

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy FO-PUR-08**  
**P-Card Policy**

**INTRODUCTION**

The purpose of the Sam Houston State University (SHSU or University) Procurement Card (**P-Card**) Program is to establish an efficient, cost-effective method for paying for orders and to delegate the authority and capability to make these purchases to the end-user in amounts not exceeding single transaction and monthly limits. This program is intended to complement the BearKatBuy marketplace and existing processes. The P

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Exception Form will receive a strike against the department's P-Card. A departmental P-Card may also receive a strike if a monthly reconciliation deadline is missed. Strikes against the card can lead to suspension or termination of the departmental P-card.

Travel expenses are NOT allowable with the P-Card. All travel expenses are handled in accordance with SHSU Finance & Operations Travel Policies.

Reviewed by:           Tessy Rappe, AVP Finance & Operations  
                              Renee' Starns, Exec. Director Procurement and Business Services

Date:                    October 2019

Next Review Date:    December 2022