

PURPOSE AND  
INTRODUCTION

The College obtains a wide range of goods and services in order to achieve its mission, goals and objectives. Good stewardship requires that it do so in a way that results in the best quality product or service at the lowest life cycle cost. Further, we must address our requirements in ways that are fair to all vendors, that are ethical and that enhance the business reputation of the College, as well as reduce the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.

This regulation has been prepared to provide guidance for the administration of the purchasing function at the College. Procurement regulations will be revised and supplemented to meet changing needs and requirements. It is the responsibility of all who have been given the authority to commit College funds through the purchasing function to adhere to the College regulation on procurement.

This administrative regulation supersedes all previous procedures, whether written or verbal, concerning the procurement function.

DEFINITIONS

This section contains definitions that are used throughout this document, including appropriate abbreviations:

**At Arm's Length:** a transaction in which buyers and sellers of a product act independently and have no relationship to each other. The concept of an at arm's length transaction is to ensure that both parties in the deal are acting in their own interests and no subject to any pressure or duress from the other party. It also assures third parties that there is no collusion between the buyer and seller.

**Authorized Buyer:** an authorized person appointed to procure goods and services in the name of the College for departments, faculty and staff. The buyer has been trained to initiate and administer orders, or execute and reconcile purchases with a ProCard or check requisition.

**Bidder:** a firm or individual who has responded to an Invitation for Bid (IFB) and who proposes to provide a product or service for a firm fixed price.

**Capital Purchases:** purchases greater than \$5,000 and that have a useful life in excess of one year.

**Component Purchases:** "If the competitive bidding law applies to the aggregate purchase, districts [i.e., Brazosport College cardholders] are not to circumvent the bidding law by purchasing under separate purchase orders related items (component parts) that cannot serve in and of themselves the

purpose and function for which the purchase is being made, such as, a refrigerator shell, a freezer shell, and a compressor equipment for food storage." Handbook on Competitive Bidding for Texas Public Schools published by Texas Education Agency, Austin, Texas 2010.

**Contract:** an agreement for the procurement of items of tangible personal property, capital assets or services. A contract normally follows as the product of a formal design or technical requirements document and a formal competitive selection process.

**Department Administrator:** the designated employee given the authority to spend, reconcile, and manage department budgeted funds.

**Externally Sponsored:** funding provided by an organization not affiliated with the College, such as a grant from a foundation or government agency.

**Invitation for Bid or IFB:** all documents, including those attached or incorporated by reference, used for obtaining responses to a solicitation where an award will be made primarily on the basis of price.

**Offeror:** any person, corporation, or partnership who chooses to submit a response to a Request for Proposal (RFP).

**Procurement Specialist:** the individual designated to manage the Campus procurement program. This position serves under the supervision of the Director, Business Services.

**Purchaser or Ordering Department:** the authorized buyer (individual) or organization initiating the acquisition of services or goods.

**Procurement Card or ProCard:** the College credit card program that facilitates the purchase and payment of travel-related services and of small-value goods and services as required for conducting College business.

**Purchase Requisition:** the form used as the input document to prepare a Purchase Order (PO), which is the official authorization document to order goods or services from a vendor. Purchase Requisitions may also be used to initiate a check request or request procurement services.

**Purchase Order (PO):** the official document that provides authorization to vendors to deliver goods or services to an ordering department. Use of the PO provides the necessary accounting trail, receipt documentation, and authorization to pay invoices.

**Requestor:** the authorized individual requesting vendor or procurement information or services.

**Request for Application or RFA:** a type of solicitation notice in which an organization announces that grant funding is available. An RFA informs researchers and other organizations that they may present bids on how the funding could be used. The RFA will typically outline what type of program are eligible, what the expectations are and how applications are submitted and reviewed.

**Request for Proposals or RFP:** all documents, including those attached or incorporated by reference, used for obtaining responses for a solicitation where an award will be made primarily on the basis of technical merit, product quality/suitability or approach as opposed to price.

**Request for Qualifications or RFQ:** the process used to select providers of professional services for a specific task or project by inviting members of those professions to submit their qualifications to perform the work.

**Responsible Bidder:** the vendor who has the lowest bid meeting the following criteria:

1. Bidder has the skill, judgement, and integrity necessary to faithfully perform the contract.
2. Bidder has sufficient financial resources to perform the contract.
3. Bidder has the ability to perform the contract.
4. Bidder complies with the associated legal or regulatory requirements.

**Sequential Purchasing:** purchases of items made over a period that in normal purchasing practices would be made in one purchase.

**Sole Source:** any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. Although states generally do not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible.

**Split Purchasing:** "Districts [i.e., Brazosport College cardholders] are not to split projects that would be considered as one project under normal purchasing practices, such as, paving adjoining parking lots surrounding buildings at a campus" (Handbook on Competitive Bidding for Texas Public Schools published by Texas Education Agency, Austin, Texas 2010).

