The University of Houston Procurement Card Program provides a cost effective way to make certain purchases by reducing the time and effort required to complete the procurement-to-payment process.

These procedures must be used in conjunction with all University of Houston Policy & Procedures including: MAPP04.01.11. Where there are conflicts between this policy and the official University of Houston Policies, the University of Houston's Policies take precedence.

A. All Procurement Card purchases must directly benefit the University of Houston and be within the guidelines of this document. The Procurement Card may not be used to make personal, non-university purchases or other purchases that do not benefit the university directly, even if the Cardholder intends to reimburse the university.

B. All Procurement Card transactions must be verified to be accurate and the correct cost center and account must be assigned to each transaction. Procurement Card transactions are subject to unannounced audits by the Internal Auditing Department and the Procurement Card Program.

C. A Cardholder who makes an unauthorized purchase with the Procurement Card is subject to disciplinary action, including termination of employment from the university, and criminal prosecution. (MAPP 04.01.11, Section VI).

D. Transaction Limits: A single transaction/charge may include multiple items but cannot exceed $5,000.00. Transactions may not be split to avoid exceeding the transaction limit. VPSA College/Division Administrators may establish lower limits on a per card basis.

E. Monthly Spending Limit: The standard monthly spending limit is $15,000.00 per credit card. College/Division Administrators may establish lower or higher limits on a per card basis.

F. It is the Cardholder's responsibility to safeguard the Procurement Card and its related account number at all times. If a Procurement Card is lost, stolen or damaged, the Cardholder must notify the bank and UC Business Office.

G. Whenever the Cardholder changes department or any other information changes, the Application/Approval Form must be completed, signed by the cardholder, cardholder’s supervisor, and the College/Division Administrator, and forwarded to the Procurement Card Program.
H. Prior to separation from the university, Cardholders turn in their Procurement Cards and corresponding support documentation.

I. The Procurement Card Program must be notified immediately when a Procurement Card is to be canceled. The card must be destroyed by cutting it in half. Both card halves must be forwarded to the Program Administrator along with a copy of the originally completed Application/Approval Form, which must be signed only by the College/Division Administrator.

References
MAPP 04.01.11

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations