



Purchasing Office

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

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The University of Texas at Brownsville Purchasing Card Program Guide

GENERAL

The Purchasing Card Program is authorized by the State of Texas, Texas Building & Procurement Commission (TBPC) through a contract with JPMorgan Chase Bank N.A. The Purchasing Card is a JPMorgan Chase MasterCard. This program is designed to delegate the authority and capability to purchase low-value items directly to the person to whom it most matters – YOU, the user. Use of the card will significantly reduce the requirements to get purchase order numbers, process invoices for payments and preparation of voucher/payment documents.

GUIDELINES FOR PURCHASING CARD USE

The JPMorgan Chase MasterCard will be issued in your name with the State of Texas emblem and the wording “Official Use Only” clearly indicated on the card. This card is for business purposes only and may not be used for personal transactions. Use for personal purchase of any amount may result in disciplinary action, up to and including termination of employment.

Each cardholder must be a full time employee of UTB/TSC and is responsible and accountable for their own Purchasing Card. The maximum daily purchase limit is \$999.99, including freight. The maximum total dollar purchase per cycle (30 days) is \$3,000. The total limit per cycle can be adjusted if necessary. These limits are set by account managers.

The cardholder is responsible for verifying all the purchases and transactions listed on the statement provided by Program Administration, Director of Purchasing.

All purchases made are exempt from all federal excise taxes as well as state and city sales tax. When making purchases with the card, the cardholder should advise the vendor of the tax-exempt status. If absolutely necessary, you can obtain a Tax Exempt Certificate from the Purchasing Office.

There is a personal liability connected with the card; a cardholder making an unauthorized purchase will be held personally liable to reimburse the University for the purchase. Additionally, the state purchasing card contract assigns the University liability for unauthorized purchases on lost cards up to the dollar amount of the cycle limit of the card, with a deductible of \$50.00 per purchasing card, for the period before JPMorgan Chase has been notified the card is lost.

The Purchasing Card may not be used for the following purchases:

- Controlled Assets*
- Airlines **
- Automobile Rentals**
- Hotels and Motels**
- Eating Places, Restaurants**
- Bars, Taverns, Nightclubs**
- Fast Food Restaurants**
- Package Stores, Beer, Wine, Liquor**
- Cash Advances, Travelers Checks, Insurance, etc.**
- Items on State of Texas Contract***
- Plants, Flowers
- Radioactive Material
- Prescription Drugs/Controlled Substances
- Consulting or Personal Services
- Animals
- Travel and Related Expenses
- Payment to Individuals, Employees, or Students, for Any Reason
- Honorarium Payments
- Student Aid Payments
- Expenses for Faculty and Staff Recruiting, Advertising, or Entertainment of Prospective Employees
- Moving Expenses
- Gifts, Donations, or Contributions to Individuals or Organizations
- Refunds of Revenue
- Payments to Vendors in Foreign Countries (including Mexico)
- Time Payments
- Pyramiding (multiple purchases to cover same transaction)
- Tuition Payments
- Personal Items

** The State of Texas Comptroller has defined "controlled assets" as fax machines, telecopiers, stereo systems, cameras, video recorder/laserdisc players (TVs, VCRs, Camcorders), computers (desktop CPUs, portable CPUs), and printers costing between \$500 and \$4,999. Firearms at any cost are also controlled. If you need further clarification regarding these assets, please call Inventory Control.*

*** Charges for these types of purchases will be rejected at the site.*

**** If state appropriated funds are utilized, purchase of items on state contract must be below the spot purchase limit for that commodity. Spot purchase limit information is located at http://www2.tbpc.state.tx.us/cat_page/. Please contact the Purchasing Office if you need clarification.*

PURCHASES FROM HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)

A HUB is a Texas business that has been certified by the State of Texas as being owned and operated by a minority or woman. Cardholders are strongly encouraged to make purchases from certified HUBs when available and competitive. A purchase made from these businesses gives HUB credit to UTB/TSC, which is recognized in the State's Semiannual and Annual HUB Reports. For a listing of HUB certified vendors visit (<http://www2.tbpc.state.tx.us/cmb1/hubonly.html>). Type in the county or city name for a location specific listing.

CARD TERMINATION

When a cardholder terminates employment with the University, the department has the specific obligation to reclaim the Purchasing Card and return it to the Program Administrator (Director of Purchasing), **prior** to the employee's termination date. Failure to do so may result in revocation of all departmental card privileges.

RECORD KEEPING AND TRANSACTION LOG

The department is responsible for maintaining a Purchasing Card Transaction Log. The log must be reconciled to the "Purchasing Card Statement" each billing cycle (30 days). For record keeping purposes, the following items should be maintained with the log:

- Sales Receipts
- Packing Slips
- Purchasing Card Slips
- Merchandise Advertisement
- Other Information Related to the Purchase

To facilitate the record keeping and the reconciliation process, the Purchasing Card Transaction Log, which includes at a minimum, the following items, must be utilized. (See Attachment 1).

