

STATE OF TEXAS PURCHASING CARD PROGRAM

A. Purpose

The purpose of this policy is to identify the responsibilities of the program administrator and employees who participate in the State of Texas Purchasing Card Program.

B. Guidelines for employees

1. To participate in the program, employees must provide complete information on the Cardholder Information Form distributed by the program administrator. The form will be approved by the account manager and the manager's immediate supervisor. The form is to be returned to the Purchasing Office.
2. When the purchasing card is received from the bank, the program administrator will contact the cardholder. The program administrator will explain the program, the cardholder will be issued the Purchasing Card Program Guide and must sign the Purchasing Card Program Cardholder Agreement.
3. It is the responsibility of the cardholder to follow the guidelines. Improper use of the purchasing card may include disciplinary action, up to and including termination of employment.

C. Guidelines for program administrator

1. Distribute Cardholder Information Form. Fax completed form to bank. Upon delivery of purchasing card, provide employee with Purchasing Card Program Guide. Explain program to employee. Retain Purchasing Card Program Cardholder Agreement signed by employee.
2. Review monthly statement to ensure authorized purchases were made. If questionable vendors are identified, contact employee for explanation, take steps necessary to correct improper use, if applicable.
3. The Employee Exit Clearance Checklist includes a credit card surrender area, the program administrator will check if the employee was issued a purchasing card prior to signing form. The program administrator will cancel surrendered purchasing card with bank, and destroy the card.

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D. Review

This policy and related procedures shall be subject to periodic review by the Director of Purchasing.