I. PURPOSE AND SCOPE

The State of Texas contracts with a bank to issue procurement cards (P-Cards) to state agencies and universities that wish to use them. The University of Houston uses P-Cards, which are billed to the university, to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for purchases that do not require a purchase order or contract.

This document assigns responsibilities and assists university personnel in the appropriate use and administration of P-Cards.

II. POLICY STATEMENT

A. Accounts Payable is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of P-Cards. Accounts Payable also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling P-Cards, reporting disputed charges to the bank on the cardholder’s behalf, and processing payments to the bank.

B. College/Division Administrators (CDAs) are responsible for overseeing the use and administration of P-Cards within their college/division. Though College/Division Administrators may delegate certain administrative tasks to others within their college/division, known as Business Contacts, the CDAs are responsible for ensuring that all tasks are completed accurately and timely.

C. All College/Division Administrators, Business Contacts, and cardholders must comply with the P-Card guidelines issued by Accounts Payable, which are located on the UH Finance web site.

D. Accounts Payable will notify the College/Division Administrator of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, Accounts Payable might inactivate or cancel a P-Card, and the cardholder might be subject to disciplinary action up to and including termination of employment and criminal charges.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before January 1
IV. APPROVAL

Carl Carlucci  
Executive Interim Vice President for Administration and Finance

Renu Khator  
President

Date of President’s Approval: May 13, 2011

V. REFERENCES

P-Card Guidelines: [http://www.uh.edu/finance/pages/AP_Pcard.htm](http://www.uh.edu/finance/pages/AP_Pcard.htm)

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**REVISION LOG**

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tbody>
<tr>
<td>1</td>
<td>09/15/2004</td>
<td>Initial version</td>
</tr>
<tr>
<td>2</td>
<td>07/28/2005</td>
<td>Applied new MAPP template. Rewrote document to apply to both Local Fund and State Fund Procurement Cards</td>
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<tr>
<td>23</td>
<td>10/16/2007</td>
<td>Applied new MAPP template. Removed Sections III (Definitions) through XX (Procurement Card Cancellation). Revised Section II to expand upon P-Card assignment responsibilities</td>
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<tr>
<td>34</td>
<td>05/13/2011</td>
<td>Applied revised MAPP template and added new Revision Log. No content revision per Subject Matter Expert for this review cycle</td>
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<tr>
<td>5</td>
<td>TBD</td>
<td>Changed title in Section IV to Interim Vice President for Administration and Finance. No content revision per Subject Matter Expert for this review cycle</td>
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