

PROCUREMENT CARD PROGRAM

A. Purpose

The purpose of this policy is to authorize a procurement card (Procard) program and to set forth the general policy for departments and employees participating in the Procard program (Program).

B. Persons Affected

This policy is applicable to all employees authorized to participate in The University of Texas Rio Grande Valley (UTRGV) Program.

C. Definitions

1. Cardholder - A UTRGV employee designated by the Department Head to utilize a Procard whose name appears on the Procard and is the individual held accountable for all charges made with his/her Procard. The Cardholder is the only person authorized to use the Procard. Only full-time employees may be Cardholders.
2. Department Head - A UTRGV department head, director, college dean, division vice president, or the President as applicable to individual Cardholders and project managers. In some situations, the Department Head may also be the project manager.
3. Program Administrator - UTRGV's Chief Procurement Officer.

D. Policy

1. *Delegation of Authority by President*

The President authorizes the Program Administrator to implement, manage and oversee the Program to facilitate and expedite the purchasing function. The Program Administrator shall promulgate procedures to implement, operate and oversee the Program and to regulate participation by Cardholders. The Procard Program Manual shall provide appropriate oversight of the Program and shall be developed in accordance with sound business practices, applicable State law, UTRGV's established purchasing policies and procedures, The University of Texas System Board of Regents' *Rules and Regulations* and The University of Texas Systemwide Policies (including UTS159, Purchasing). The Program Administrator will make the Procard Program Manual available to UTRGV departments and employees.

The President also authorizes each Cardholder to enter into Procard transactions, so long as the transactions comply with this policy, UTRGV's established purchasing policies and procedures (including the Procard Program Manual), The University of Texas System Board

of Regents' *Rules and Regulations*, The University of Texas Systemwide Policies (including UTS159, Purchasing) and applicable State law.

Cardholders are not authorized to further delegate the authority granted pursuant to this policy.

2. *Procurement of Approved Low-Dollar Goods and Services for Official UTRGV Business Only*

Procards may be used to procure, *for official UTRGV business purposes only*, certain low-dollar items within the limits established in the Procard Program Manual.

3. *Compliance with Program Procedures:*

Department Heads and Cardholders must comply with this policy, UTRGV's established purchasing policies and procedures (including the Procard Program Manual), The University of Texas System Board of Regents' *Rules and Regulations*, The University of Texas Systemwide Policies (including UTS159, Purchasing) and applicable State law. Failure to comply may result in termination of Procard privileges and disciplinary action against Department Heads and/or Cardholders, including reimbursement of costs of Procard purchases to UTRGV and termination of employment. Criminal penalties may also apply to misuse of the Procard.

4. *Responsibility of Department Head:*

Department Head shall be responsible for (1) designating other departmental Cardholders; (2) ensuring sufficient funds are available for Procard purchases; and (3) approving monthly Procard statements of Cardholders to confirm all Procard transactions comply with this policy and UTRGV's established purchasing policies and procedures (including UTRGV's Material Management Procurement Card Program Manual).

Department Head in consultation with the Procard Administrator shall assign individual Cardholder spending limits (up to Program limits) and be responsible for communicating any changes in policy or procedures to Cardholders. Department Head shall also be responsible for the review, reconciliation, and documentation of all Procard purchases made against Procards held by Cardholders under Department Head's supervision. Department Head shall conduct a semi-annual physical inventory of all Procards held by Cardholders under the Department Head's supervision.

E. Responsibilities

Not applicable

F. Procedure

Procedures available under the UTRGV Procurement Card Program Manual, Materials Management Procedures Manual and *UTRGV's ethics policies and procedures*.

G. **Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)**

The University of Texas System *Board of Regents' Rules and Regulations Rule 10501*, Delegation to Act on Behalf of the Board

The University of Texas System *Board of Regents' Rules and Regulations Rule 20901*, Procurement of Certain Goods and Services

The University of Texas System *Board of Regents' Rules and Regulations Rule 30104*, Conflict of Interest, Conflict of Commitment, and Outside Activities

The University of Texas Systemwide Policy UTS134, Code of Ethics for Financial Officers and Employees

The University of Texas Systemwide Policy UTS159, Purchasing

The University of Texas Systemwide Policy UTS180, Conflicts of Interest, Conflicts of Commitment, and Outside Activities

Texas Education Code, Section 51.9335 – Acquisition of Goods and Services

Texas Education Code, Section 65.31(g) – General Powers and Duties

Texas Government Code, Section 403.023 – Credit, Charge and Debit Cards