

## Purchasing Cards

### Application Guidelines

Use the purchasing card for items under the cardholder's single purchase limit unless restricted. The purchasing card program is offered to simplify the way in which you order and pay for some goods and selected services. The purchasing card contract was specified and awarded by the Texas Comptroller of Public Accounts for the State of Texas, and UNT System must comply with the terms and conditions of this state contract. The program is not intended to avoid or bypass appropriate Procurement Services or payment procedures and approval processes.

Cards are issued in an employee's name and not to a department. Only the person whose name is on the card may use that card. Each DeptID/ProjID holder and cardholder will be held responsible and accountable for the appropriate use of the cards.

The Application Guidelines are as follows:

- Any full-time benefits eligible employee delegated authority by a department head or project director with signature authority may obtain a purchasing card.
- Approvers must be senior to cardholder and not directly supervise them.
- The cardholder cannot be the approver for payment of his/her own purchases.

The card may be used for purchases of non-restricted commodity goods costing less than the cardholder's single purchase limit. Examples include: office supplies, registrations, research supplies, subscriptions, small office equipment, and computer supplies. The card may not be used for purchases of restricted items or to purchase from restricted vendors. See the [Purchasing Card Program Guide](#) on the UNT System Business Support Services webpage for lists of restricted vendors and items.

Each department is encouraged to have at least one cardholder to expedite small dollar and emergency transactions for non-restricted items. If you would like to add additional cardholders for your department or if you have a question regarding the program, please contact the Purchasing Card Administrator at 940-369-5500 or toll free at 1-855-868-4357.

### Restricted Items

Use a purchasing card for items under the cardholder's single purchase limit, unless restricted.

Restricted Items	
×	<b>Airlines</b>
×	<b>Animals</b>
×	<b>Awards</b>
×	<b>Consulting services</b>
×	<b>Dine-in restaurants</b>
×	<b>Hotels</b>
×	<b>Postage</b>
×	<b>Professional services</b>
×	<b>Radioactive materials</b>

### **Vendor Check for Purchasing Card Purchases**

UNT System may not purchase from vendors who are not in good standing with the State of Texas. Vendor status checks are required on all purchasing card purchases of \$500 or more. When requisitions are submitted through EIS, Vendor status checks are automatically completed.

Purchasing cardholders can link to the website through the Texas CPA [Vendor Hold Search](#). The site allows users to search by vendor name. The search will display vendors **currently on hold with the State of Texas and who cannot be used for purchases**. Purchasing cardholders should continue to confirm the vendor status was verified through the designation on the monthly account summary report. Purchasing cardholders are required to maintain search records.

Vendor status checks must be completed prior to the purchase and documentation must be maintained with the appropriate purchasing card billing cycle.

### **Office Supplies**

Office supplies are available through the preferred vendor contract. For more information, visit [Cooperatives and Contract Pricing](#) on the UNT System Business Support Services webpage.

**Note:** Office supplies are an allowable purchase on the purchasing card, and the purchasing card is a required payment for the preferred vendor contract.