

**Sam Houston State University**  
**A Member of The Texas State University**

**Finance & Operations Procurement and Business Services Policy FO-PUR-08**  
**P-Card Policy**

**INTRODUCTION**

The purpose of the Sam Houston State University (SHSU or University) Procurement Card (**P-Card**) Program is to establish an efficient, cost-effective method for paying for purchases and to delegate the authority and capability to make these purchases to the end-user in amounts not exceeding single transaction and monthly limits. This program is intended to complement the BearKatBuy marketplace and purchase order processes.

The P-Card Program is administered in accordance with the terms and conditions of the State of Texas selected credit card provider and the University's Procurement and Business Services Policies and Procedures. The P-Card program is intended to empower departments to make essential purchases quickly when time is critical, not to replace purchase orders. Purchase orders remain the preferred and recommended method as they provide stronger financial controls, support budget management, ensure compliance, reduce fraud risk, and simplify reconciliation.

**DEFINITIONS**

**Account Manager:** Program Director, Department Head/Chair, or Division VP, as applicable as responsible for the financial administration of the department P-Card Program. The Account Manager approves/appoints Delegates, ensures departmental funds are available to cover purchases, and reviews and approves monthly expense reports in Emburse Enterprise as the ORG "owner"/approver.

**Delegate (Primary & Secondary):** A Primary Delegate is a trained staff or faculty member who administers the P-Card program at the departmental level. The Secondary Delegate, when necessary, serves as backup to the Primary Delegate. A Delegate is responsible for the physical security of the card, compliance with P-Card policies and procedures, checking out the card to approved departmental users, making a thorough monthly review of expenditures to confirm compliance with policy, and the monthly reconciliation in Emburse Enterprise of all P-Card purchases.

**Expense Report:** A report created in Emburse Enterprise (FKA Chrome River) to reconcile expenses for a P-Card statement cycle.

**FOAP:** The fund, organization, account code, and program accounting combination.

**Receipt:** A written record of a transaction, which is required for all P-Card transactions. Receipts should show, at a minimum: the date of purchase, description and quantity of each item purchased, cost per item, and total cost including freight, and gratuity if applicable.

**Reconciler:** The individual, either Primary or Secondary Delegate, required to ensure the P-Card transactions meet policy requirements, are matched to the appropriate FOAP, and are submitted

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through the monthly Expense Report in Emburse Enterprise. The Reconciler is linked to the P-card by their SHSU identification number.

**P-Card Procedures:** Companion document to the P-Card Policy document, located under Procurement Resources, which provides detailed information on the SHSU P-Card Program operating procedures, including allowable/unallowable purchases, best practices, detailed information and instructions on reconciliation, etc.

**P-Card User:** Departmental employees who are allowed to use the P-Card. User must have taken P-Card training and be listed on the P-Card User form submitted to Procurement by the Delegate.

**SHSU Card Services Administrator:** SHSU Procurement and Business Services employee responsible for overseeing the P-Card Program. Responsible for ensuring compliance with all policies and procedures related to the program. Contact: [shsupcard@shsu.edu](mailto:shsupcard@shsu.edu).

### **THE PROCUREMENT CARD**

The SHSU P-Card is issued in the department's name with the SHSU Logo, words "Sam Houston State University," and "PURCHASING" clearly indicated on the front of the card. The P-Card is issued in a pocket-style sleeve identified with the SHSU logo to help distinguish the University P-Card from other credit cards. **The P-Card is to be used for official University business purposes only and may not be used for personal transactions.** The University pays the bill monthly.

The department head designates employees to serve as P-Card Primary Delegate and Secondary Delegates. The role of Delegate is to make purchases in accordance with the policies established by Sam Houston State University and The Texas State University System as well as follow all federal and state rules to ensure accountability to the public and fairness to suppliers. Delegates are responsible for reconciling any and all transactions that occur when a P-Card is used by a Delegate and/or Users.

If a department's total number of faculty/staff limits it to only one available Primary Delegate (few number of FTE positions), then the department's applicable next level supervisor (Dean, AVP, VP, etc.) should designate a Secondary Delegate from a different department under the supervisor's control. Both Delegates are responsible and accountable for the security and documentation associated with the use of the P-Card and for complying with all policies and procedures related to the P-Card Program. Primary and Secondary Delegates, along with any individuals listed as Users on the P-card, must complete P-Card training prior to issuance of the P-Card and as required annually.

