

(09/12)

Texas A&M AgriLife  
Administrative Services – Disbursements



## Payment Card Cardholder Checklist

### **Activate Your Payment Card**

1. Call the Citibank customer service number on the back of your card (800-248-4553)
2. Citibank will require a 4-digit PIN which is the last 4-digits of your SSN or UIN

**Read and understand the Payment Card Program Guide. All uses of the Payment Card must be within the rules stated in this guide.**

### **Cardholder Responsibilities Prior to Purchase**

1. Never use the Payment Card for personal use!
2. Determine if purchase is within the delegated limit of less than \$5,000.00.
3. Determine if the transaction is allowable on the payment card, review Section 3.4 of the Payment Card Program Guide.
4. Determine if a HUB vendor can be used by visiting Strategic Sourcing HUB Directory or CMBL (State of Texas Web site that allows searching by name, commodity code, or city).
5. Identify the vendor
  - If the vendor has a Master Order Contract with Texas A&M AgriLife, verify that we receive contracted pricing.
  - Do not allow the vendor to split purchase to remain in the delegated limit. To do so would be a violation of State of Texas, TAMU System, and Texas A&M AgriLife guidelines.
6. If the purchase is greater than \$500.00
  - Verify that the vendor is not on the State of Texas Vendor Hold List, State of Texas Debarred Vendor List or the Excluded Parties List.
  - Determine if the item is available from the Texas Industries for the Blind and Handicapped.
7. If required by department, record on Internal Order Transaction Log.
8. Do not pay Texas Sales Tax! Present Texas Sales Tax Exemption Form to vendor prior to purchase, if purchase is within the State of Texas.
9. If you allow another person to use your Payment Card, then document that on the Payment Card Check In/Out Log.

### **Cardholder Responsibilities After Purchase**

1. Turn in receipts/invoices and any other required purchase documentation (and log if required by department) to the bookkeeper daily, weekly, or monthly (least preferred) but no later than then 3<sup>rd</sup> day after the statement closes each month.
    - Documentation must include a detailed invoice or receipt and documentation of the receipt of the goods or services.
    - Other documentation may be required. For example: business meals must document who, what, when, where, and why.
  2. Review and sign the bookkeeper's reconciliation of the receipts to the report statement.
  3. Route to department head/approver for approval prior to reallocation deadline. The reallocation deadline is the 20<sup>th</sup> of each month.
  4. For more information on the monthly payment card approval process, please refer to Section 3.7 of the Payment Card Program Guide.
- Protect the card and card number at all times to prevent unauthorized use.
  - Immediately notify Citibank at 800-248-4553 and the program coordinator at 979-845-2534 if the card is lost or stolen.
  - Dispute fraudulent transactions within 60 days of the statement date in which the transaction appears.

**Question – Contact Payment Card Coordinator at 979-845-2534**