



IT/PPS 03.01.01, P-Cards  
Issue No. 2  
Effective Date 04/01/2007  
Reviewer: Executive Assistant

## **01. PURPOSE**

The purpose of this Policy and Procedure Statement (PPS) is to implement a procedure for the Information Technology Division that will establish guidelines for Purchasing Card (P-Card) reconciliation as outlined in the Texas State University Purchasing Card Program Policies and Procedures Manual.

## **02. GUIDELINES**

- 02.01 The cardholder must observe all spending limits, including the \$1,000 individual-transaction limit, as outlined in the Texas State University P-Card Manual.
- 02.02 The cardholder must keep all credit card receipts, itemized sales receipts, packing slips, and any other information related to all P-Card transactions.
- 02.03 Every billing cycle, the cardholder will receive a statement with the total amount charged to the account.
- 02.04 Upon receipt of the monthly statement, either the cardholder or their delegate will complete a p-card reconciliation. See Attachment A. This form should be completed within three days of receipt.
- 02.05 All paperwork supporting the validity of the transaction must be attached to the back of the statement. The statement is then attached behind the reconciliation.
- 02.06 After completing and signing the reconciliation, the cardholder submits the entire statement with back-up documentation to the account manager for approval. If the account manager is also the p-card holder, the reconciliation should be sent to the account manager's supervisor for approval.
- 02.07 Records must be maintained for five years in accordance with State policy.

**03. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

03.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Executive Assistant	All	Annually

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Vice President for  
Information Technology