



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO



# Purchasing Card Training

Payment Services



# PCard Overview

## HSCEP OP 72.15

- The Purchasing Card Program (PCard) utilizes a MasterCard credit card as the purchasing instrument. The Texas Comptroller of Public Accounts selects a bank through a statewide contract.
- The card is not designed to replace the current TTUHSC El Paso purchasing process. It is a supplement to that process and an additional delegation of purchasing authority by the account 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.



# PCard Overview

## HSCEP OP 72.15

- 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 it 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 [log](#) should be kept to reflect who has used the card.
- A department that applies for cards in the name of the account manager is responsible for the proper use of the card. The ultimate responsibility for this card remains with the cardholder.



# PCard Overview

## HSCEP OP 72.15

- The credit card is to be used for TTUHSC El Paso official business only. Personal purchases, other than an error that is immediately corrected, will be considered misappropriation of state funds and will result in discharge, criminal charges, or both. The cardholder must reimburse TTUHSC El Paso immediately for non-business related expenditures.



# PCard Overview

## HSCEP OP 72.15

- 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 disciplinary action. A cardholder making unauthorized purchases or carelessly using the card may be liable for the total dollar amount of such unauthorized purchases. The cardholder will also be subject to disciplinary action up to and including termination of employment.



# PCard Overview

## [HSCEP OP 72.15](#)

- Contact Purchasing **prior** to incurring an expense if you are unsure whether it is proper. The person incurring the expenditure has the burden of determining whether it is proper **prior** to making a commitment. Failure to do so results in the cardholder reimbursing the institution for the improper charge processed.



# Activation of PCard

- Card must be activated upon receipt
  - See strip on the card for instructions
  - Citibank cards require a PIN number at activation
    - Will be issued to you by PCard Coordinator
- Maintain physical security of card and documents
  - Card should be kept locked and secured
- Citibank statement closed on the third of every month





# PCard Categories

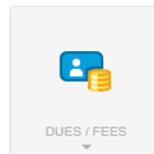
- Professional Development

- Books
- Certificate Exam Fees
- Conference/Seminar
- Continuing Education
- License Fees
- Publications
- Reference Material
- Registration Fees
- Training Education



- Due/Fees

- Insurance Premiums-Liability
  - State of Texas Only
- Membership Dues
- Other Fees



- Food and Entertainment

- Beverages
- Business Meetings
- Conference Food
- Entertainment
- Flowers/Decorations for Event
- Food for Pantry
  - Only for Student Services
- Food for Research
- Holiday Event
- Official Function
- Recruiting
- Retirement Event





# PCard Categories

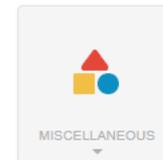
- **Operating Expenses**

- Building Maintenance/Repair (Deviation required)
- Consumables (Deviation required office/medical supplies)
- Copies/Printing (Deviation required)
- Electronic Subscription/Journal
- Freight/Postage
- Furnishings/Equipment/Other Expensed (Deviation required)
- IT Services/Supplies (Deviation required)
- Maintenance/Repair (Deviation required)
- Recruitment Advertising Services – employment ad



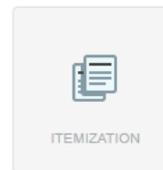
- **Miscellaneous**

- Agency Publications
- Donor Gifts
- Flowers for Employee
- Disputed Charge



- **Itemization**

- Membership and Conferences charged together
- Sales Tax





# Prohibited Purchases

## HSCEP OP 72.15

- No employee, except those in Purchasing or Contracting who have expressed authority to do so, may sign a letter of intent, agreement, or contract. Therefore, the Procurement Card may not be used to pay for commodities or services for which the vendor requires a signed letter of intent, agreement or contract. If a vendor requires any signed document, the vendor's document must be sent to the Purchasing Department as an attachment to a requisition form, regardless of the dollar amount of the purchase.



