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State Mandates PCard Documentation

Before purchasing goods or services over \$500 with the PCard, Texas Government Code Section 2252.903 requires that the cardholder must verify if a potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status. The link to the Comptroller's website to conduct a vendor status query is available on the Purchasing Card webpage under Popular Links: [State Vendor Hold Information \(Vendor Search\)](#).

VERIFIED

Documentation Required with PCard Purchase Over \$500

Cardholders must attach a copy/screenshot of the vendor hold search results to their itemized receipt and upload to their PCard expense report in Chrome River as verification the vendor was **not** on hold status at the time of purchase. If the vendor shows to be on hold, we are unable to do business with the vendor until the hold is released by the State. [HSC OP 72.15](#) was updated to enforce this requirement. Repeated violations of not providing documentation will result in termination of the PCard.

For additional information, follow this link: [eXpendit State Purchase Policies](#).

For questions, contact the PCard Office at pcard@ttuhsc.edu.

