SECTION 3.5.B Unauthorized Procurement Card Use

UNAUTHORIZED AND/OR INAPPROPRIATE CARD USE

A Cardholder who makes an unauthorized purchase with the Procurement Card or uses the Procurement Card in an inappropriate manner will be subject to disciplinary action, including termination of employment from the university, and criminal prosecution.

Unauthorized and inappropriate use of the Procurement Card includes:

1. Items for personal use;
2. Items for non-university purposes;
3. Cash advances;
4. Travel-related expenses, other than for registration fees;
5. Gasoline for a rental car or personal vehicle;
6. Financial services;
7. Scholarships, stipends, tuition, and fees;
8. Purchases that require a Purchase Order;
9. Radioactive or hazardous materials;
10. Animals;
11. Leases;
12. Transactions greater than $5,000.00;
13. Other purchases prohibited by university policy (e.g., flowers for employees or family members of employees);
14. Professional membership fees (http://www.uh.edu/finance/Doc_Ref/General_Ref.htm) to an organization not approved by the President;
   Note: If any portion of membership fees paid to an approved organization is designated for political activities, the cardholder must refund that portion of the membership fees to the university with a personal check, since university funds may not be used for political-related activities.
15. Advertisements that have not been approved by Human Resources for staff employment ads, by Affirmative Action for faculty employment ads, or by the Office of Publications for non-employment ads;
16. Off-campus printing services where two or more bids were not obtained, one of which must be from the UH Printing Department.
17. Other restrictions issued by the Cardholder’s department or college/division;
18. Items charged to state funds (only local funds may be used to pay for P-Card transactions directly; if appropriate and necessary, P-Card transactions can be reallocated to state funds); and,
19. Items charged to contracts/grants that are not allowed by sponsor.

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