

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Procurement**  
**AREA: Procurement - General**

**Number: 04.01.11**

<b>SUBJECT: Procurement Card</b>
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**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 deactivate 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

Jim McShan

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Interim Vice President for Administration and Finance

Renu Khator

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President

Date of President's Approval: \_\_\_\_\_ September 25, 2015

## V. REFERENCES

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

### REVISION LOG

Revision Number	Approved Date	Description of Changes
1	09/15/2004	Initial version
2	07/28/2005	Applied new MAPP template. Rewrote document to apply to both Local Fund and State Fund Procurement Cards
3	10/16/2007	Applied new MAPP template. Removed Sections III (Definitions) through XX (Procurement Card Cancellation). Revised Section II to expand upon P-Card assignment responsibilities
4	05/13/2011	Applied revised MAPP template and added new Revision Log. No content revision per Subject Matter Expert for this review cycle
5	09/25/2015	Changed title in Section IV to Interim Vice President for Administration and Finance. No content revision per Subject Matter Expert for this review cycle