# 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.

## 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 card immediately.

## 12 Return PCard Upon Termination

Return PCard to PCard Coordinator upon cardholder termination.