

P-Card Quick Reference Guide

Approved Items

- Aramark and Shred-It
- Education Supplies
- Tools/Hardware
- PC Peripherals (monitors, keyboards, etc.)
- Rental of Tools and Equipment (non-service items)
- Subscriptions and Periodicals
- Educational Books for Reference
- Parts (equipment, machinery, vehicle, etc.)
- Food Purchases for Research
- Business Meals

Pre-Approval

- Automotive Repairs
- Physician Care
- Veterinary Services
- Electronics
- Postal Services
- Communication Services
- Licenses (cloud based)
- Televisions and Projectors (mounted items not allowed)

Prohibited Items

- Software
- On Campus Services (repairs, maintenance, etc.)
- Furniture
- Items over \$5,000
- Gift Cards
- Alcohol (only allowed on approved accounts)
- Items for Personal Use
- Fuel
- Tuition and Fees
- Past Due Invoices (30 Days or More, as per the Texas Prompt Payment Act)
- Travel expenses
- Purchase from Foreign Vendor

Procurement Services

pcard@tamuk.edu

361-593-4655

Citibank Customer Service

800-248-4553

Citibank PIN Reset

877-905-1855

Helpful Tips

Procurement Card Program Link:

https://www.tamuk.edu/finance/procurement/pcard_services/index.html

- Single Purchase limit cannot exceed \$5,000
- Report suspected fraud, lost or stolen cards immediately to Citibank customer service at 800-248-4553
- Provide our tax exempt information with every purchase
- Ensure an itemized receipt is obtained for every purchase
- Itemized receipts include vendor information, date of purchase, items purchased, quantity of each, a line item showing no taxes were charged, and a total
- Sharing of cards is not allowed
- State taxes charged to the card must be reimbursed by the vendor or the cardholder
- Invoices must be processed individually (not collectively)
- Past due invoices are not allowed per the Texas Prompt Payment Act and must be processed in JavelinaBuy
- Purchases from foreign vendors are not allowed and must be processed in JavelinaBuy, with the required Restricted Party Screening and W-8 attached
- Split purchases are not allowed to circumvent delegated spending limits
- Date stamp all invoices with the date you receive them for audit purposes
- Please keep in mind that purchases with any one vendor cannot exceed \$5,000 per fiscal year unless bids are processed or if the vendor is on contract
- All transactions must be allocated and the routing completed by end of day on the 15th of each month, if the 15th lands on a weekend the report is due the next business day