



LUBBOCK COUNTY

Purchasing Department

916 Main St. Suite 503 Lubbock, TX 79401



Purchasing Card Program Policy and Procedures Manual

The Lubbock County Purchasing Card Program Policy and Procedures Manual was originally effective August 22, 2011, and revised June 22, 2026.



Resolution

AMENDING OF THE LUBBOCK COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES MANUAL.

WHEREAS, the following policy, having been discussed and reviewed by Commissioners Court; and

WHEREAS, the following policy supersedes and replaces any and all previous policies, either written or unwritten; and

WHEREAS, all department heads and elected officials are to ensure that all of their employees are aware of the attached policy and for their compliance with same; and

NOW, THEREFORE, BE IT RESOLVED, it is ordered, adjudged, and decreed that the following policy for the Purchasing Card Program is adopted by Lubbock County, effective the 22nd day of June, to remain in effect until further orders are issued by this Court.

Passed and approved on this 22nd day of June 2026.

Curtis Parrish, County Judge

Mike Dalby, Precinct One

Jason Corley, Precinct Two

Cary W. Shaw, Precinct Three

Jordan Rackler, Precinct Four

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SECTION 1 – INTRODUCTION



Lubbock County (“County”) has contracted with JP Morgan Chase Bank (“JP Morgan”) for the Purchasing Card Program (“P-Card Program”). The P-Card Program allows authorized Cardholders to purchase small dollar goods and services to perform their job duties for the County.



The P-Card Program is designed to improve efficiency in processing small dollar purchases and travel related expenses. It allows County employees to purchase goods and services directly from the vendor, simplifying the payment process. For additional information refer to the Lubbock County Employee Handbook, Section 6.00, Travel, Section 10.00, County Property and Section 11.00, Technology Services.



Purchase Cards (“P-Cards”) are issued at the request of the department Director or Supervisor by completing a Purchase Card Request Form. P-Card is issued in the Cardholder’s name, under the corporate name of the Department. JP Morgan will not require a credit report or history or request any County personal employee credit information. Each Cardholder is responsible for the security of the P-Card and all transactions.



The P-Card may be used to purchase items in person, online, and via phone. All items must be delivered to a Lubbock County department address.



The Enterprise Munis Financial System (Munis) is the designated point of electronic record storage for the P-Card statement transactions of itemized receipts and other backup documentation.

A P-Card is authorized for use by the employee named on the front of the card. Do not loan your P-Card or its number to another person for use. Please read all policies and procedures carefully as you will be held accountable for knowing these procedures.

In addition, all P-Card purchases need to be conducted in accordance with the most current version of the Lubbock County Purchasing Policy as adopted by Order of the Lubbock County Commissioners Court as well as in accordance with Federal, State and local requirements.

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Below is a list of common titles and their descriptions that will be referenced throughout this manual.

Director of Purchasing	The official authorized to make purchases for the County and "adopt the rules and procedures necessary to implement" (Texas LGC §262.011 (o)) Purchasing Policies. Also refers to Purchasing Agent.
Cardholder	An individual to whom a P-Card is issued for purchasing use. (Texas LGC §262.011 (l)) The county purchasing agent may have assistants to aid in the performance of the agent's duties. A person who is authorized by the county purchasing agent to use a county purchasing card while making a county purchase is considered an assistant of the county purchasing agent to the extent the person complies with the rules and procedures prescribed for the use of county purchasing cards as adopted by the county purchasing agent under Subsection (o). The County purchasing agent and assistants may have any help, equipment, supplies, and traveling expenses that are approved and considered advisable by the board that appointed the agent.
Credit Card Manager	An assigned representative from the Auditor's Office.
Elected Official/Department Head	The County Official who approves an employee's request for a Purchasing Card and authorizes department related purchases.
Reconciler	Supervisor or designated employee to review purchases and approve them in Munis.

SECTION 2 – OVERVIEW

CARDHOLDER ELIGIBILITY

To be eligible to receive a Purchasing Card individuals must meet the following criteria:

- Applicant must be an employee with at least 60 days of employment with Lubbock County.
- The Department Director or Elected/Appointed Official must approve applicant's request for a Purchasing Card and complete the Lubbock County Purchasing Card Request Form.
- The Purchasing Card Request Form must identify the types of usage and the credit limit desired.
- Each individual Cardholder must sign a Lubbock County Purchasing Card Cardholder Agreement prior to receiving Purchasing Card.

REQUESTING A P-CARD

Step 1

An Elected Official/Department Head can request a P-Card for an employee by completing the Purchasing Card Request Form.

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Step 2

Upon receipt of the P-Card, the Credit Card Manager will finalize the card setup and contact the employee to pick up the P-Card. Only the cardholder may pick up the P-Card from the Credit Card Manager. The Cardholder must present a valid Lubbock County ID or Driver's License to the Credit Card Manager.

Step 3

Once the Cardholder has read the P-Card Policy and then signed the Cardholder Agreement form they will then be issued their P-Card. They will receive a copy of the signed agreement form and a copy of this manual from the Auditor's Office.

Please note, **Department assigned General Purchase Cards** may be issued and are restricted to only Inmate Transport and staff-related travel expenses. These cards are issued to an authorized employee within the department to represent the requesting department, as required. This authorized employee is responsible for the transactions, security of the card and managing the transactions in Munis.

P-Card training is available and may be requested at any time. Training may be available for one on one or for the entire department.

ACTIVATING THE P-CARD



The P-Card must be activated by the Cardholder before using it. The Cardholder can activate the card online or call the phone number listed on the label on the front of the card and follow the instructions.



The activation code is the last four digits of the Cardholder's Social Security number. Once activated the Cardholder will be prompted to set up a PIN number. This will provide an additional level of security.

SECURITY OF THE P-CARD



The Cardholder is responsible for the security of the card and card number. The card should not be left out in a work area, posted, or given to another employee.



Cardholders must enroll for fraud alert notifications via text, email and/or voice message of suspicious activity on your account, giving you the ability to quickly respond and let JP Morgan know whether the specific charge was valid.

IMPORTANT:

All Lubbock County Cardholders are required to utilize JP Morgan's fraud alert system that will notify you by email of suspicious activity. Set up is done online through the link provided below. You will need to enter your 16-digit account number located on your county purchasing card and the billing zip code as 79408. A passcode will be sent to you via email to the address provided on your Purchase Card Request Form. This can take up to 3-5 minutes to receive. Once the passcode is accepted you will be able to manage your accounts fraud alert email notification.

Commercial Card Portal: <https://ccportal.jpmorgan.com/login>

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Text alert notifications are available as well but cannot be done online. You can call the customer service number on the back of your card and ask to add your cell phone number to receive fraud alert text notifications. The number is 1-800-316-6056.

REPORTING LOST OR STOLEN P-CARD

JP Morgan Chase Bank processes lost, or stolen cards as reported. Immediately report lost or stolen cards using the following procedures:

STEP 1

Call JP Morgan at 1-800-316-6056 to report a lost or stolen card. Record the name and date of the conversation held with JP Morgan.

STEP 2

Notify the Credit Card Manager via email. Specify if you have completed Step 1 or if you require assistance. If you need the Credit Card Manager to complete Step 1 for you, please provide the last known transaction information (e.g., date, vendor, and amount) within the email.

STEP 3

Notify your immediate Supervisor and send a separate email to the Credit Card Manager requesting a replacement card.

STEP 4

The Credit Card Manager will contact the Cardholder after the replacement card is received to schedule a pickup time. A new Cardholder Agreement Form must be signed by the Cardholder before the replacement card is issued. The Cardholder must present a valid Lubbock County ID or Driver's License to the Credit Card Manager.

CHANGES TO CARDHOLDER INFORMATION:

Credit Limit	Predefined thresholds that determine the maximum amount a cardholder is authorized to spend within a specific period or per transaction.
Accounting Codes	The accounting codes that are given to department cardholders, that will be used in Munis for all purchases.
Inactivity	Refers to a situation where a P-Card has not been used for a certain period.



The Cardholder's Director/Supervisor must notify the Credit Card Manager of any name, credit limits, department, and/or employment status changes using the Purchasing Card Request Form.



Upon notification, the Credit Card Manager will make the appropriate changes to the Cardholder's account.

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The Credit Card Manager will contact the Cardholder if a replacement is required. The old P-Card **must** be turned into the Credit Card Manager at the same time the replacement P-Card is issued. The Cardholder must present a valid Lubbock County ID or Driver's License to the Credit Card Manager.

EMPLOYEE TRANSFER WITHIN THE COUNTY

If a cardholder is transferring to a new position within the County:

STEP 1

The original Director/Supervisor of the transferring Cardholder is required to notify the Credit Card Manager via email. Please include the effective date of change, and then physically turn in the P-Card.

STEP 2

The Cardholder should check in with their new Director/Supervisor and see if a P-Card is required as part of their new job duties. If a P-Card is required as part of their new job duties, a new P-Card request form must be submitted and completed by the new department Director/Supervisor to the Credit Card Manager.

RENEWING A CARD



P-Cards expire after three years. JP Morgan will automatically send new cards with the same number and a new expiration date to the Credit Card Manager.



You will be notified to turn in your expired card, review, and sign a new Cardholder Agreement Form before issuing the new P-Card.



P-Card User Training or Refresher Training *may* be requested when the replacement card is issued.

P-Card Cancellation

In the event a P-Card needs to be cancelled, or a Cardholder terminates employment with the County, the Director/Supervisor must follow the actions listed below.



Notify the Credit Card Manager via email immediately (if a call is made to the Credit Card Manager, it must be followed up in writing with an email).



Secure and return the P-Card to the Credit Card Manager to place on hold or cancel, restricting future transactions.

INACTIVITY

The Credit Card Manager will notify Directors/Supervisors of any P-Cards not used in a previous 12-month period and will be inactivated, unless proper justification for use is provided.

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P-CARD FORMS

The forms discussed in this section are located in the N: Drive HR-Forms > Purchasing.

PURCHASING CARD REQUEST FORM




The Purchasing Card Request Form is a form that gathers information or updates Purchase Cardholder Information.