# Prohibited Purchases

- HSCEP OP 72.15 Purchasing Card Program, Item 2.b. Prohibited Purchases
  - Amazon Prime
  - Awards and prizes (see HSCEP OP 72.03)
  - Chemicals and other potentially hazardous materials
  - Consulting, medical services, personal or professional services
  - Controlled assets > \$500 (shipping included)
    - With a cost of \$500 - \$4,999.99 – cameras, computers, iPads, printers, video recorder/laser disk players, projector, etc.
  - Hand guns, rifles, etc. – regardless of cost



## Prohibited Purchases

- Donations, contributions & sponsorship
- eBay purchases
- IT – hardware, software, licenses
- Lease and rental space
- Malpractice insurance
- Medical licenses for state other than State of Texas
- Notary applications
- Payments to patient/study participants



# Prohibited Purchases

- PayPal Services
- Supplies (medical, office and pharmaceuticals) require use of the Institutional Supply Contract unless a deviation approval has been received from Purchasing department
- Temporary personnel
- Travel related purchases (i.e. airline ticket, hotel, car rental, restaurant services within a hotel complex, internet service, etc.)
- Uniforms (scrubs, lab coats, etc.)



# Prohibited Purchases-Logos

- Purchases of goods that will contain the TTUHSC EP logos are NOT allowed on the PCard and must go through the PO process.
  - Included printing material with the logo
  - Clothing items
  - Promotional items
  - Business cards, etc.
- For additional information regarding branding/logos contact Institutional Advancement.



# Prohibited State and Federal Purchases

- State and federal funds
  - 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX
- Goods/services prohibited
  - Alcoholic beverages
  - Food and entertainment
  - Flowers
  - Gifts
  - Membership dues
  - Promotional items



# Supporting Documentation

- Itemized Invoice/Receipt
  - Date, merchant name, amount, sales tax (if applicable), and last four numbers of the credit card.
  - Sales tax (State of Texas) must be credited by the vendor or it must be personally reimbursed.
    - [Texas Sales and Tax Exemption Certification](#)
    - [Amazon Texas Sales and Tax Exemption Certification](#)
- Log, if cardholder has granted their permission for another person to use it for a specific purchase or event.
  - [Transaction log](#)
- Pre-Approval for Official Functions, Business Meetings and Entertainment.
  - [HSCEP OP 72.16](#) Official Functions, Business Meetings and Entertainment
  - [Preapproval form](#)
  - Sign-in sheets
- [Deviation Form](#)



# Supporting Documentation

- Registration
  - Upload order form detailing each charge for the conference, training, or continuing education course.
- Membership dues
  - The enrollment form detailing the charges for the type of dues or the renewal notification/invoice.
    - [Professional Societies Approved List](#)
- Verify Warrant Hold Status
  - Before purchasing goods or services over \$500 (effective 11/01/08) with the purchasing card, the cardholder should verify if a potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status.
    - <https://cpafmprd.cpa.state.tx.us> – Print a copy of the vendor status and include with expense report
- Other
  - Packing slips, copy of advertisement, credit receipts.
  - Chrome River may prompt you for additional documentation.



# Missing Receipts

- Cardholder must attempt to get a copy of the original documentation. If unsuccessful:
  - Document all three attempts
  - [Missing Receipt Form](#) must be completed and signed either by fund manager/supervisor
  - Should be included with supporting documentation
- Missing receipts should be a rare occurrence and will be monitored



# Disputed Items

- Contact vendor first to resolve with them directly
- If you are unable to resolve with the vendor, call Citi Customer Service at (800)248-4553 to dispute the transaction
- Important Note: If disputing a transaction, the claim must be completed within 60 days from the cycles end dates of the expense report



# Chrome River Expense Management System

- Chrome River is the expense management system for Pcard Reconciliation.
  - <https://portal.texastech.edu/web/elp/hsc-el-paso-finance>
  - Single Sign-On
  - Paperless
  - Electronic Routing

Payment Services Home

Contacts

Forms

Helpful Links

- Citi Website - PCard
- Professional Societies List
- Swift Prepaid
- TechBuy System - DirectPay
- Travel System
- Vendor Payments
- Chrome River Expense Management Application





