and are dependent on whether travel is In State or Out of State:

| In State | All | Out of State | Description |
|---|---|---|---|
| 7101 | | 7111 | Public transportation (airfare, taxi, shuttle, bus, rental car, Uber) |
| 7102 | | 7112 | Personal Car Mileage |
| 7104 | | 7114 | President's travel (all expenses) |
| 7105 | | 7115 | Hotel taxes, (local, not state), tips, tolls, parking, fuel, internet, baggage fees, etc.) |
| | 7121 | | Foreign travel (all expenses) |
| | 7131 | | Prospective employee travel (all expenses) |
| | 7202 | | Personal Car mileage |
| | 7203 | | Registration fees (conference, tournament entry fees, etc.) |
| | 7252 | | Guest artist (all expenses) |
| | 7299 | | Contracted Services |
| | 6251 | | Team travel, NCAA (does not include bowling, rodeo, or cheerleading) |
| | 6258 | | Student travel (all expenses – NOT NCAA) |
| | 6256 | | ALL Student Recruiting – Athletics, Off-Campus |
| | 6290 | | Athletic Guarantee |
| | 6291 | | Athletic Officials |

## TRAVEL ON STATE FUNDS

State accounts start with a 10 [example: 10-XXXXXXX-XX]. When using a state account for travel allocations or travel voucher reimbursements, remember that alcohol, tips/gratuities, and Texas state taxes are not allowed and will need to be split and allocated to a local account and not reimbursable on a travel voucher.

Foreign travel, undergraduate student travel, and business meals are not allowed on state funds.

If a hotel will be used and allocated to or reimbursed from a state account, you must use Engine when booking your hotel stay.

When traveling on a state account, you must use American Airlines, Southwest Airlines, or Delta Airlines. Follow the instructions on the State Management Program's website.

### TRAVELING WITH STUDENTS

When faculty or staff are traveling with students, the ONEcard may be used to pay for the student(s) expenses incurred, such as lodging, airline, and meals. Keep the charges separate from your own when possible.

When allocating the student(s) charges, use object code 6258 [student travel-All expenses other than NCAA] or object code 6251 [team travel-NCAA excluding bowling, rodeo, and cheerleading].

You must list the names of the student(s) in the expense description area or attach the student travel manifest to the receipt.

The manifest, release forms, vehicle authorization forms, procedures, and guidelines for student travel are available on the Office of Student Engagement and Leadership's website. For foreign travel with students, see the Study Abroad website.

Undergraduate student travel is not allowed on state funds.

### PROSPECTIVE EMPLOYEE AND GUEST ARTIST TRAVEL

Travel expenses are allowed for the prospective employee or guest artist only. Prospective employees or guest artists are treated as State employees. This means all policies that apply to current employees apply to the prospective employee or guest artist, including purchases made on the ONEcard.

The department bringing the prospective employee or guest artist to WTAMU should make the travel arrangements on the department ONEcard. Airfare, hotel, and rental car should be paid for using the department CBA card. The Department Head or Dean should inform the prospective employee or guest artist of the policies regarding their travel expenses.

If there are expenses to be reimbursed to the prospective employee or guest artist [mileage or parking], complete a travel voucher and have them sign it before they leave the University. If all expenses are not known until they return home, have them email odometer readings/MapQuest map for mileage, parking receipts, etc. If the prospective employee or guest artist drives their personal vehicle, they may be reimbursed for the lesser of the actual mileage OR up to what it would have cost to rent a vehicle using the Rental Vehicle vs. Mileage Reimbursement Calculator.

If a travel voucher will be used for any reimbursement, the Department is responsible for contacting Personnel with the prospective employee's or guest artist's information to have them set up in Colleague and given a Buff Gold number. List their Buff Gold number on the travel voucher. They will be reimbursed on the same timetable as faculty and staff are reimbursed. If there will not be any reimbursement, there is no need to contact Personnel.

## Travel Advance

A travel advance check is only allowed for student and international travel when it is needed for incidental expenses. Travel advances may not be issued on state funds. Request a travel advance by creating a purchase requisition in Colleague, including the travel reason, dates, and when the check is needed. The check will be delivered to the Travel Specialist, who will contact you to pick it up, along with a reconciliation form.

If you process the purchase requisition for your travel advance check to the Purchasing Office at purchasing@wtamu.edu by 5:00 p.m. on Monday, the check can usually be ready for pick up by Friday of the same week. If it is processed to the Purchasing Office at purchasing@wtamu.edu after 5:00 p.m. on Monday, the check will be ready for pick up the following Friday. The Business Office will not cash the travel advance check.

Itemized receipts must support all travel expenses when the reconciliation form is turned in. If any funds from the travel advance are not used, the remaining funds will need to be reimbursed to the account

used on the purchase requisition by visiting the [Business Office payment portal](#). A receipt will be issued after payment. This will then need to be attached to the reconciliation form when delivered to the Travel Specialist.

If the trip is not taken, the check will need to be returned to the Travel Specialist or the funds reimbursed to the account.

## International Travel

When traveling internationally, complete a [Request for Foreign Travel form](#) for all travelers. If there will be a travel cash advance, submit it with the request for foreign travel and NOA. If students will be travelling with faculty or staff internationally, a [student travel manifest](#) must be completed.

Once the forms are complete and signed by the department head and dean, send all forms to the Executive Administrative Associate in the Provost's Office. The Provost's Executive Administrative Associate will send the documents on to the Assistant VP for Risk and Compliance for approval. The Assistant VP for Risk and Compliance will send the Executive Administrative Associate in the Provost's Office directions for each traveler to complete once approved. The Executive Administrative Associate in the Provost's Office will send all the travelers the information from Risk Compliance to complete prior to departure. Once the forms are complete, the Provost will sign the travel forms and send them on to the Purchasing Office.

International travel expenses may not be allocated to state accounts.

When allocating international travel, the US Bank website automatically converts the foreign currency into U.S. dollars. There will be two-dollar amounts listed on each international transaction: the foreign currency and U.S. currency.

**Washington D.C. Travel on State Funds**

If you travel to Washington, D.C. on state funds and intend to confer on legislative or appropriations issues with the U.S. Congress/The Federal Government, Staff, or Officials, travel information should be submitted to the Texas Office of State-Federal Relations at least 7 days prior to travel.

If these conditions apply for the purpose of your trip to Washington, D.C, choose the link labeled 'State Funded Travel to DC' to access the PDF form. Once the form is filled out, email it to OSFR@gov.texas.gov. You will receive confirmation after you submit the form. Forward this to the Travel Specialist at travel@wtamu.edu.

## Program Contacts

The ONEcard program is administered through the Purchasing Department. The following staff members are available to assist with any questions or concerns regarding the ONEcard:

| | |
|---|---|
| Procurement Purchases | Travel Expenses |
| **Aida Jones** | **Jeff Mayo** |
| ONEcard Coordinator | ONEcard Coordinator |
| 806-651-2096 | 806-651-2090 |
| procard@wtamu.edu | Travel@wtamu.edu |

**Bryon McCafferty**
Director of Purchasing
806-651-2111
bmccafferty@wtamu.edu
Office location: Purchasing Office 2403 Russell Long Blvd, Canyon, Texas 79016, Suite 106

**Helpful Links**

WTAMU travel intranet webpage

US Bank website page

Office of State and Federal Relations

Enterprise

GSA per-diem rates

WTAMU Study Abroad website

Motor Vehicle Rental Tax Exemption Certificate

Engine

Airline Contract: State Travel Management Program