- New P-Card
- Replacement P-Card
- Credit Limit Change
- Delete/Close Accounts



Completed and Submitted by
your department
Director/Supervisor.

<u>Auditor's Office Use Only</u> DOB: _____ DOH: _____ 4SS: _____	 Lubbock County	
LUBBOCK COUNTY PURCHASING CARD REQUEST FORM ACCOUNTING AND CARD INFORMATION RECORD		
TYPE OF REQUEST		
<input type="checkbox"/> Add/New Account	<input type="checkbox"/> Delete/Close Account	
<input type="checkbox"/> Credit Limit Change	<input type="checkbox"/> Lost/Stolen Card	
ACCOUNT INFORMATION		
Name: _____		
Department Number/Name: _____		
Work Number: _____	E-mail Address _____	
Monthly Credit Limit: _____\$500 _____\$1,000 _____\$1,500 _____\$2,000 _____\$2,500		
Monthly Credit Limit in excess of \$2,500 requires Commissioner's Court action. You must provide Court Minutes for approval!		
Types of Usage Allowed: _____		
AUTHORIZATION		
_____ Employee Name (print)	_____ Employee Signature	_____ Date
_____ Department Director Name (print)	_____ Department Director Signature	_____ Date
_____ Credit Card Manager Name (print)	_____ Credit Card Manager Signature	_____ Date

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P-CARD CARDHOLDER AGREEMENT



The Purchasing Card Cardholder Agreement Form is a form that requires the cardholder to accept the rules and procedures.



This form is required when issuing a P-Card.



Completed by the cardholder when accepting P-Card from Credit Card Manager.



Lubbock County

LUBBOCK COUNTY PURCHASING CARD CARDHOLDER AGREEMENT

I, , verify that I have received a Lubbock County Purchasing Card. I also verify that I have received a copy of the Lubbock County Purchasing Card Program Policy and Procedures Manual and the Lubbock County Purchasing Policy.

I understand that I have been designated to make charges against a Lubbock County Purchasing Card for which a card has been issued in my name. I further understand that under NO circumstances am I allowed to permit another individual to use my card by physically giving them the Purchasing Card or giving them the number. I agree to use the Purchasing Card in accordance with the guidelines and provisions as outlined in the Lubbock County Purchasing Card Program Policy and Procedures Manual and the Lubbock County Purchasing Policy and to only make purchases on the Purchasing Card for legitimate business purposes and for the sole benefit of Lubbock County.

I am aware that violations of the requirements and/or failure to follow the guidelines and procedures as outlined in the Lubbock County Purchasing Card Program Policy and Procedures Manual may result in revocation of use, privileges, and/or disciplinary action up to and including termination of employment. I am also aware that if it is deemed that I have used the Purchasing Card inappropriately, I will be required to reimburse Lubbock County for all costs associated with such improper use.

Unauthorized Purchases will authorize a deduction from my paycheck if rectification has not been made within five working days of the end of the cycle. The payroll deduction will be made on my paycheck after the five working days have elapsed.

I am aware the County maintains Financial Transparency and all transactions posted to a Purchasing Card Statement will be public and will be posted through Account's Payable on the County's website.

Cardholder Signature:

Date:

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SALES TAX EXEMPTION FORM



The Tax-Exempt Certificate is an exemption form that allows the County not to be charged sales tax.



The Cardholder should provide the vendor with a copy of the Texas Sales and Use Tax Exemption Certification, which includes the County's tax ID number. **Please note, the County is not tax exempt from certain hotel occupancy taxes.** However, catering and advanced meal orders must not have sales tax as the Cardholder has ample time to supply the Sales Tax Exemption form to the restaurant or caterer.

SECTION 3 – USING THE PURCHASE CARD

Split Purchasing	Split purchasing is a practice where a single procurement is divided into multiple smaller purchases to avoid exceeding a purchasing threshold or to bypass procurement regulations and approval processes. This can sometimes be done to evade limits on purchase cards or to circumvent the need for competitive bidding and oversight.
Restricted Vendor	A supplier or merchant that is prohibited from being used for transactions using P-Cards due to vendors that fall into specific categories (e.g., entertainment, alcohol, gambling) which are prohibited under the organization's P-Card policy.
Authorized Use	The use of the P-Card for approved business-related expenses within the specified spending limits and organizational guidelines.
Violations	Any transaction that violates Lubbock County policies including personal purchases or exceeding spending limits.
Fraud	The misuse of a P-Card for unauthorized or illegal purchases, often involving intentional deception for personal gain by an individual either inside or outside of the organization.

CREDIT LIMITS



All P-Cards will have Cardholder credit limits set at \$2,500 unless the department Director/Supervisor requests a lesser value based on position and title.



Any monthly credit limit increase above \$2,500 must be approved in Commissioners Court. Court minutes must be remitted to the Credit Card Manager.



Purchases in excess of these limits will be denied at point of sale.



Cardholders should consider processing fees when placing orders. Processing fees will affect overall costs which could make the order exceed credit limits. A Purchase Order should be considered when processing fees are excessive.

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Billing Cycle Limit – the dollar amount available towards purchases during a statement billing cycle. This limit will be selected by the supervisor on the Purchase Card Request Form. The billing cycle is from the 6th of each month to the 5th of the next month.



Deliberately splitting a purchase to avoid this policy is prohibited. Splitting purchases may result in P-Card refresher training, suspension, or termination.



Contact Purchasing if a purchase exceeds the credit limit as the purchase will need to be made another way.

Note: Temporary increases may be approved for travel-related expenses by the Purchasing and Auditor’s Office. All temporary increases must be requested in writing or e-mail. No verbal increase requests will be approved.

RESTRICTED VENDORS

Vendors can be restricted based on the type of business they operate. The P-Card Program is restricted from use with certain types of suppliers and merchandise by JP Morgan. If this type of purchase is made the request may be declined and will be audited.

TAX EXEMPT INFORMATION



Purchases made with the P-Card are sales tax exempt.



REMINDERS: The County is not tax exempt from certain hotel occupancy taxes. Catering and advanced meal orders must not have sales tax.



It is your responsibility to inform vendors of the County’s tax-exempt status prior to making any purchase. The Cardholder may provide the vendor with a copy of the Texas Sales and Use Tax Exemption Certification, which includes the County’s tax ID number.



“Tax Exempt” is printed on the front of the P-Card.



When making a purchase online, contact the vendor to make certain tax will not be charged prior to the transaction.



The Cardholder should review all receipts at the time of the transaction to verify they have been charged the correct price(s) and that sales tax was not charged or included in the transaction.

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If taxes were applied to the purchase, the Cardholder is required to obtain a credit to their P-Card Transaction. An itemized receipt must be issued for the tax credit for reporting purposes.



If an itemized receipt is not correct, the Cardholder is responsible for correcting the transaction, including the recovery of overcharges and incorrectly charged sales tax.

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AUTHORIZED USE

Cardholders are authorized to use the P-Card for the purchase of goods and/or services related to County business, as required within their assigned job duties to include the following:

- Professional Membership Dues
- Travel (with prior approval). For additional information refer to Lubbock County Employee Handbook, Section 6.00 Travel.
- Seminar/Conference Registration fees (with prior approval).
- Miscellaneous items (e.g., daily operating items).
- Minor repairs and maintenance of cars or equipment (i.e. lawnmowers, vacuum, weed eater, etc.).
- Food – LIMITED CIRCUMSTANCES – Requires prior approval by Commissioners Court, NOT for per diem travel expenses).
- Gasoline – LIMITED CIRCUMSTANCES – for Rental vehicles while on approved travel.



UNAUTHORIZED USE

The following items are **not** authorized for purchase with the P-Card regardless of the dollar amount:

- Splitting a transaction to circumvent the single purchase limit.
- County Contracts and agreements approved through Commissioner's Court.
- Capital and Non-Capital Equipment. For exceptions contact Purchasing.
- Cash advances or cash refunds.
- Tipping or providing gratuity in excess of 20%.
- Alcohol or alcoholic beverages.
- Personal expenses.
- Any purchase related to staff retirement, birthday, weddings, etc.
- Any non-business-related cards and postage, i.e. holidays, retirement and birthdays, etc.
- Breakroom items unless approved by Commissioners Court.
- International Purchases.
- Travel expenses through an on-line booking agent, unless prior approval is granted by the Purchasing Department.
- Uniform items (clothing, belts, hats, boots, etc.).
- Food, i.e. routine department meals/snacks/coffee and holiday lunches (unless approved by Commissioners Court).
- Gift Cards (unless prior approval from Auditor's Office).
- Computer hardware or software: The IT Department must be contacted before purchasing per Lubbock County Employee Handbook Section 11:00 Technology Services Policy.
- The Cardholder must avoid acquisitions of unnecessary or duplicate items.

Note: Uniforms/clothing provided by the County shall only be purchased with the use of a Purchase Order. For additional information on Uniforms, refer to Lubbock County Employee Handbook, Section 10.11, Uniform/Clothing Provided by the County.

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Note: Technology purchases shall only be purchased through the Technology Department. For additional information on computer technology purchases refer to the Lubbock County Employee Handbook, Section 11.03, Computer Hardware, Section 11.04, Computer Software and Section 11.05, Technology Acquisition.

Note: All purchase card transactions (EXCLUDING TRAVEL RELATED EXPENSES) shall be processed prior to September 15th of each fiscal year. Purchases needed after this date shall be processed by the Purchasing Department.

- Purchases required to be made on a purchase order such as:
 - Purchases with bond funds.
 - Purchases with grant funds without prior approval.
 - Purchases with special funds.
 - Purchases with project funds.

DEPARTMENT SPECIFIC RESTRICTIONS:

- Only Information Technology (IT) Department shall acquire electronic devices such as software, hardware, cellphones, televisions, computer peripherals, SD Cards, Flash Drives, etc.
- Any Purchase that requires repair to an office or building or equipment tied to an office or building such as R/O system, window coverings, shall be purchased in coordination with the Facilities Maintenance Department.
- Replacement keys for facility doors or equipment (other than vehicle keys) shall be ordered through Facilities Maintenance Department.
- For more questions on restrictions, contact the Purchasing Department.



