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 with questions.

01 Complete Application
Complete the PCard application, agreement form and required training.

02 Manage PCard Use
Use only for official TTUHSC allowed purchases.

03 Safeguard PCard
Keep card in a locked or safe place.

04 Follow Policies
Comply with all Purchasing and PCard Policies and Procedures.

05 Be Accountable
Be accountable for all purchases.

06 Allocate Transactions
Allocate transactions correctly and timely and verify proper recording of transactions.

07 Maintain Supporting Documents
Maintain and provide supporting documentation.

08 Provide Business Purpose
Provide a valid TTUHSC business purpose for each transaction.

09 Reimburse Misuse
Immediately reimburse TTUHSC for sales tax charged to cards.

10 Submit Reports
Submit expense reports weekly into Chrome River. Weekly deadlines are emailed to the cardholder.

11 Report Missing Cards
Report lost or stolen cards immediately.

12 Return PCard Upon Termination
Return PCard to PCard Coordinator upon cardholder termination.

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