

Departmental Payment Card Administrator Checklist

Activate Your Departmental Payment Card

- a) Call the Citibank customer service number on the back of your card.
- b) Citibank will require a 4 digit PIN which is the last 4 digits of your **UIN** and an activation password which is your full **UIN**.
- c) When activating a Chip & Pin Card you will be required to establish a four (4) digit pin that will be used when making purchases.
 - When using the card for the first time at a Chip & Pin manned terminal you will be required to enter your pin three (3) times.

Read and understand the [Payment Card Program Guide](#); all uses of the Payment Card must be within the rules stated in this guide.

Card Administrators Responsibilities Prior to Card Check Out/Purchase

- a) Never use the Payment Card for personal use or allow others to use for personal use!
- b) Determine if the purchase is within the delegated limit of less than \$10,000.00.
- c) Determine if the transaction is allowable on the payment card, review section 3.4.2, 3.4.3 and 3.4.4 of the [Payment Card Program Guide](#).
- d) Determine if a HUB vendor can be used by visiting [Strategic Sourcing HUB Directory](#) or [CMBL](#) (State of Texas website that allows searching by name, commodity code or city).
- e) Identify the vendor:
 - i. If vendor has a Master Order with TAMU, verify that we receive contracted pricing.
 - ii. Do not allow the vendor to split the purchase to remain in the delegated limit. To do so would be a violation of State of Texas, TAMU System and TAMU Strategic Sourcing rules.
- f) If the purchase is greater than \$500.00:
 - i. Verify that the vendor is not on the [State of Texas Vendor Hold List](#) (If you have access to FAMIS you can search for the vendor on screens 171 or 172), [State of Texas Debarred Vendor List](#) or the [Excluded Parties List](#).
 - ii. Determine if the item is available from the [Texas Industries for the Blind and Handicapped](#).
- g) If required by department, record on [Internal Order Transaction Log](#).
- h) Do not pay Texas State Sales Tax! Present the [Texas Sales Tax Exemption Form](#) to the person checking out the card to present to the vendor prior to purchase, if purchase is within the State of Texas.
- i) Document each time that the card is checked out/in on the [Payment Card Check Out/In Log](#). Monitor who is checking out the card periodically and if a person checks it out frequently review the need to have that person request an individual payment card.

Card Administrator Responsibilities after Purchase

- a) Require the purchaser (person that checks out the card) to turn in receipts/documentation as the card is returned. At that time require the purchaser to initial that the card has been returned on the check out/in log.
 - Documentation must include a detailed invoice or receipt and documentation of the receipt of the goods or services.
 - Other documentation may be required, for example: business meals must document who attended and what the business purpose is (the IRS 5 W's).
 - Review each receipt for Texas Sales Tax, allowable purchase, or any additional documentation that may be required. It is better to catch at this time than to wait until month end because it will be easier to obtain additional required documentation or have the purchaser obtain credit for tax or purchase that is not allowed.
- b) Review and sign as the cardholder after the reconciliation of the receipts to the Expense Report (or transaction log) is complete. If card administrator is reconciler and approver just note that it was reconciled and the date it was reconciled by your signature.
- c) Route to department head/approver for approval prior to the reallocation deadline, usually about the 22th of each month.
- d) For more information on the monthly Payment Card Approval process [click here](#).
- e) Protect the card and card number at all times to prevent unauthorized used.
 - Immediately notify Citibank at (800)248-4553 or (800)790-7206 and the program coordinator if the card is lost or stolen. If outside the US call collect to (904)954-7314.
 - [Dispute](#) charges when there is a discrepancy between what was charged to the card and the receipt, or when having problems with a vendor such as non-receipt of goods or services. Disputes must be submitted within 60 days of the statement date in which the transaction appears.
 - FRAUD – Charges considered fraudulent should be reported to Citibank immediately by calling the number on the back of the card. Citibank will send an Affidavit of Unauthorized Use form by email to the cardholder. If transactions actually post to the card the Affidavit must be returned to Citibank within 60 days of the statement date in which the transaction appears.