The following items are a Class B misdemeanor, per Local Government Code, Chapter 262, Subchapter C, Criminal Penalties if used to avoid competitive bidding requirements.

Component Purchases	Parts of an item that in normal purchasing practices would be purchased in one purchase.
Separate Purchases	Purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
Sequential Purchases	Purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

TIPS TO PREVENT AND DETECT FRAUD



Keep your P-Card and any supporting documentation in a secure location.



Do not provide a P-Card number to any vendor or employee to use or keep on file.

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Sign up for Fraud Alerts through JP Morgan.



Do not respond to unsolicited emails. JP Morgan does not send emails asking for verification of account information. The Cardholder should contact the Credit Card Manager regarding any unsolicited emails.



Look for addresses that start with “**https:**” Never enter a P-Card number on a web page that does not display “**https:**” at the beginning of the web page address. The “**https:**” in the URL (web address) means that information provided on an ordering form will be transmitted over an encrypted secure connection.



Beware of online retailers that fail to list detailed contact information. Find out where a company is physically located to check on reliability through other verifying sources, such as the Better Business Bureau. Most reputable companies will offer alternate means (e.g., retail outlets, mail orders, phone orders, etc.) for purchasing their products and/or services.

RETURNS, CREDITS, AND REJECTED MERCHANDISE

The Cardholder is responsible for making all arrangements associated with returned or rejected merchandise. The Cardholder is expected to follow up until the appropriate credit is issued back to their P-Card account. Please follow the steps below:

STEP 1

Read the online vendor’s refund/return and customer privacy policies. Beware of online merchants who do not prominently display refund/return or privacy policies.

STEP 2

Notify the supplier of items to be returned (many suppliers will not accept returns without prior return authorization).

STEP 3

Ask the supplier to credit the P-Card for the return. **Under no circumstances should they give a cash refund.** A check to the Lubbock County Accounts Payable department is acceptable. Always get an itemized receipt for the return credit to attach to the Munis Transaction Statement.

ERRORS AND DISPUTES

Errors and disputes occur when charges on the monthly P-Card Statement appear to be incorrect or take too long to receive credit. Follow the steps below to reconcile an error or dispute.

STEP 1

- The Cardholder should immediately try to resolve errors or disputed items with the vendor (e.g., if sales tax is left on a purchase, the Cardholder must ask for it to be returned via credit to the card).
- The Cardholder shall email the Credit Card Manager and the Reconciler to inform them of any disputes and provide timely status updates.

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- The Cardholder shall retain copies of all documentation (e.g. receipts, electronic communication, screenshots, etc.) during the dispute until it is resolved.

STEP 2

The Cardholder must contact the Credit Card Manager via email:

- If they have not received the credit within 7-10 business days.
- If the determination is made that the Cardholder cannot resolve the dispute with the vendor and the decision is made to formally dispute the transaction with the bank, JP Morgan.

The Cardholder must provide the following information in their email:

- Vendor name.
- Dates contacted and the full names of individuals you spoke with.
- Copies of correspondence, if applicable.
- Any other documentation associated with any attempts to resolve the dispute.

STEP 3

The Credit Card Manager will send documentation to JP Morgan to assist in resolving the issue.

STEP 4

Lastly, the Cardholder or reconciler should not delay releasing the monthly P-Card statement due to a dispute with a vendor.

The P-Card statement should be released to their Approver on time, with all itemized receipts and documentation related to the dispute attached.

The Cardholder or reconciler must:

- allocate the disputed transaction to the proper ORG and object code.
- allocate the credit for the resolution of the disputed charge to the same ORG and object code when it appears on the P-Card statement.

SECTION 4 – MONTHLY PURCHASE CARD STATEMENT RECONCILIATION

Statement	A detailed summary of all transactions during a specific period, including purchase dates, amounts, and vendor information, is provided to the cardholder for review and reconciliation.
Reconciler	A designated individual responsible for reviewing and verifying the accuracy of P-Card transactions by matching statements with receipts and other documentation and ensuring compliance with the organization's P-Card policies.
Reconciliation	The process of comparing and verifying transaction receipts and supporting documents against the JP Morgan P-Card Statement to ensure accuracy and identifying any discrepancies.
Itemized Receipt	A detailed document provided by a vendor or seller that lists each purchased item or service, along with unit prices, quantities, shipping and any applicable taxes, credits or discounts. Allowing for clear and transparent tracking of expenses.

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Audit	A systematic examination and evaluation of financial records, processes, or systems to ensure accuracy, compliance with regulations, and overall integrity.
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ELECTRONIC P-CARD STATEMENT PROCESS



JP Morgan utilizes a web-based reporting system to post all transactions to the County's Cardholder accounts.



Transactions that have been posted in JP Morgan will be imported monthly from JP Morgan into Munis to the Cardholders unreleased *P-Card Statements*.



The Cardholder or reconciler will follow the instructions detailed further in this section under "Step-by-Step Instructions for Statement Reconciliation" to complete the monthly reconciliation of the P-Card Statement in Munis.



All Purchases made with the P-Card must be accurately justified and allocated to the appropriate ORG and Object codes. Failure to review and allocate monthly transactions by the Cardholder or a designated assignee may result in suspension of P-Card privileges.



Every purchase must be documented with an itemized receipt which is typically a standard store receipt. If the purchase is shipped, request an invoice in addition to the packing slip in order to have an adequate itemized receipt that includes total costs.



Under certain circumstances, such as magazine subscriptions, membership applications and conference registrations, copies of the order forms will be acceptable as receipts.



All purchases require a detailed receipt containing a description of items or services orders.

RECORD KEEPING AND RETENTION SCHEDULE

Record keeping is essential to the success of the program and monthly P-Card statement reconciliation.



The Cardholder must retain itemized sales slips, cash register receipts, invoices, order forms, confirmation emails, and any receiving documents for monthly P-Card statement reconciliation.



Munis is the designated point of electronic record storage for the P-Card statement transactions of itemized receipts and other backup documentation.

Per Texas Library Archives Commissions, Section 2-2: Accounting Records Number GR1025-28, Banking Records, the County will store these records on Munis for the time frame reflecting the fiscal year end, plus five years (e.g., FE + 5 years).



The **Cardholder** must hold and maintain itemized receipts for a rolling 12-month period for internal and external audit purposes.

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Expired paper documents must be destroyed by confidential shredding process.



If a receipt is lost, the Cardholder must provide a detailed memo with description of the transaction and reason for missing receipt with Director or Supervisor's signature. Missing receipt memos should rarely be used unless all avenues to obtain an itemized receipt have been exhausted.

P-CARD STATEMENT OVERVIEW



The County issues P-Cards to authorized individuals to streamline and simplify the purchase of small-dollar transactions.



It is the responsibility of each Cardholder and Reconciler to review, update, and release each transaction so the statement can be approved before the due date by the department Director/Supervisor.

This section outlines the steps needed to complete P-Card reconciliation.

Find the PCard Statement

Update and attach Receipt

Release

Release only after the last transactions for the billing cycle have been reconciled in Munis.
See Munis Instructions Below.

P-CARD STATEMENT VS. P-CARD TRANSACTION

WHAT IS A P-CARD STATEMENT?



P-Card Statement is the record that is created when P-Card Transactions are imported from JP Morgan into Munis *Purchase Card Statements*.

WHAT IS A P-CARD TRANSACTION?



P-Card Transactions are the line items on a P-Card Statement. Each P-Card Transaction must be reviewed and updated, before releasing the P-Card Statement for approval. The Cardholder or Reconciler will receive a notification when they have new P-Card Transactions. P-Card Transactions are imported on County business days.

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EXAMPLE OF NOTIFICATION

The screenshot shows a notification window with a blue header 'Notifications'. Below the header, there are dropdown menus for 'APN' and 'All Dates'. A notification is listed with a checkbox on the left. The notification text is: 'APN: New P-Card Transactions Imported', 'Pcard amounts imported - card *****9303', and '12/22/2020'. To the right of the notification, there are details: 'APN: New P-Card Transactions Imported', 'Created Tue Dec 22 2020', 'Reason Not available', and 'Description Pcard amounts imported - card *****9303'.

STATUS DEFINITIONS

This list indicates the definition of the status of Purchase Card Statements.

New	<ul style="list-style-type: none"> • The statement has been created and imported into Munis. • Additional transaction lines can be imported. • Transaction line description and accounting codes can be updated.
Released	<ul style="list-style-type: none"> • The Statement has been released and is awaiting approval. • No updates can be made to the statement. • Click the Approvers button to see the approval activity.
Approved	<ul style="list-style-type: none"> • The statement has been approved. No changes can be made.
Rejected	<ul style="list-style-type: none"> • The statement has been rejected by the approver. • The cardholder will receive an email with basic information of the rejected statement. • Before updates can be made, the statement must be reactivated for the status to be set to New.
Converted	<ul style="list-style-type: none"> • The statement line transactions have been converted to invoices by Accounts Payable.

