

## Payment Cardholder Checklist

### Activate your payment card

1. Call the Citibank customer service number on the back of your card.
2. Citibank will require a 4 digit PIN which is the last 4 digits of your UIN.

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

### Cardholder Responsibilities Prior to Purchase

1. Never use the Payment Card for personal use!
2. Determine if purchase is within the delegated limit of less than \$10,000.00.
3. 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](#).
4. Encouraged to 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)
5. Identify the vendor
  - If vendor has a Master Order vendor with TAMU, verify that we receive contracted pricing.
  - 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.
6. If the purchase is greater than \$500.00:
  - 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](#).
  - Determine if the item is available from the [Texas Industries for the Blind and Handicapped](#).
7. If required by department, record on [Internal Order Transaction Log](#).
8. Do not pay Texas Sales Tax! Present the [Texas Sales Tax Exemption Form](#) to the vendor prior to purchase, if purchase is within the State of Texas.
9. If you allow another person to use your Payment Card, then document that on the [Payment Card Check Out/In Log](#). For a card in an individual's name card sharing should only be done on occasion, but not more than 12 times per year. If needing to share the card frequently review the need to request a Departmental Payment Card.

### Cardholder Responsibilities after Purchase

1. Turn in receipts/invoices and any other required purchase documentation (and log if required by department) to the bookkeeper daily, weekly or monthly (least preferred) but no later than the 6<sup>th</sup> of each month.
    - 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).
  2. Review and sign the bookkeeper's reconciliation of the receipts to the Cardholder Statement (or transaction log).
  3. Route to department head/approver for approval prior to the reallocation deadline, usually about the 26<sup>th</sup> of each month.
  4. For more information on the monthly Payment Card Approval Process [click here](#).
- Protect the card and card number at all times to prevent unauthorized use.
  - 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](#) fraudulent transactions within 60 days of the statement date in which the transaction appears.