### **USING THE P-CARD**

The Delegates and/or authorized P-Card Users are responsible for ensuring they are following the most current policies and procedures each time a purchase is made. The P-Card is not intended to avoid or bypass appropriate purchasing procedures or bidding requirements.

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Items available for purchase on the BearKatBuy marketplace may be purchased using the P-Card, however, the marketplace is the preferred method and ongoing use of the P-Card for such purchases may require justification. Before making a purchase, P-Card Users should refer to the University Procurement and Business Services Policies and Procedures to confirm whether the item is authorized, requires prior approval, and is within the department's spending limit. Departments that do not adhere to University Policies and Procedures and purchase unauthorized items on the P-Card, exceed the department spending limit, or purchase items requiring **prior** approval without an Exception Form will receive a strike against the department's P-Card. A departmental P-Card may also receive a strike if a monthly reconciliation deadline is missed. Strikes against the card will lead to suspension or termination of the departmental P-card (see Suspension and Termination Section below).

Travel expenses are NOT allowable with the P-Card. Please note, however, that conference registration expenses may be charged to the P-Card and are not an eligible travel card expense.

**DOCUMENTATION**

Required P-Card documentation includes timely transaction detail information and documentation for each transaction through the monthly Emburse Enterprise Expense Report reconciliation. Examples of documentation include, but are not limited to itemized receipts or invoices, packing slips, returns authorizations, credits, dispute resolution forms, FO-19, P-Card Exception Forms, vendor correspondence relevant to the purchase, and verification of vendor "warrant hold."

**WARRANT HOLD**

State agencies and institutions of higher education are required to comply with the State's warrant hold statutes, Texas Government Code, Section 403.055, 2107.008, and 2252.903. **PRIOR** to making a purchase using either state or local funds, for purchases **exceeding \$500.00**, the Delegate must verify a vendor is not on warrant hold with the State, and the verification **must** be attached to the Emburse Enterprise reconciliation report. A link to vendors on warrant hold can be found on the BearKatBuy Home Page ("**State Warrant Hold List**"). **The University may not issue payment to a vendor on warrant hold.**

SHSU departments may opt out of the need to check warrant hold status by using a purchase order in BearKatBuy which runs the warrant hold check automatically prior to issuing the purchase order, or agreeing to a single P-Card transaction limit of \$500.00.

**SALES TAX AND GRATUITY ON P-CARD PURCHASES**

As an agency of the State of Texas, the University is tax-exempt. It is the responsibility of the Delegate or authorized User to ensure that *Texas Sales* tax is not charged when making a purchase.

Sales tax is not a disputable charge with the P-Card provider and will be paid at the time of reconciliation. The department is responsible for obtaining credit for the tax, either as a credit against the charge or as a refund, within twenty (20) days of the transaction, which can be deposited against the departmental FOAP and recorded/noted on a future reconciliation. The department is responsible for obtaining credit from the vendor.

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Gratuities and mandatory service charges are prohibited when paying for meals with state funds (funds appropriated by the Texas Legislature). Gratuity and mandatory service charges may be paid using local University funds (such as those sourced through designated tuition or fees) up to a combined maximum of 20%.

**COMPUTER TECHNOLOGY PURCHASE**

The purchase of any computer technology and related devices by departments utilizing the P-Card is strictly prohibited. This includes, but is not limited to; desktop computers, laptops, tablets, mobile phones, printers, electronic subscriptions, software, network equipment and peripheral devices (e.g., monitors, keyboards, mice). This prohibition is to ensure that all technology purchases are processed through SHSU's Information Technology Department (IT) to comply with standards and security requirements for proper configuration, inventory tracking, and cybersecurity compliance. Computer technology and related devices on the IT approved catalog must be purchased using a BearKatBuy purchase order.

Departments purchasing computer technology and related devices must submit a Katalyst ticket to IT for review and approval. Upon approval, IT may elect to purchase the requested items using the requesting department's funds (FOP) or direct the department to purchase the item(s) through BearKatBuy.

**P-CARD SUSPENSION OR TERMINATION**

Use of the P-Card is a privilege. Departments that violate the policies leave the University open to possible fraud and financial loss. Abuse of the P-Card can result in immediate consequences for the department and User. P-Card violations and infractions will result in strikes against the department. The accumulation of **three (3) strikes** within a six (6) month period will trigger a review of the department card use by Procurement and Business Services which may require additional training by the department Delegates and Users or possible suspension, deactivation, or termination of the card and employee discipline. Procedures for the three-strike policy are detailed in P-CARD Procedures document.

Reviewed by: Rhonda Beassie, VP for Administration  
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Approved April, 2026