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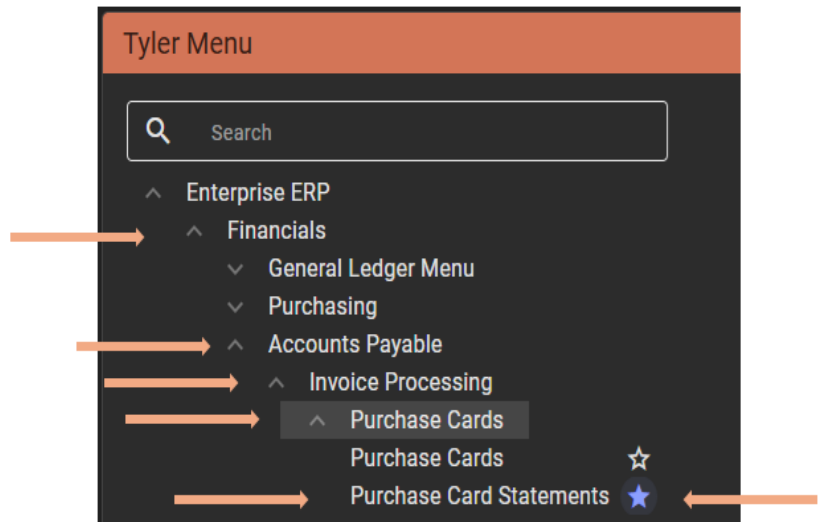
STEP-BY-STEP INSTRUCTIONS FOR STATEMENT RECONCILIATION

SEARCH FOR P-CARD STATEMENT

STEP 1

From the Tyler Menu in Munis, the cardholder or reconciler should select the down arrow by the following options:

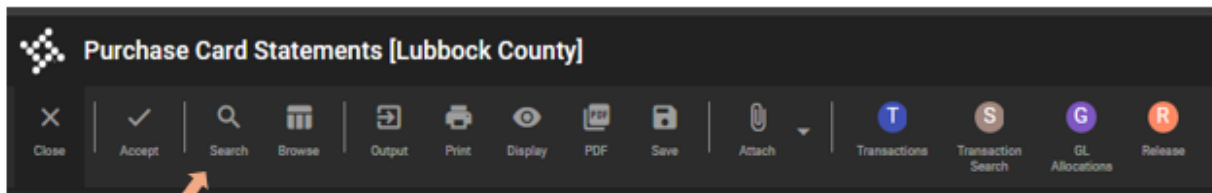
1. Financials
2. Accounts Payable
3. Invoice Processing
4. Purchase Cards
5. Purchase Card Statements



You can also use the Tyler Search option. Select the star to the right of your selection to save to your Favorites.

STEP 2

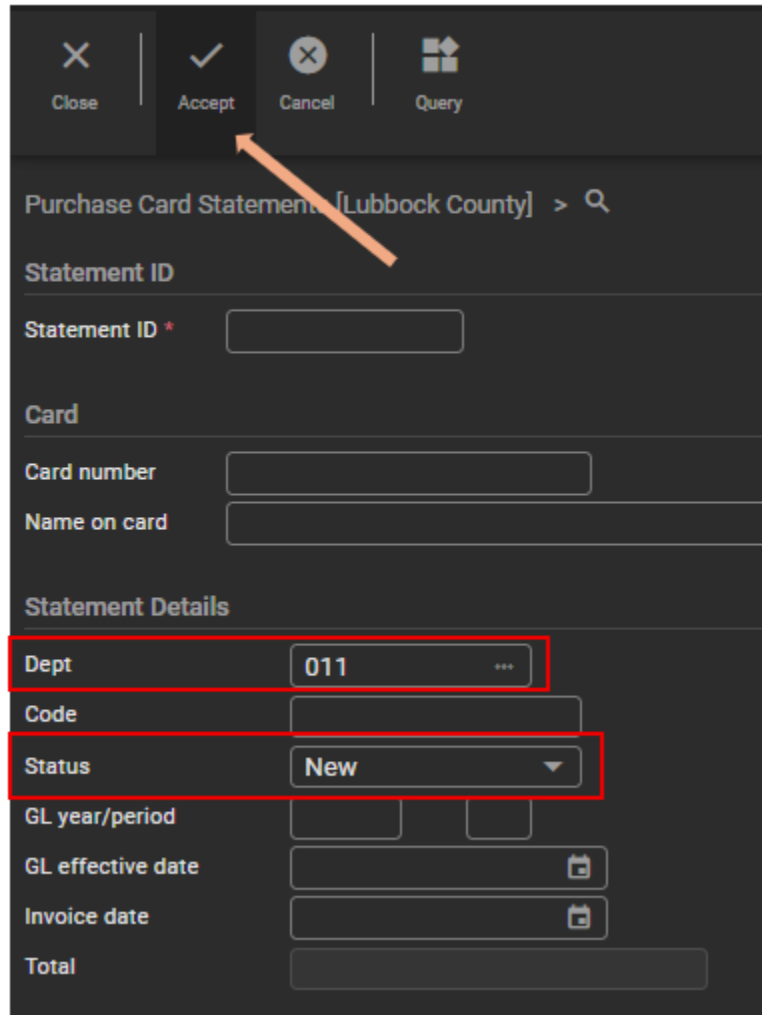
Click *Search* in the ribbon.



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STEP 3

Tab to *Dept* field and enter the three-digit dept number. Tab to the status field and select *NEW* from the drop-down menu. If you are a Reconciler for others you may want to add the Cardholder's name, but it's not required. Click *Accept*.



The screenshot shows a mobile application interface for a 'Purchase Card Statement' for 'Lubbock County'. At the top, there are four buttons: 'Close' (with an X icon), 'Accept' (with a checkmark icon), 'Cancel' (with an X icon), and 'Query' (with a grid icon). An orange arrow points to the 'Accept' button. Below the buttons, the form has several sections: 'Statement ID' with a text input field; 'Card' section with 'Card number' and 'Name on card' text input fields; and 'Statement Details' section with 'Dept' (text input with '011' and a dropdown arrow), 'Code' (text input), 'Status' (dropdown menu with 'New' selected), 'GL year/period' (two text input fields), 'GL effective date' (text input with a calendar icon), 'Invoice date' (text input with a calendar icon), and 'Total' (text input field).

If you are unsure of how a name is entered, search by using wildcards (*), as detailed below.

Starts with: **Chris*** matches Chris Alba, Christopher Walz, Chrissy Swinton, etc.

Ends with: ***Brown** matches Sally Brown, James Brown, Jackie Brown, etc.

Contains: ***Smith*** matches Jeff Smithers, Michael Smithsonian, Sara Smith-Gibson.

Card

Card number

Name on card

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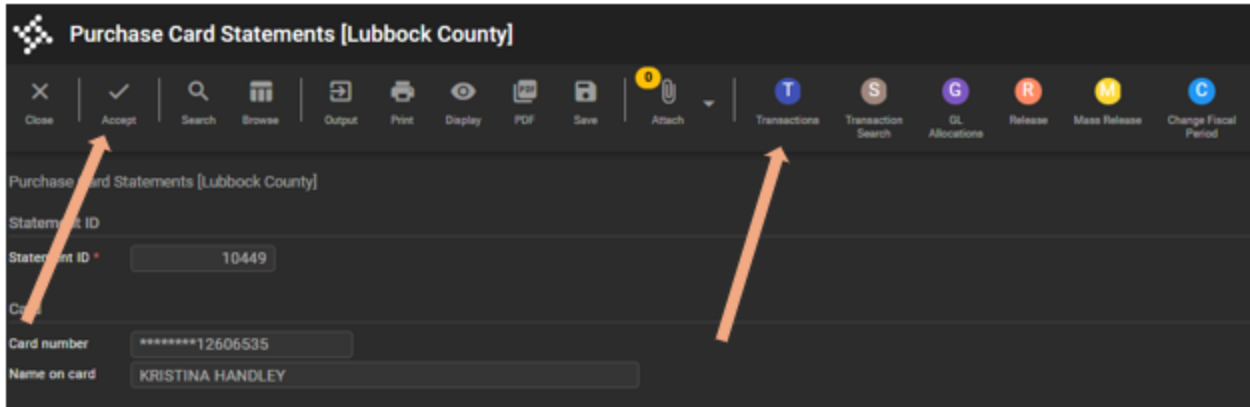
STEP 4

A list of P-Card Transactions will be displayed on the screen. P-Card Transactions with “No” in the “Updated?” column will need to be reconciled.

- Click on the next transaction line to be updated.
- Click Accept.

Note: There are other ways to access P-Card Transaction lines. You can either:

- Click on Transactions icon (indicated by the arrow on the image below) in the Menu ribbon
- Double Click the line selected.

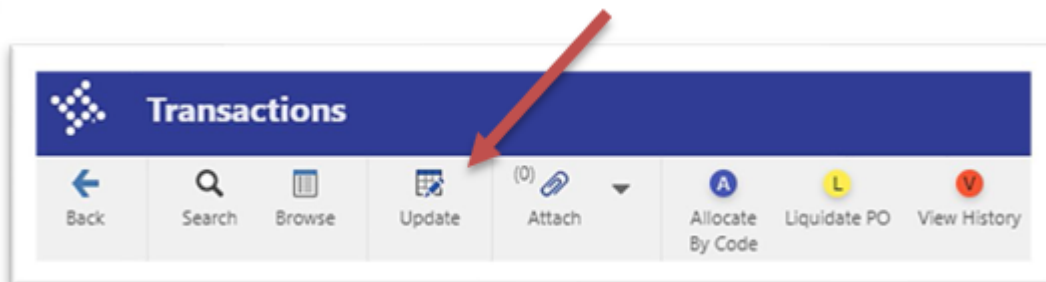


Charge Date	Import Date	Vendor	Description	Yr GL Account	Updated?
12/30/2019	01/14/2020	LUBBOCK CO, TX TAC- MV	LUBBOCK CO, TX TAC- MV	999-000-210700-00-000-	Yes
12/30/2019	01/14/2020	LUBBOCK CO, TX TAC- MV	LUBBOCK CO, TX TAC- MV	999-000-210700-00-000-	Yes
12/12/2019	01/14/2020	LUBBOCK CO, TX TAC- MV	LUBBOCK CO, TX TAC- MV	999-000-210700-00-000-	Yes
12/12/2019	01/14/2020	LUBBOCK CO, TX TAC- MV	LUBBOCK CO, TX TAC- MV	999-000-210700-00-000-	Yes

UPDATING TRANSACTIONS

STEP 1

Click *Update* in the ribbon.