# Chrome River Expense Management System

- Automatic Citibank transaction feeds(daily)
  - All PCard transactions will automatically feed to the Cardholders Chrome River eWallet for reconciliation, 1-3 days after the posting date.
- Electronic Receipts Uploads
  - All dashboards include a Receipt Gallery for documentation storage and potential mapping to feed credit card transactions.
- Electronic Expense Report
  - Expense Report should be submitted weekly.
- Allocations
  - All valid FOP combinations from Banner will be available for use in Chrome River.
  - Multiple FOP combinations can be applied to a single transaction.
  - Compliance rules have been created for restricted fund source to ensure the FOP is allowed to be utilized for the allowable expense.
- Electronic Approval Routing
  - PCardholders and delegates can easily track routing for all expense report submissions.



# Submitting Expense Report

- Expense Reports should be submitted weekly
  - If you had no expenses posted to your account during a specific week, no expense report is required.
  - Transactions for the week will be fully available in Chrome River by the following Monday.
  - A [calendar](#) is posted on the Payment Service website and is sent out to cardholders monthly.

Week 1	9/04/21 - 9/12/21
Week 2	9/13/21 - 9/19/21
Week 3	9/20/21 - 9/26/21
Week 4	9/27/21 - 10/3/21
  - NO reporting or delay in reporting will result in suspension of the Pcard.
    - NOTE: PCard will remain suspended until expense report(s) are final approved.
  - If a transaction is not received in Chrome River from Citibank please contact [PCardElp@ttuhsc.edu](mailto:PCardElp@ttuhsc.edu).



# Chrome River Reference Material

- [Chrome River Training](#)
- [Chrome River-Adding a Delegate](#)
- [Chrome River-Naming Your Report](#)
- [Chrome River-Account Code Reference Sheet](#)
- [Chrome River Report Cycles and Due Dates](#)



# PCard Cancellation

- Send cancellation notification to PCard at [pcardelp@ttuhsc.edu](mailto:pcardelp@ttuhsc.edu) stating the reason for cancellation:
  - Employee separation
  - Extended leave of absence
  - Department transfer
- The PCard should be cut in half and return to the PCard coordinator.
  - Payment Services, MSC 51008, Teresa Ruiz-Hurtado
- Please ensure all expenses have been submitted.



# Employee Termination

- The account manager has the obligation to reclaim the PCard from the terminated employee.
  - Fraudulent charges incurred between employee termination date and card cancellation date are not covered under the liability coverage.
  - Return card to PCard Coordinator, MSC 51008
- Contact the PCard Coordinator as soon as possible.
  - Teresa Ruiz-Hurtado 915-215-4791



# Cognos Report

- Reconcile PCard Transaction to Banner using Cognos
  - HSC EL Paso Finance > Transaction Detail>P-Card Transactions

P-Card Transactions ▾

TTU Health Sciences Center at El Paso  
P-Card Transactions

Fiscal Year: 2021 ▾

Begin Fiscal Period: 01 - Sep ▾

End Fiscal Period: 12 - Aug ▾

Activity Begin Date: Sep 1, 2020

Activity End Date: Aug 31, 2021

Fund: All Funds ▾

Organization: All Organizations ▾

Account: All Accounts ▾

Program: All Programs ▾

Division: All Divisions ▾

Department: All Departments ▾

Cancel Finish



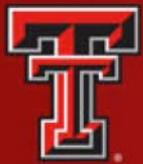
# Spot Checks

- Spot Checks
  - PCard coordinator generates report and may request additional information.



# Contacts

- Teresa Ruiz-Hurtado
  - Lead Analyst/Pcard Coordinator
  - Phone: 915-215-4791
  - Email: [PcardElp@ttuhsc.edu](mailto:PcardElp@ttuhsc.edu)
- Citibank
  - Customer Service
  - 1-800-248-4553
- Lupe Alvara
  - Unit Associate Director
  - Phone: 915-215-4581
  - Email: [Lupe.Alvara@ttuhsc.edu](mailto:Lupe.Alvara@ttuhsc.edu)
- Annette Hinojos
  - Managing Director Procurement Services
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