**Procurement Card Acceptable Use UPPS No. 03.01.19**

**Terms Issue No. 1**

**Effective Date: 01/04/2022**

**Next Review Date: 06/01/2027 (E5Y)**

**Sr. Reviewer: Director of Procurement and Strategic Sourcing**

**POLICY STATEMENT**

*Texas State University is committed to promoting proper budgetary control and ensuring proper training for account managers.*

**01. SCOPE**

01.01 This document establishes the acceptable use terms for departments, divisions, or individual procurement card (P-Card) holders for the exemption of the P-Card waiver requirements when purchasing awards, flowers, food, or refreshments related to business purposes.

01.02 [UPPS No. 03.01.03](http://policies.txstate.edu/university-policies/03-01-03.html), Allowable Purchases of Awards and Flowers, establishes the policy for the purchase of food, refreshments, alcohol, and achievement awards.

01.03 [FSS/PPS No. 03.11](http://policies.txstate.edu/division-policies/finance-and-support-services/03-11.html), Business Meals and Food Purchases, establishes the policy for business meals.

01.04 The terms will be available to selected P-Card users based on the criteria below, which include but is not limited to:

* 1. student functions or events;
  2. University Advancement and presidential functions; and
  3. prospective employee lunches and dinners, guest speakers, and lecturers.

**02. PROCEDURES FOR ACCEPTABLE USE OF PROCUREMENT CARDS**

02.01 The Office of Procurement and Strategic Sourcing will strategically select and recommend departments, divisions, or individual P-Card holders based on usage and prior history.

02.02 The Office of Procurement and Strategic Sourcing will verify compliance with the [Procurement Card Guidelines and Procedures Manual](https://gato-docs.its.txstate.edu/jcr:e69427f1-5a9a-4b0d-a83d-542ee3ff6bce/P-Card%20Program%20FINAL%202-10-2021.pdf) and university policies and procedures by conducting compliance reviews. Compliance reports may be provided upon request. For guidance, refer to [UPPS No. 03.01.03](https://policies.txstate.edu/university-policies/03-01-03.html), Allowable Purchases of Awards and Flowers, and [UPPS No. 03.01.14](https://policies.txstate.edu/university-policies/03-01-14.html), SAP Financial Accounting System Access Privileges.

02.03 If compliance is not being met, the terms will be voided, and the waiver process will be required.

02.04 If the criteria noted in Section 02.01 are not met, terms will not be issued, and the waiver process will be required.

**03. REVIEWERS OF THIS PPS**

03.01 Reviewers of this PPS include the following:

Position Date

Director, Procurement and June 1 E5Y

Strategic Sourcing

Associate Vice President for June 1 E5Y

Financial Services

Vice President for Finance and June 1 E5Y

Support Services

**04. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Procurement and Strategic Sourcing; senior reviewer of this UPPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services

President