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STEP 2

Modify the *Charge description* by clicking update to the basic description of purchase and why this purchase was made. Here are a few examples:

- *Registration fee for TXPPA training on 05.06.2025 for – Staff Name*
- *Tools for – Staff Name*
- *Hotel Stay for Staff Name, TAC Conference on 06.23-27.25*
- *Lumber for 3rd Floor Renovation, Work Order# 104366*
- *(1) Generac 7171 Generator for Garage, Inventory Asset #21250*

The screenshot displays the 'Transactions' interface. At the top, there are navigation buttons: 'Back' (indicated by a red arrow), 'Accept' (indicated by a red arrow), and 'Cancel'. Below this, the 'Card and Statement' section shows card number 'XXXXXXXX01459303', Statement ID '8112', and name on card 'PROCARD HOLDER'. The 'Transaction' section includes 'Aunis Transaction ID' '71080', 'Card holder for transaction' 'ProCard Holder', and 'Vendor' '60873 OFFICE DEPOT, INC'. The 'Charge description' is 'Copier Paper and Certificate Frame' (indicated by a blue arrow). Other fields include 'Charge date' '12/08/2020', 'Post date' '12/09/2020', 'Report date' '12/15/2020', 'MCC code' '5965', and 'Transaction amount' '74.32'. A 'Last Change' message states: 'The Charge Description was changed from DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH. to Copier Paper and Certil'. Below this is an 'ALLOCATIONS' table with columns: PA Ty, Project Account, Org, Obj, Project, Description, Percent, Amount, A GL Bud, PA Bud. The table contains one row: PA Ty, Project Account, Org '10017000', Obj '5316', Project, Description 'Supplies - Office', Percent '100.000', Amount '74.32', A GL Bud 'U', PA Bud. Two green arrows point to the 'Org' and 'Obj' columns. At the bottom, a blue box highlights a pagination control showing '2 of 6'.

Update the Org and Obj codes as required for the purchase. (Located by Green arrows)
Click *Accept* to save changes.

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STEP 3

If you need to enter additional line allocations, please follow the instructions in this step. If not, please move on to the next step.

- If a transaction line needs to be charged to multiple departments or accounts, change the *Org* and *Obj* codes, as well as the amount to be charged on the first allocation line.
- Tab to create a second line.
- Change the *Org* and/or *Obj* for this line, then verify the balance.
- Click *Accept* to complete the update.
- More allocation lines can be added, if needed.

ALLOCATIONS

PA Ty	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud
	...	10017000	...	5316	...	50.000	37.16	N	U
	...	10017001	...	5316	...	50.000	37.16	N	U

STEP 4

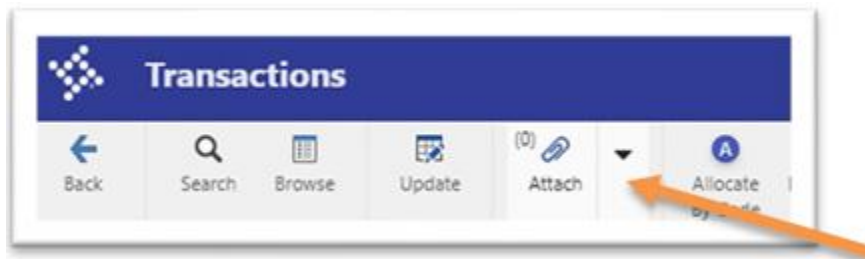
If you receive a *budget check* message, please follow the instructions in this step. If not, please move on to the next step.

- If you get this message, your account is over budget. You must contact your Supervisor to confirm the correct budget line.
- You will not be able to continue updating your transaction until this is corrected.
- You can verify the account balances by going to *Account Central* or *Account Inquiry* and searching for your Department's Budget.

ATTACHING RECEIPTS IN MUNIS

STEP 1

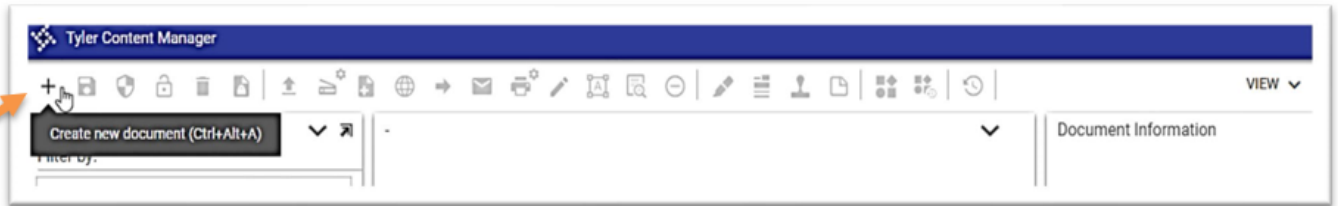
- Each transaction on a P-Card Statement must have an itemized receipt attached in Munis along with any additional documentation needed to justify the purchase.
- Use a copier/scanner to scan your receipt(s) to save electronically in PDF format.
- Click *Attach*.



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STEP 2

Tyler Content Manager (TCM) will automatically open. Click the plus symbol “+” to attach a new document.



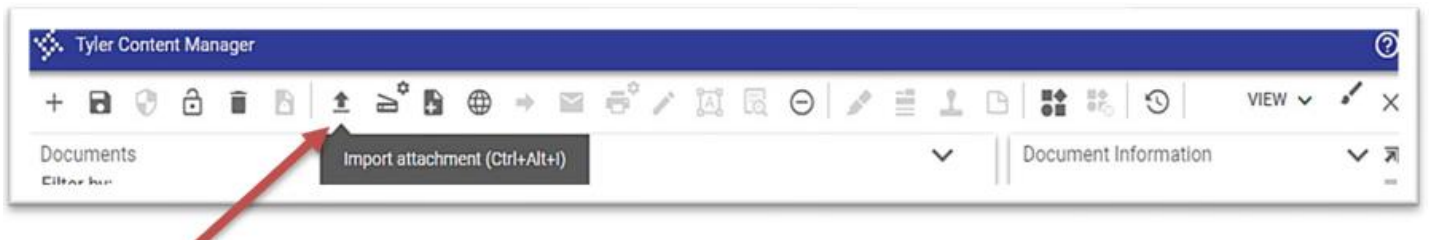
STEP 3

Under *Choose Document Type*, Click *Purchase Card Transaction*.



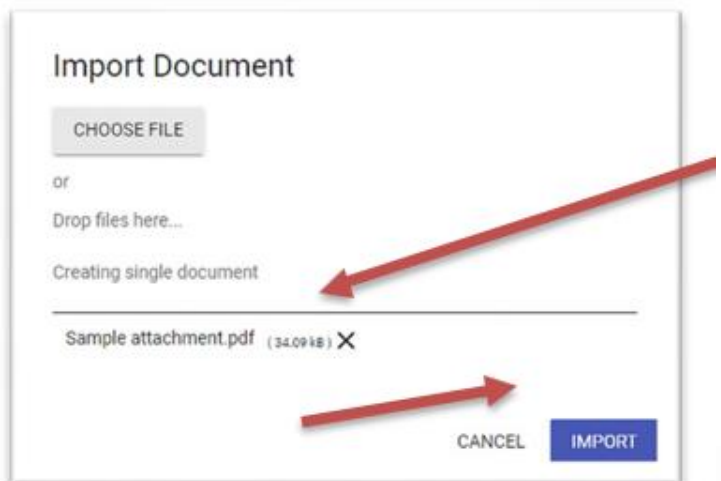
STEP 4

Click on the import arrow, or the *Import attachment* symbol.



STEP 5

Choose the file or drag and drop file into the box.
• Click the *Import* button.

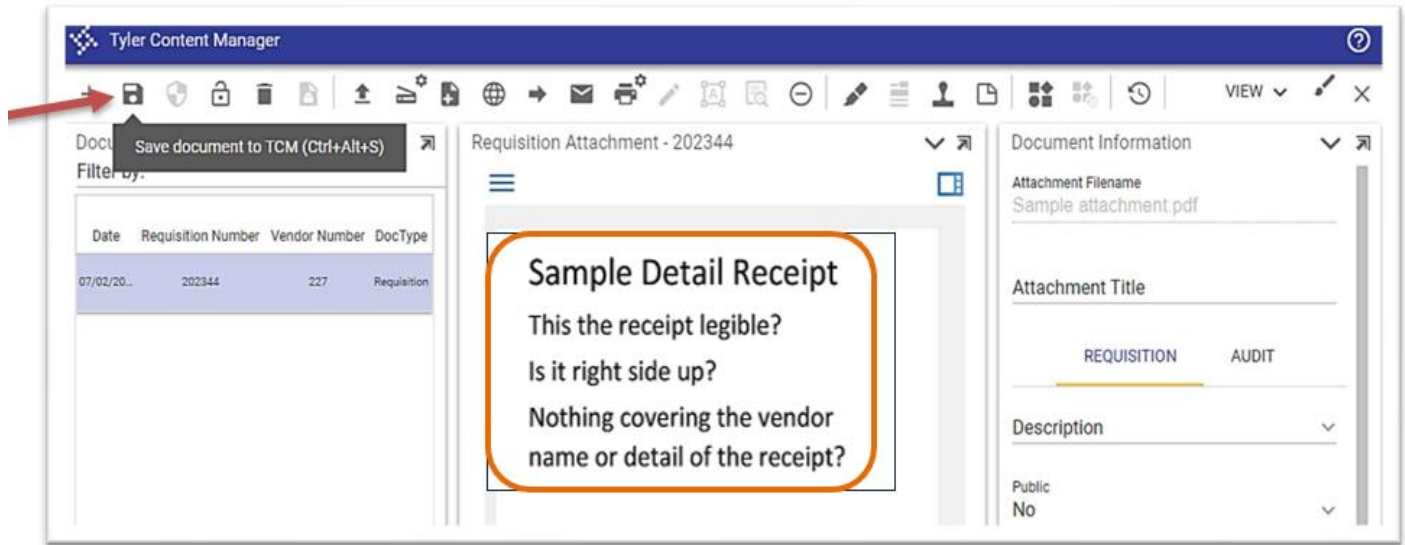


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STEP 6

Verify that the document is legible in the area outlined by the large orange box below.

- Click the *Save* icon.

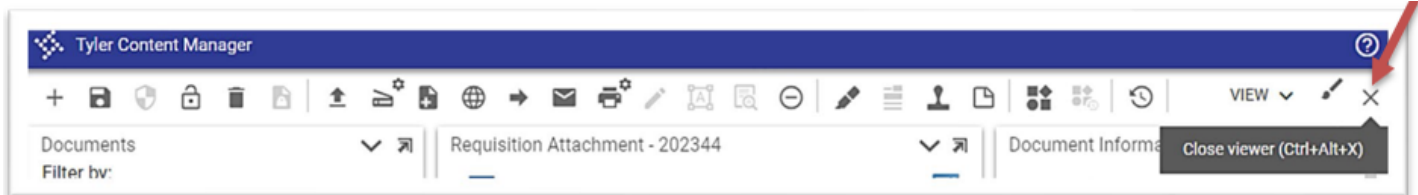


STEP 7

Repeat these steps to add additional documents, if necessary.

