

Texas A&M University Individual Payment Card Guidelines

The Texas A&M University Individual Payment Card is a valuable tool designed to streamline the purchasing process for employees conducting official university business. Issued in the name of the cardholder, this card carries both convenience and responsibility. It is imperative that all cardholders understand and adhere to the guidelines governing its use to ensure compliance with university policies and state regulations.

Cardholder Responsibility and Accountability

Upon receiving an Individual Payment Card, the cardholder assumes full responsibility for its security and the transactions made with it.

The card is intended solely for official university purchases and must never be used for personal expenses. Misuse of the card, whether intentional or accidental, may result in corrective action, including suspension of card privileges or termination of employment. Cardholders are expected to exercise sound judgment and maintain the highest standards of integrity when using the card.

Authorized Use and Pre-Purchase Considerations

The Payment Card may be used at any vendor that accepts it, provided the purchase aligns with university policies and funding source restrictions.

Before initiating a transaction, the cardholder must verify that the purchase falls within their delegated authority and does not exceed the monthly credit limit assigned to the card. Additionally, it is essential to confirm that the item or service is allowable under the funding source being used and to determine whether it is available from a vendor offering contracted pricing. It is considered best practice to use TAMU (local) funds to prioritize cost-effectiveness in all purchases.

Texas A&M University is exempt from state and local sales tax. Therefore, cardholders must ensure that Texas sales tax is not paid on any purchase. To facilitate tax-exempt transactions, the Texas Sales and Use Tax Exemption Certificate must be presented to the vendor at the time of purchase.

Restricted Purchases and Compliance Requirements

Certain categories of purchases are strictly prohibited when using the Payment Card. These include capital equipment items valued at \$5,000 or more, alcohol, electronic gift cards, and digital downloads such as music, movies, or software. Inventory items such as computers, laptops, printers, and similar equipment are not allowed to be purchased using a Payment Card. These items typically require additional tracking, asset tagging, and approval processes that fall outside the scope of payment card usage. These restrictions are in place to maintain compliance with university procurement policies and to safeguard institutional resources.

Purchases exceeding \$25,000 are considered non-compliant and must be processed through AggieBuy, the university's centralized purchasing system. Such transactions are not permitted on the Payment Card under any circumstances.

Expense Reporting and Documentation

Timely and accurate expense reporting is a critical component of responsible card use. Each transaction must be assigned to an expense report in Emburse Expense (Chrome River) within 30 days of the transaction's post date. Supporting documentation—including receipts, invoices, packing slips, or email confirmations—must be attached to the report to validate the purchase. The expense report must be submitted and approved before the oldest transaction reaches 45 days from its post date. Failure to comply with these reporting requirements may result in card suspension or termination.

Support and Assistance

For questions related to purchasing policies, account verification, monthly credit limit adjustments, or expense reporting, cardholders should contact the CEHD Business Office. This office serves as a resource to ensure that employees have the guidance and support needed to manage their Payment Cards effectively and in accordance with university standards.