- Transaction Date
- Vendor Name
- Description of Purchases
- Object Code
- Transaction Amount
- Date Received
- Support Documentation
- Reconciled
- Comments

When the purchasing card statement is received, the person responsible for reconciling the transactions will place a check mark (✓) in the Reconciled Column of the Procurement Card Transaction Log to indicate that the item posted to the purchasing card statement matches the

transaction, per the log. Any discrepancies identified should be PROMPTLY investigated with “action taken” recorded in the comments section. After the reconciliation is complete, the responsible person should sign the preparer signature line of the Purchasing Card Transaction Log.

To ensure internal control requirements are met, all purchases should be reviewed and approved by another person having budgetary authority (i.e. Account Manager or designee, Director, Chair, Dean, Vice President.) The reviewing person should document this by signing the Purchasing Card Transaction Log.

The purchasing card statements and logs, along with support documentation, should be maintained in the department in cost center and date order. This documentation must be kept for eight (8) years.

RECEIPT OF MATERIALS AND SERVICES

It is your responsibility for ensuring receipt of materials and services and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods.

If you order materials by phone, ask the vendor to include a sales receipt in the package. You will need this for your documentation. You need to also ask the vendor to include on the outside packaging label your name, inter-institutional address, phone number, and the code PCP (Purchasing Card Purchase). This information will facilitate delivery of your package to you when it is received in Central Receiving.

In the case of returns, you are responsible for coordinating returns directly with the vendor, as well as securing the appropriate credit. It would also be helpful for you to keep the return documentation attached to your log sheet.

BILLING, PAYMENT, AND ACCOUNT DISTRIBUTION

JPMorgan Chase will send one consolidated bill to Accounts Payable every 30 days. JPMorgan Chase will send to each cardholder a listing of purchases for that 30-day cycle. The department head or designee must review the summary report and make any necessary changes to the default object code (7327) or designated account number and ensure that a signed copy of the changed summary report arrives in Accounts Payable by the due date. If no changes are required, the report should be signed and filed with supporting documentation.

DISPUTING A TRANSACTION

You may dispute any charge that appears on your monthly statement. If there is a charge that is not recognized, or it appears to be incorrect, you should first contact the vendor and try to resolve the dispute. If an agreement can not be reached, you should file a claim with a Charge Back Specialist by calling 1-888-297-0768 or you may complete a “Statement of Disputed Item” form (see Attachment 2) within 45 days of the charge transaction date. A copy of the form should be kept with your documentation. The form should be sent to:

JPMorgan Chase Bank Card Center
PO Box 2015
Elgin, IL 60121-2015
Attn: Dispute Department
Fax: 1(888) 297-0785 / (847) 488-7985

REPORTING A LOST OR STOLEN PURCHASING CARD

You should notify the bank immediately if your Purchasing Card is lost or stolen by calling **1-800-890-0669**. You should also notify your department head and the Purchasing Card Program Administrator (Director of Purchasing).

Upon your telephone call, the bank will immediately suspend your Purchasing Card and issue a new card. The new card will be sent to the Purchasing Card Program Administrator (Director of Purchasing).

CARDHOLDER AGREEMENT

When your Purchasing Card is received, you will be required to sign a Cardholder Agreement (See Attachment 3).

AUDIT OF TRANSACTIONS

Purchases made using the Purchasing Card are subject to review by Internal Audit. Appropriateness of purchases and compliance with purchasing rules and regulations will be routinely reviewed.

The Purchasing Card Program Administrator (Director of Purchasing) will also review transactions from throughout the university to determine appropriateness and compliance. This task will be performed monthly.

KEY PROGRAM CONTACTS

Director of Purchasing
Senior Buyer
Accounts Payable

THE UNIVERSITY OF TEXAS AT BROWNSVILLE
PURCHASING CARD PROGRAM

DEPARTMENT: _____
ACCOUNT: _____

PURCHASING CARD TRANSACTION LOG

Transaction Date	Vendor Name	Description of Purchases	Object Code	Transaction Amount	Date Received	Support Documentation	Reconciled	Comments

Preparer Signature _____

Reviewer Signature _____

ATTACHMENT 1

You may file this claim with a Chargeback Specialist by calling 1-888-297-0768

Or

You may file a dispute electronically by sending an e-mail to:

ccs-disputes@jpmchase.com

Non Travel Related Disputes

Date _____

Cardholder Information Account Number _____ Phone () _____ - _____
Information Name(s) _____ Fax # () _____ - _____
Transaction Information Merchant Name _____ Phone # (if known) () _____ - _____
Merchant Location (if available) _____
23 Digit Reference # _____
Transaction Date ___/___/___ Transaction Amount \$ _____ Disputed Amount \$ _____

