

P-CARD COMPLIANCE SHEET FOR CARDHOLDERS

The purpose of this document is to aid cardholders comply with MAPP 04.01.11 P-Card Guidelines.

Cardholder Responsibilities

- ☐ Safeguards the card and account number at all times
- ☐ Does not allow anyone else to use the P-Card and/or P-Card account number to make purchases on their behalf
- ☐ Verifies all charges are valid by signing card expense report and providing required documentation
- ☐ Reports disputed charges to Accounts Payable and Business Services
- ☐ Reports lost or stolen cards to the bank immediately and notify Accounts Payable and Business Office within 24 hours
- ☐ Completes annual P-Card training via T.A.P Employee Online Training

Prohibited Purchases

- ☐ Goods or services for personal use
- ☐ Goods or services for non-university purposes
- ☐ Goods or services equal to or greater than \$15,000
- ☐ Goods or services that require a contract or purchase order (*See MAPP 04.01.01, Section 3. C*)
- ☐ Cash advances
- ☐ Travel-related expenses (except for registration fees)
- ☐ Gasoline for rental car or personal vehicle
- ☐ PayPal purchases, unless the vendor only accepts PayPal as a payment method
- ☐ Gratuity exceeding 20% on transactions that normally require gratuity, such as business meals
- ☐ Other purchases prohibited by university policy (e.g., flowers for employees or family members of employees)
- ☐ Purchases over \$500 if vendor is on hold with the State of Texas
- ☐ Business meal purchases exceeding \$100 per person

Purchase Checklist

- ☐ Purchases over \$500 - verify vendor is not on hold with the State of Texas prior to the purchase and no earlier than seven days before purchase. Save a snapshot of the verification showing date completed
- ☐ Ensure Texas sales tax is not charged as the university is exempt from sales tax
- ☐ Dell/HP purchases over \$500 must be processed via Purchase Order. P-card use is not allowed
- ☐ Core office supplies must be purchased from Tejas Office Supplies unless not available
Contact Business Services for documentation requirements
- ☐ Amazon purchases must be made via UHS Amazon business account
- ☐ Official functions, including business meals require additional documentation (*See MAPP 05.02.02, Section V*)
- ☐ Advertisements or printed items with any UH logo, logotype, or trademark require written approval.
See MAPP 04.01.11 P-Card Guidelines, Section III. C. 4
- ☐ Gift cards or certificates must be approved in advance by College/Division Administrator
- ☐ Purchases of merchandise to be used as award must be approved in advance by College/Division Administrator
- ☐ Purchases where vendor only accepts PayPal as an on-line payment method require additional documentation
See MAPP 04.01.11 P-Card Guidelines, Section III. C. 8
- ☐ Review list of common P-Card violations (included as part of this document)
- ☐ Obtain itemized receipt for every purchase
- ☐ Ensure a specific and clear purpose/benefit is documented for all transactions

Sanctions for Non-Compliance (*See MAPP 04.01.11 P-Card Guidelines, Section VI*)

- ☐ Unauthorized transactions: Card will be cancelled after three violations
- ☐ Lack of supporting documentation: Cardholder or Business Contact will be required to complete instructor led training
- ☐ Annual Training not Completed: Card will be inactivated until training completed

ATTACHMENT TO P-CARD COMPLIANCE SHEET FOR CARDHOLDERS
COMMON P-CARD VIOLATIONS

Category	Description	Policy Section
Unauthorized purchase	Dell or HP purchases over \$500 must be done via Purchase Order	UH Procurement Thresholds
Unauthorized purchase	Gratuity exceeding 20%	MAPP 04.01.11 P-Card Guidelines, Section III. B. 2
Unauthorized purchase	Missing UH Branding approval of printed items with any University of Houston logo, logotype, or trademark	MAPP 04.01.11 P-Card Guidelines, Section III. C. 4
Unauthorized purchase	Missing UH HR approval for employment advertisement	MAPP 04.01.11 P-Card Guidelines, Section III. C. 4
Unauthorized purchase	Missing PayPal purchase documentation	MAPP 04.01.11 P-Card Guidelines, Section III. C. 8
Unauthorized purchase	Missing vendor hold search documentation	MAPP 04.01.11 P-Card Guidelines, Section III. B. 4
Unauthorized purchase	Vendor hold search documentation obtained after transaction date	MAPP 04.01.11 P-Card Guidelines, Section III. B. 4
Unauthorized purchase	Core office supplies not purchased from Tejas Office Supplies	MAPP 04.01.11 P-Card Guidelines, Section III. B. 3
Unauthorized purchase	Personal purchase (including personal purchases by error)	MAPP 04.01.11 P-Card Guidelines, Section III. B. 2
Unauthorized purchase	Missing College/Division Administrator approval for gift card purchases	MAPP 04.01.11 P-Card Guidelines, Section III. C. 5
Lack of supporting documentation	Missing cardholder signature or invalid cardholder signature. See signature guidelines provided in MAPP 05.02.01, Section III. B	MAPP 04.01.11 P-Card Guidelines, Section III. D. 3
Lack of supporting documentation	Missing College/Division Administrator approval for goods shipped to a non-UH address	
Lack of supporting documentation	Missing itemized receipt	MAPP 04.01.11 P-Card Guidelines, Section III. C. 1
Lack of supporting documentation	No documentation indicating that a vendor was contacted in writing when Texas sales tax was charged	MAPP 04.01.11 P-Card Guidelines, Section III. B. 5
Lack of supporting documentation	Missing approval from dean or director for refreshments or meals limited to faculty and staff	MAPP 04.01.11 P-Card Guidelines, Section III. C. 7
Lack of supporting documentation	Lack of specific and clear purpose/benefit for each transaction	MAPP 04.01.11 P-Card Guidelines, Section III. C. 3