Other required documentation that may be attached can be quotes, specifications, or a justification form.

- Click the "X", to exit TCM.



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RELEASING A P-CARD STATEMENT

STEP 1

- On the *Purchase Card Statements* page, verify there is an attachment for each transaction line.
 - **Note:** The (paperclip icon) indicates that an attachment is present.
- Verify that all transactions are *Yes* in the *Updated?* Column.
- Click *Release* in the Munis Ribbon.

Purchase Card Statements

Back Accept Search Browse Update Output Print Display PDF Save Attach Transactions Transaction Search GL Allocations Release Mass Release

Statement ID
Statement ID * 8112

Card
Card number XXXXXXXX01459303
Name on card PROCARD HOLDER

Statement Details
Dept 17000 FINANCE ADMINISTRATION
Code 01052021
Status New
GL year/period 2021 4
GL effective date 01/31/2021
Invoice date 01/31/2021
Total 375.24

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/09/2020	12/15/2020	OFFICE DEPOT, INC	Note Pads, Pens and Staples		15.74		Yes
12/08/2020	12/15/2020	OFFICE DEPOT, INC	Copier Paper and Certificate Frames		74.32		Yes
12/15/2020	12/17/2020	AMAZON.COM*7Z92H3T33	Training Manuals		26.49		Yes
12/16/2020	12/18/2020	AMAZON.COM*BT2DM6KP3	Desk Organizers for C Smith		85.98		Yes
12/13/2020	12/22/2020	BAYMONT INN & SUITES	Hotel Charge for J Smith off Site-Training		114.71		Yes
12/14/2020	12/22/2020	PARKS COFFEE	Coffee Supplies for Breakroom		58.00		Yes

STEP 2

You will receive the attachment warning in the picture below.

This statement is correct; attachments should be attached to the transaction(s) not the statement.

- Click **Yes** to continue.

Attachment Warning

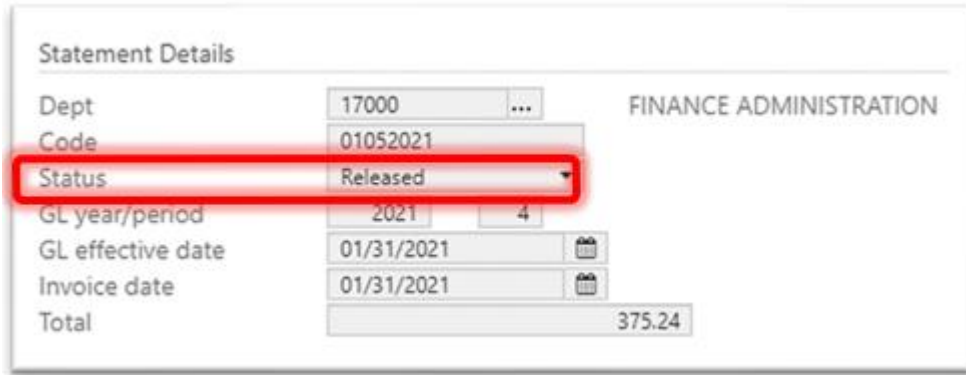
There are no attachments on this statement. Do you wish to continue?

Yes No

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STEP 3

Review the *Statement Details* and ensure the *Status* changed to *Released*.

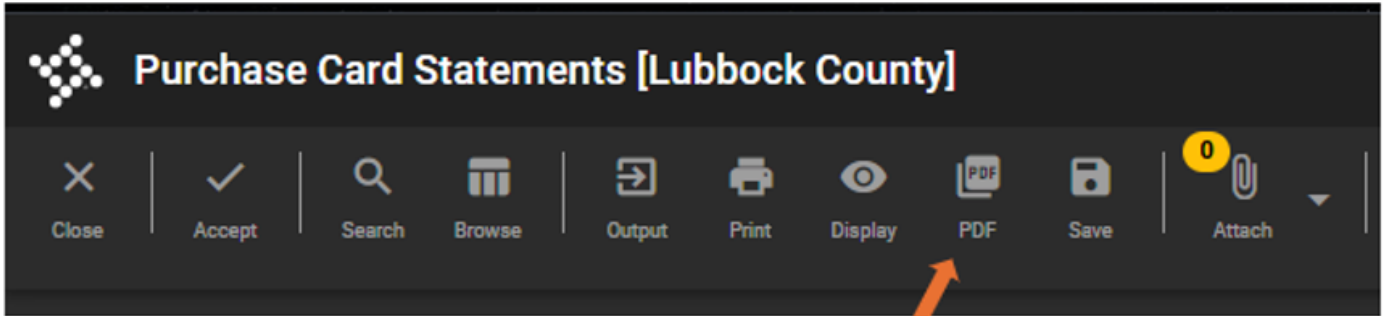


Statement Details	
Dept	17000 FINANCE ADMINISTRATION
Code	01052021
Status	Released
GL year/period	2021 4
GL effective date	01/31/2021
Invoice date	01/31/2021
Total	375.24


This means that the Approver has been notified there is a statement waiting for their approval in Munis.

STEP 4

After the statement has been released, the Cardholder or Reconciler can run a statement report by clicking PDF.



This report can be sent to the Approver to use in conjunction with reviewing and approving the P-Card Statement in Munis. It is recommended to save this electronically for reference with the scanned itemized receipts.

Lubbock County 

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9390	*****12606535	KRISTINA HANDLEY	011	12062024	converted	2025/03	5,220.02
GL Effective Date: 12/23/2024		Invoice Date: 12/23/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
35766	(1) MILWAUKEE Brushless Cord	THE HOME DEPOT	130207	12/03/2024	12/05/2024	12/06/2024	1247.00
35767	TXPPA Membership Renewal - A AP ONE TIME PAY		130208	12/02/2024	12/04/2024	12/06/2024	380.00
35768	EMERGENCY PURCHASE (1) Crema AP ONE TIME PAY		130209	12/03/2024	12/04/2024	12/06/2024	3000.00
35769	(5) Members Mark Purified wa AP ONE TIME PAY		130210	11/20/2024	11/22/2024	12/06/2024	19.90
35770	(48) Members Mark Purified W AP ONE TIME PAY		130211	11/19/2024	11/21/2024	12/06/2024	191.04
35771	(96) Members Mark Purified W AP ONE TIME PAY		130212	11/08/2024	11/11/2024	12/06/2024	382.08

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
-----	--------	------	---------	-------------	------------	---------	---------	--------

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SECTION REMINDERS!



Before selecting *Release*, please review your transactions!



Did you update the charge description and the GL codes?



Did you attach your **itemized** receipts to each transaction?



It is the Cardholder's responsibility to check that their statement has been approved in Munis by the due date.

REACTIVATE A REJECTED STATEMENT

If your Statement is Rejected by your Approver, you will receive an email with a brief description of why.

STEP 1

You must Reactivate a rejected statement to make updates or corrections.

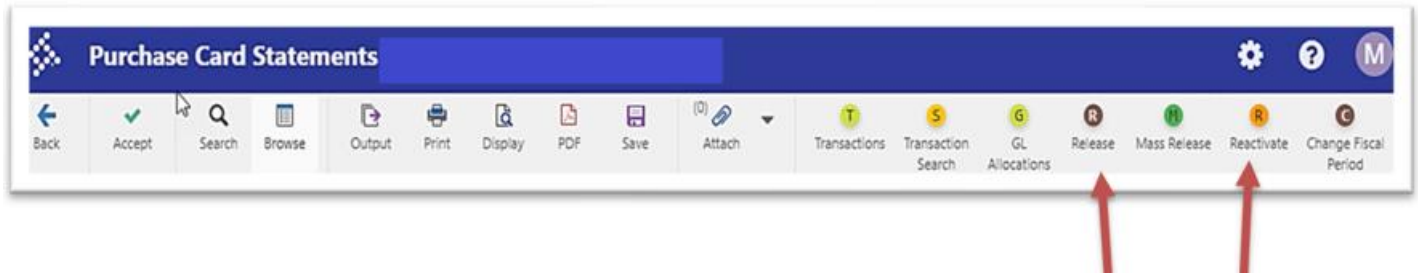
Search for the rejected statement in Munis.

Card	
Card number	XXXXXXXX01459303
Name on card	PROCARD HOLDER
Statement Details	
Dept	17000 ... FINANCE AI
Code	01052021
Status	Rejected
GL year/period	2021 4
GL effective date	01/31/2021

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STEP 2

Click *Reactivate* in the *Menu* ribbon.



STEP 3

Ensure this has changed the status to *New*. Now, make the change(s) requested by the Approver.

When finished click *Release* for approval.

SECTION 5 – MUNIS PURCHASE CARD APPROVALS INSTRUCTIONS

The County issues P-Cards to authorized individuals to streamline and simplify the purchase of small dollar transactions. It is the responsibility of each Cardholder or Reconciler to review and update each transaction so that the statement can be approved by the Approver before the due date.

This section outlines the procedures needed to approve a reconciled P-Card statement electronically.

View P-Card Statements ready for approval

Review attachments and GL allocation

Approve

LOCATING APPROVALS

3

Your dashboard contains three individual web tiles: *Approvals*, *Notifications*, and *Alerts* (reference the image below).

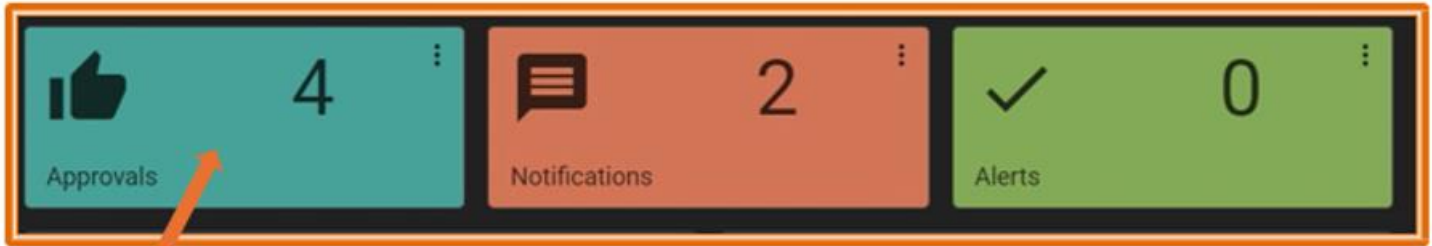


Each tile displays the total number of items in each category that require your attention.