I am initiating this dispute on behalf of the customer

Name _____ Relationship to cardholder _____

Signature: _____

PLEASE CHECK THE APPROPRIATE DISPUTE AND COMPLETE THE CORRESPONDING INFORMATION

- The charge is mine, however I need a copy**
- I don't recognize this sale**
- I never authorized this transaction**
*** Cardholder Signature required (unless this form is generated from the cardholder's e-mail address):*

- I participated in only one transaction, the second one is unauthorized**
*** Cardholder Signature required (unless this form is generated from the cardholder's e-mail address):*

- I paid for this transaction by other means**
*** Must provide copy of the front & back of canceled check, other credit card statement showing the second charge, cash receipt, etc. as supporting documentation*
- I was billed a different amount than my receipt shows**
*** Must provide a copy of the receipt showing the amount that should be billed*

For the following inquiries, please answer the questions below

- **An attempt to resolve this dispute with the merchant must be made. Please describe your attempt(s):**

- **On what date(s) did you contact the merchant to resolve this concern?** ___/___/___ - ___/___/___
- I was billed for merchandise, service, or cash I haven't received**
 - Describe the item(s) not received, including dollar amount of each item _____
 - Date merchandise/services/cash were to be provided ___/___/___
 - Ship To address (if different) _____
 - ** If the transaction was made face-to-face, proof must be supplied showing merchandise was to be shipped.*
- I am disputing the Quality of Merchandise/Service received**
 - List item(s) defective/not as ordered, including dollar amount of each item _____
 - Describe why item(s) defective/not ordered as described, or incompatible:

 - ** Must supply proof of what was ordered versus what was received. If made over the phone, written correspondence will be sufficient.*
 - Date merchandise was returned, or attempted to return. ___/___/___ *** Must attach proof of return, if applicable*
- I am disputing a card-activated call**
 - Please describe your reason for dispute, including dollar amount you are disputing

- I am being billed for a service I canceled**

You may file this claim with a Chargeback Specialist by calling 1-888-297-0768

Or

You may file a dispute electronically by sending an e-mail to:

ccs-disputes@jpmchase.com

- On what date did you contact the merchant to cancel the transaction: ___/___/___
- If you canceled over the phone, do you recall whom you spoke to? _____ If yes, their name:

*** If a recurring transaction, only the transaction(s) after the cancellation date may be disputed.*

I returned the merchandise and have not received credit

- Reason for return: _____
- Date of return or credit voucher date ___/___/___
*** Must provide proof of return or copy of credit receipt, if applicable.*
- If your merchandise was accepted for return, did you receive an in-store credit slip? _____
*** If in-store credit voucher was received, original must be sent via certified mail to JPMorgan Chase*
- Does the merchant display a policy for returns? _____ If so, please describe that policy:

- If the merchandise was shipped/mailed back to merchant, to what address was it sent to?

- Is there a postal/UPS receipt? _____ *** If yes, must provide copy as supporting documentation.*

Please include additional comments that are pertinent to your dispute:

** Supporting documentation may be faxed to **1 (888) 297-0785 / (847) 488-7985** or mailed to

**JPMorgan Chase Bank Card Center
PO Box 2015
Elgin, IL 60121-2015
Attn: Dispute Department**

JPMorgan Bank USE ONLY **Circle applicable reason code** 32 41 53 55 56 57 60 59 (RS1 RS2 RS3 RS4 RS5)

“I certify that the facts were obtained from a discussion with the cardholder and are accurate to the best of my knowledge”

Chargeback representative

Date

Recap of representatives attempt to resolve dispute with merchant directly: _____

Check applicable regulation for appropriate timeframes and member message fields

Call Taken By/Ext. _____ / _____ Date: _____

Supervisor _____

Best Time to call _____ Number we may reach customer back at _____

ATTACHMENT 2

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE
MASTERCARD PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT**

The University of Texas at Brownsville is pleased to present you with this Purchasing Card. It represents UTB's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, _____ hereby acknowledge receipt of a MasterCard Purchasing Card, number _____, and the Purchasing Card Program Guide.

As a Cardholder, I have read and agree to comply with the terms and conditions of this Agreement, including the UTB's Purchasing Card Program Guide. I also understand that UTB is liable to JPMorgan Chase MasterCard for all UTB charges.

I agree to use this card for UTB approved purchases only and agree not to charge personal purchases. I understand that UTB will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including *termination* of employment and will allow UTB to use all lawful means to collect any and all amounts that UTB deems it is owed.

I understand that UTB may terminate my right to use this card at any time for any reason. I agree to return the card to UTB immediately upon request or upon termination of employment.

I have been notified and understand my single purchase limit and my spending cycle limit.

Signature: _____

Print Name: _____

Department: _____

Location: _____

Phone: _____

E-mail: _____

Date: _____

Account #: _____

ATTACHMENT 3