

TEXAS TECH UNIVERSITY PURPOSE: HSC OP is to provide a purchasing alternative that simplifies the process of ordering goods and services.

REVIEW: This HSC OP will be reviewed on July 1 of each even numbered year by the Managing Director of Procurement Services, with recommendations forwarded to the Executive Vice President for Finance and Operations and charge the FOP designated by the department for their purchases.

The card is not designed to replace the current TTUHSC purchasing process. It is an addition to that process and an additional delegation of purchasing authority by the fund manager. The card may be used for single purchases up to \$5,000. The monthly credit limit is established based on the cardholder's estimated monthly usage. (See the next page for prohibited purchases.)

There are certain categories of merchants such as hotels, restaurants within a hotel chain, are owned and operated by a hotel chain, rental car agencies, package liquor stores, jewelry stores that are blocked. If you attempt to purchase from an excluded merchant that exceeds the spending limits, the transaction will be rejected when the merchant attempts to process the purchase. Some items may not be purchased with the purchasing card. Purchases are not permitted on State accounts.

Cards are issued to individuals, not departments. Only the person whose name is on the card may use that card unless the cardholder has granted their permission for another person to use the card for a specific purchase or event. The credit card receipt and the card should be returned to the cardholder as soon as the transaction is completed. A department that applies for the card, in the name of the fund manager is responsible for the proper use of the card. (See § 110.001, paragraph for specific control methods.) The ultimate responsibility for this card rests with the fund manager or authorized reviewer/approver of the expense report.

Any abuse of the card, such as splitting orders to avoid purchasing rules, inadequate record keeping or not responding to billing inquiries promptly will result in suspension or termination of the card. A cardholder making unauthorized purchases or carelessly using the card will be held responsible for the total dollar amount of such unauthorized purchases. The cardholder will also

The fund manager or authorized reviewer/approver responsible for the card should review the reconciliation and selected documentation weekly. The Expense Report must be approved by the cardholder and fund manager. This approval is testifying that the purchase was a valid business expense and that the cost was reasonable. It also verifies that the charge appropriately processed to the correct Banner FOAP.

Due Dates

Approved Expense Reports are to be submitted in Chrome River fourteen (14) business days after they have posted to the cardholders dashboard. If reports are not received by the last business day of the month, they will be processed in the following month. For example, if a report is submitted on 7/31, it will be processed in August.