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When you need to approve a P-Card statement, you will be notified via the *Approvals* tile, as well as by email.



STEP 1

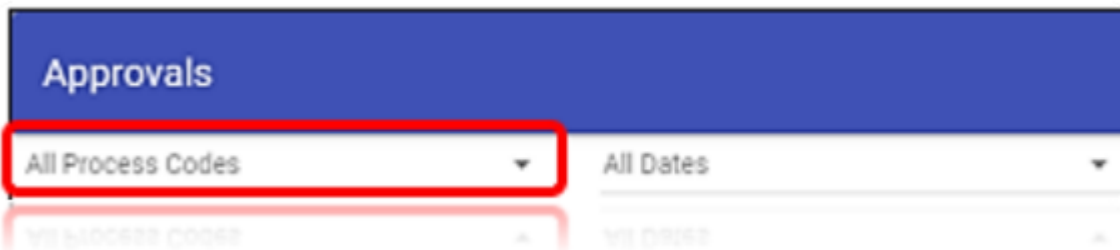
Once a P-Card statement has been released for approval, you will be notified in the Tyler HUB Approvals tile and by email. **Approver should not approve statements from the email!!!**

Approvers should log into Munis and review the transactions prior to approval.

STEP 2

You can organize your approvals by clicking the dropdown for *All Process Codes*.

- Please select *APC: AP Purchasing Card Statements Pending Approval*.



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STEP 3

Click the APC item box to see a summary displayed on the right side. Click the symbol in the top right corner to open the Purchase Card Statement for review.

The screenshot shows a software interface for managing approvals. At the top, there's a blue header with the word 'Approvals'. Below it, there are filters for 'All Process Codes' and 'All Dates'. A table lists several approval items, with the first one selected. To the right of the table, a detailed summary is shown for the selected item. At the bottom, there are buttons for 'APPROVE', 'REJECT', 'FORWARD', 'HOLD', 'CLOSE', and 'SETTINGS'.

Item	Date
<input checked="" type="checkbox"/> APC: AP Purchasing Card Statements Pending Approval *****8229	3/26/2021
<input type="checkbox"/> REQ: Requisitions pending approvals \$11,500.00 - SMS Annual 2021	12/10/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	11/5/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/23/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/22/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/2/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/3/2019

APC: AP Purchasing Card Statements Pending Approval

Created: Fri Mar 26 2021

Reason: amount of this transaction is greater than the threshold -999,999,999.99

Card Number: *****8229

Card Holder: Blanca Gillis

Dept: 12000

Number of Transactions: 6

Statement Total: \$311.24

REVIEWING P-CARD STATEMENTS

STEP 1

Review the P-Card statement, transactions, and the attached itemized receipt(s) before taking any action (e.g., approving forwarding, or rejecting).

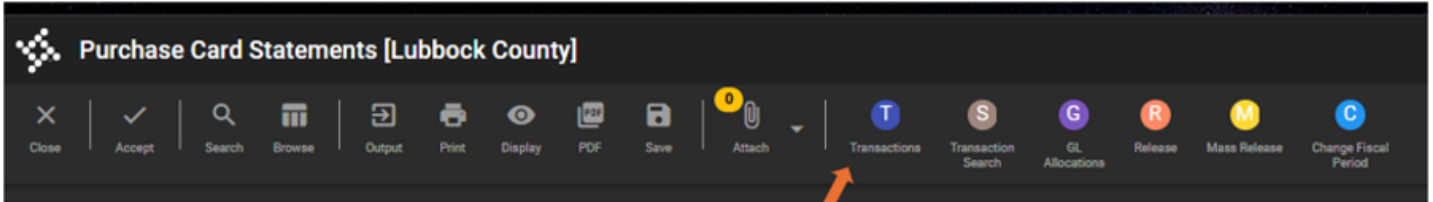
- On the *Statement Page*, verify that there is an attachment for each transaction.
 - If there is no paper clip, the itemized receipt is missing.
 - Contact the Cardholder to attach the missing receipt(s).
- Ensure the column titled *Updated?* has *Yes* for all lines.

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STEP 2

Click *Transactions* to open the *Transaction Page*.

Note: You can also double click a transaction line to open the transaction page or click a transaction line and click *Accept*.



STEP 3

Verify that:

- The *Charge description* has been updated to reflect a detailed description of the item or services, and the reason for purchase or specific employee or event.
- The selected Org and Object Codes are appropriate for the purchase.

Purchase Card Statements [Lubbock County] > Transactions

Card and Statement

Card number *****12606535 Statement ID 4572
Current card holder KRISTINA HANDLEY Statement code 07052022
Name on card KRISTINA HANDLEY

Transaction

Munis Transaction ID 16997

Card holder for transaction KRISTINA HANDLEY

Vendor 000090 TIMEOLONGSUPPLY.COM

Charge description (2) Rapidprint AR-E Time and Date Stamp, New, for the County Clerk

Commodity code MCC code 7399

Charge date 06/29/2022 Transaction amount 1429.62

Post date 06/30/2022

Import date 07/06/2022

Allocation code

Contract

PO year/number/line

Document number 64492

Invoice number

Last Change

The Document was changed to 64492 by Cantu, Melissa.

Allocations

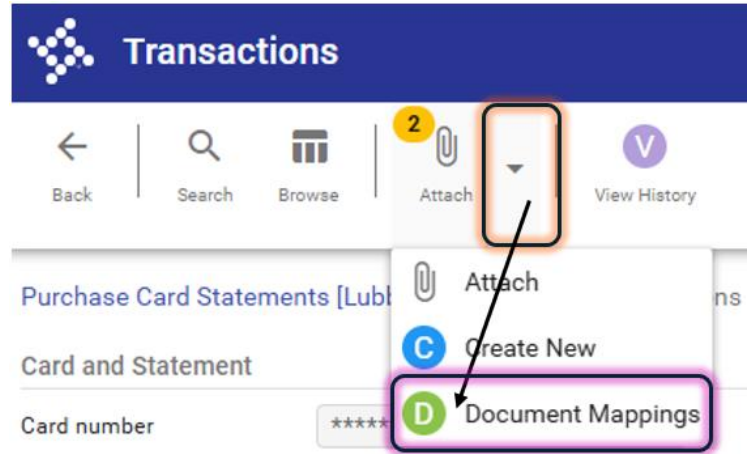
PA T	Project Account	Org	Obj	Project	Description	Percent	Amount	A	Employee
		01100310	520100		SUPPLIES/OTH OPER EXP	100.000	1429.62	N	

2 of 8 |< < > >|

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STEP 4

Click on the drop-down arrow next to the *Attach* icon to review the attached itemized receipt. Make sure to click *Purchase Card Transaction*.



Document Mappings

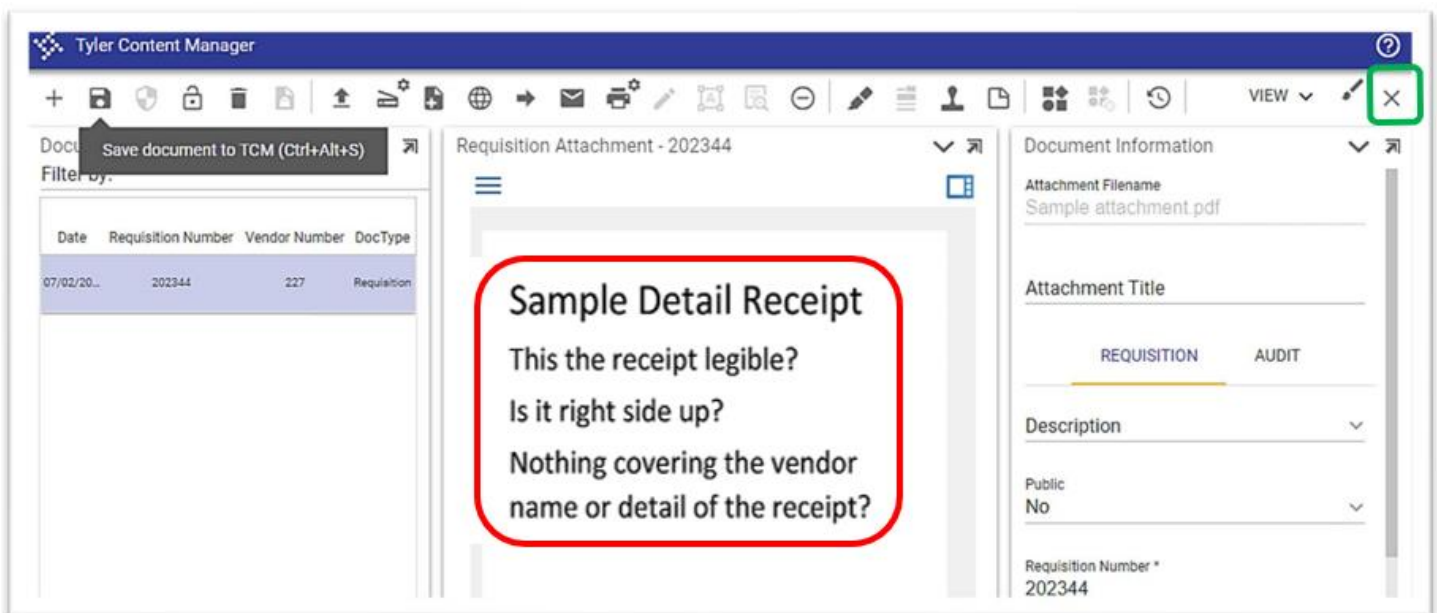
Attached Documents

Attachment Type	Document Type	Read Only	Count	Required	Include in Launch
Generic Attachment	Attachment (no searchable metadata)		0	Yes	
Purchase Card Transaction	Purchase Card Transaction		1	Yes	

STEP 5

Review to Confirm:

- The receipt is displayed in the Tyler Content Manager (TCM) window.
- Verify that the document is correct for the transaction and is legible.
- Click the "X" to return to the Transactions page.



