

# 12 Purchasing Cardholder and Fund Manager Responsibilities

A TTUHSC Purchasing Cardholder and Fund Manager must ensure the card's use complies with applicable Purchasing Card and Purchasing policies and rules. It is the responsibility of the Cardholder to review all Purchasing Card Operating Policies prior to use.

Visit: [TTUHSC Purchasing Policies](#) or [TTUHSC Purchasing Card Home](#) for more information.

Contact [Pcard@ttuhsc.edu](mailto:Pcard@ttuhsc.edu) with questions.

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| <b>01</b><br>Complete Application  | Complete the PCard application, agreement form and required training.                   | <b>07</b><br>Maintain Supporting Documents | Maintain and provide supporting documentation.   |
| <b>02</b><br>Manage PCard Use      | Use only for official TTUHSC allowed purchases.   | <b>08</b><br>Provide Business Purpose      | Provide a valid TTUHSC business purpose for each transaction.                                    |
| <b>03</b><br>Safeguard PCard       | Keep card in a locked or safe place.  | <b>09</b><br>Reimburse Misuse              | Immediately reimburse TTUHSC for sales tax charged to cards.                                     |
| <b>04</b><br>Follow Policies       | Comply with all Purchasing and PCard Policies and Procedures.                           | <b>10</b><br>Submit Reports                | Submit expense reports weekly into Chrome River. Weekly deadlines are emailed to the cardholder. |
| <b>05</b><br>Be Accountable        | Be accountable for all purchases.   | <b>11</b><br>Report Missing Cards          | Report lost or stolen cards immediately.   |
| <b>06</b><br>Allocate Transactions | Allocate transactions correctly and timely and verify proper recording of transactions. | <b>12</b><br>Return PCard Upon Termination | Return PCard to PCard Coordinator upon cardholder termination.                                   |