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STEP 6

On the bottom left of the *Transaction Page*, use the arrows to go to the next transaction on the statement. Repeat the steps to review all aspects of each transaction and receipt.



STEP 7

After reviewing all transactions, click the *Back Arrow* to return to the *P-Card Statement* screen.



APPROVING A P-CARD STATEMENT

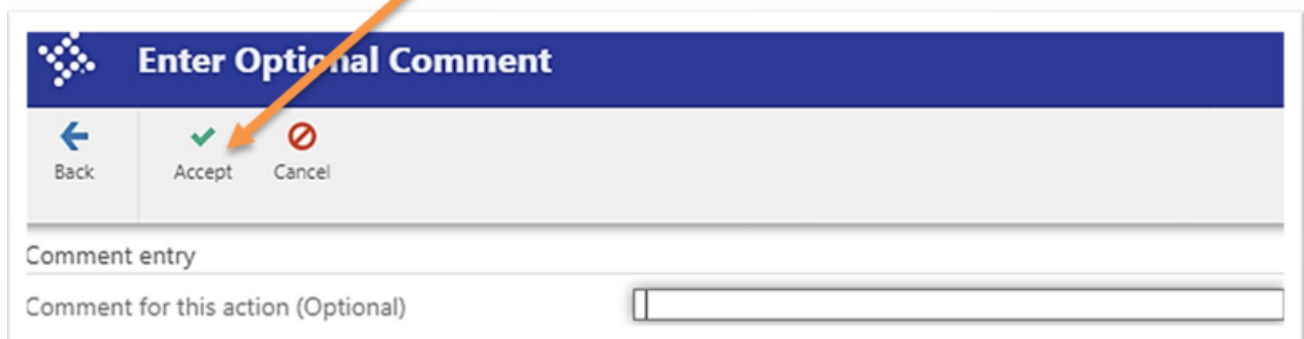
STEP 1

To approve from the *Purchase Card Statement* page, click the *Approve* button in the *Workflow* section.



STEP 2

You may add a comment if desired. Then, click *Accept* to confirm.



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STEP 3

Ensure the status changes to *Approved* under the *Statement Details* section.

Statement Details	
Dept	12000 ... ADMINISTRATION
Code	01052021
Status	Approved
GL year/period	2021 4
GL effective date	01/31/2021
Invoice date	01/31/2021
Total	311.24

Approval from Tyler HUB

If the Approver has reviewed the statement transactions and receipts online, they can approve or reject the statement from the Tyler HUB from the *Approvals* tile.

Click the box next to the Statement to approve, then click *Approve* or *Reject*.

Approvals	
All Process Codes	All Dates
SELECT ALL	REFRESH
<input checked="" type="checkbox"/>	APC: AP Purchasing Card Statements Pending Approval
<input type="checkbox"/>	REQ: Requisitions pending approvals

New vendor profile record approval required	10/3/2019	\$311.24			
APPROVE	REJECT	FORWARD	HOLD	CLOSE	SETTINGS

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REJECTING A STATEMENT

STEP 1

In the event you must reject a statement back to the Cardholder to make corrections, click on the Reject button in the Workflow section.

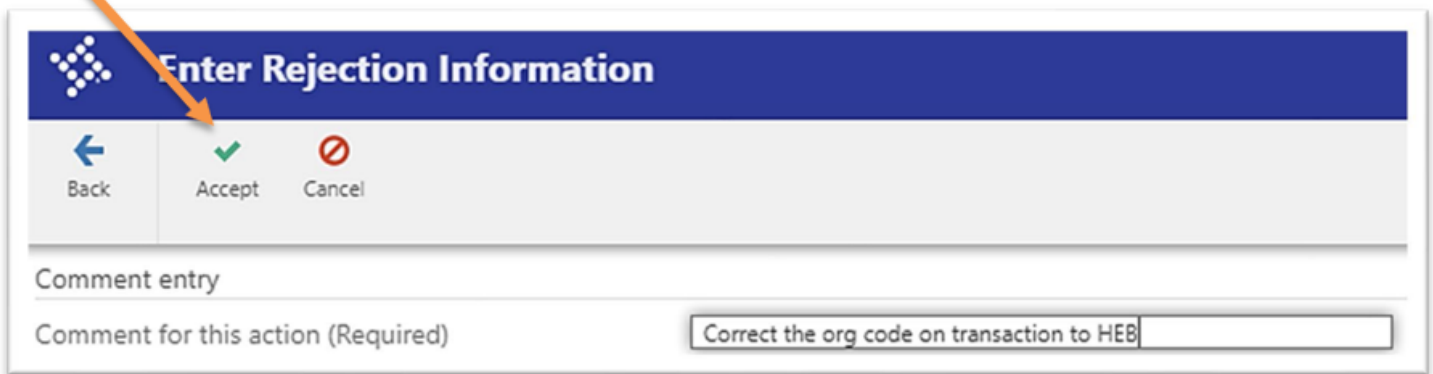


Workflow

My Approvals Approve **Reject** Forward Hold Approvers

STEP 2

- Please note that you **must** include a comment when rejecting a statement.
- The statement **does not** have to be rejected to add an attachment.
- Once the corrections are completed, the Cardholder will *Release* again for approval.



Enter Rejection Information

Back Accept Cancel

Comment entry

Comment for this action (Required) Correct the org code on transaction to HEB

WORKFLOW ACTIONS

- In addition to the *Approve* and *Reject* as actions, there is also *Forward* and *Hold*.
- The Forward action can only be assigned to an active Munis user.

Option	Description
Approve	Changes the Status of the statement to Approved
Reject	Changes the Status of the statement to Rejected. The cardholder is notified in the Notifications tile on the Dashboard of the rejection and an email is also sent. A comment is required for this action.
Forward	Forwards the item to another approver. A comment is required for this action.
Hold	Allows you to keep the item in your approval queue. A comment is required for this action. The held item will remain in the Approval queue until action is taken. This action is recommended rather than just letting an item sit; the cardholder will know that you've looked at the item and are intentionally holding it.

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SECTION 6 – AUDIT REVIEW

WHO REVIEWS P-CARD TRANSACTIONS?

At minimum, all P-Card Transactions are subject to be reviewed by:

- Director/Supervisor
- Purchasing Card Provider
- Accounts Payable
- Purchasing Department
- Internal Audit
- External Audit

All P-Card Transactions are subject to the Public Information Act: Texas Government Code, Chapter 552.

Monthly	All monthly statements will be reviewed by the Cardholder and Approver.
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Audits	All transactions are subject to audit. Audits can be randomly selected by the Audit Team.
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VIOLATIONS AND PENALTIES PROCEDURES

The following actions violate the terms of the Purchasing Card agreement:

- Splitting purchases.
- Unauthorized use purchases.
- Failure to comply with reporting due dates, transaction reconciliation, itemized receipts, etc.
- Personal purchases.
- Cash advances.
- Excessive tax paid on receipts.
- Theft or fraudulent charges.

Penalties for these types of violations may include, but are not limited to:

- The Cardholder and Supervisor/Director will be notified and expected to take corrective action.
- Suspension or cancellation of the P-Card.
- Employee suspension or termination.
- Approver suspension or termination.
- Possible criminal proceedings per Chapter 262 of the Texas Local Government Code.

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PURCHASING CHECK LISTS

GENERAL RULES

	Verify the purchase of items is job related and authorized.
	Make sure the purchase does not include unauthorized items. Section 3; Unauthorized Use
	Utilize existing Cooperative Contracts through Purchasing before making a P-Card Purchase.
	Ensure funds are available before making the purchase – KNOW YOUR BALANCE!

MAKING A TRANSACTION

	Comply with all purchasing and P-Card policies and procedures.
	Maintain and keep your P-Card in a secure place.
	Do not give your card information to anyone to keep on file or to use including other employees.
	Report lost or stolen card to JP Morgan (800) 316-6056, the Credit Card Manager, and your Supervisor.
	Avoid, if possible, the use of a vendor who charges credit card fees or processing fees. Also avoid negotiating with the vendor to remove the surcharge fee. If you must use this vendor, orders can be processed as a Requisition for PO.
	Handle disputed items by following the instructions in Section 3; Errors and Disputes.
	When travel is required for training, provide Travel Authorization, Itinerary, Training/Conference Brochures. Ensure Travel Authorizations are approved before any travel expenses.
	Attend P-Card Trainings.

WHILE AT THE STORE

	Confirm sales tax was not charged.
	Do not violate Procurement Laws referred to in Section 3; Unauthorized Use to keep under the single purchase limit.
	Collect itemized receipt.
	If you have a problem at checkout, or if your card is declined, call the 800 number on back of the P-Card to determine the problem, or contact the Credit Card Manager for assistance.

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AFTER THE PURCHASE

	Collect and organize electronic and paper itemized receipts.
	Review P-Card statement to validate all transactions.
	Allocate all transactions each month online through Munis following the instructions in Section 4; Step-by-Step Instructions for Statement Reconciliation. Scan and attach receipts to the transaction lines of the online statement.
	Make sure statements are complete and electronically approved in Munis by the designated due date and time each month.
	Keep itemized receipts, paper or electronic, for rolling 12-month period for internal and external audit purposes.

APPROVAL REVIEW

While reviewing the P-Card monthly statement, the Approver should use the checklist below to complete their duties.

	Are the purchases for County business and is it required as a function of the Cardholder's job duties?
	Ensure itemized receipts are attached online for each transaction and charged to the appropriate ORG and object codes.
	Charge Description has been adjusted to explain what the purchase is for and/or assigned to or located. See Section 4; Updating Transactions.
	Review the statement for possible split transactions.
	Review the statement for possible personal transactions.
	Determine that dollar amounts are reasonable for items purchased.
	Determine no sales tax has been charged. Advise the Cardholder if a credit to the P-Card needs to be obtained from vendor.
	Ensure any errors or disputes from the prior month have been corrected.
	Approve statements in Munis.
	Comply with all purchasing and P-Card policies and procedures.