**Vendor:** a person or organization that provides goods or services to the College. The term vendor is used interchangeably with the term supplier or contractor.

CONFLICTS OF  
INTEREST / BUYING  
ETHICS

In addition to Board policies DBD (LEGAL), DBD (LOCAL), and DH (LOCAL), and the laws of the State of Texas and/or the United States, the following guidelines govern purchasing practices at the College:

1. Every effort will be made by the College to obtain the maximum ultimate value for each dollar of expenditure.
2. College purchasing agents, their staff, and others authorized to make purchases will not accept personal gifts or gratuities that might in any way result in an obligation to individuals or firms seeking business with the College.
3. Honesty in sales representation is demanded by the College, whether offered through the medium of oral or written statement, an advertisement, or a sample of the product.
4. All qualified, reputable bidders will be given equal opportunity to submit bids on a uniform basis when competition is possible.
5. No vendors will receive special consideration or be allowed to revise their offers after the time set for opening bids, except in the case of Requests for Proposal (RFPs).

Officers and employees who act on behalf of the College have an obligation to avoid activities or situations which may result in a conflict of interest or the appearance of conflict of interest. They may not have a direct or indirect interest, financial or otherwise, that is in substantial conflict with the proper discharge of their job duties. Potential conflicts of interest must be disclosed to the Vice President, Financial Services and CFO. An employee may not transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member, or in which the employee owns a substantial interest.

Employees must not use their positions to influence outside organizations or individuals for the direct financial, personal or professional benefit of themselves, members of their families or others with whom there is a personal relationship. An employee should not solicit, accept, or agree to accept any benefit for having exercised official powers or for having performed official duties. In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from a supplier or contractor or from a potential supplier or contractor.

Chapter 176 of the Texas Local Government Code includes disclosure requirements that affect school district employees or agents who exercise discretion in the planning, recommending, selecting, or contracting of a vendor, as local

PURCHASING AND ACQUISITIONS  
PROCUREMENT

CFD  
(REGULATION)

government officers (LGOs). The statute requires an LGO to file a sworn disclosure statement with respect to a district vendor with whom the LGO has a reportable conflict of interest, if the vendor has entered in to a contract with the district, or the district is considering entering into a contract with the vendor. For purposes of Chapter 176, a contract is a written agreement for the sale or purchase of real property, goods, or services. The receipt of certain gifts from a district vendor is one way to create a reportable conflict of interest. A gift means a benefit offered by a person, including food, lodging, transportation and entertainment.

Disclosure is required if the LGO or the LGO's family member has accepted one or more gifts from the vendor that have an aggregate value of more than \$100 in the twelve month period preceding the date the LGO becomes aware of the contract or prospective contract.

The statute contains exceptions, including:

1. Food accepted as a guest (but not lodging, transportation or entertainment)
2. A benefit offered on account of kinship or a personal, professional or business relationship independent of the official status of the recipient
3. Political contributions

Lodging, transportation, or entertainment accepted as a guest will not constitute an improper gift, so long as the donor makes any reports required by law. To meet the guest exception, an event must provide an opportunity for direct contact between the host and the recipient throughout the event.

Gifts which are promotional items with a value of less than \$50 and which are distributed routinely by the supplier to clients are also acceptable. (See Tex. Penal Code §36.10(a)(6)) Gratuities or gifts of money to an employee cannot be accepted at any time. Never accept any money, commission, object of value, offer of employment or compensation of any kind which is provided or offered directly or indirectly by a supplier, contractor or subcontractor for the purpose of obtaining favorable treatment in connection with a purchase.

PAYMENTS TO  
NON-EMPLOYEES

Occasionally, payments for services are made to individuals who are not affiliated with a registered corporation, partnership or may receive payments through the accounts payable system; speakers receiving honoraria; sole proprietor consultants; performers and other individuals performing one-time services. For tax purposes, such payments are reported to the individual and the Federal Government via IRS form 1099 if payments are more than \$600.00 during the calendar year.

In order to pay an out-side vendor/honoraria for services, the following is needed:

1. Name
2. Home address (check can be mailed to an alternate address)
3. TIN or Social Security Number
4. Phone Number

A W-9 form will normally be completed to collect the above information. Payments to individual service providers will not be paid through petty cash. Checks will not be issued without the above information.

PURCHASING ITEMS  
FOR PERSONAL USE

Using the College's purchasing system to purchase materials, supplies, or equipment for personal use is strictly prohibited.

PURCHASING  
METHODS

The purchasing method used will be determined by the monetary value of the item being purchased, the nature of the good or service, the ability to acquire the good or service via electronic means, the level approver (e.g. Senior Staff member, Director) the complexity of the procurement and, the value, risk and transaction volumes associated with the proposed purchase. Where there is a question about the appropriate method to be used, the determination shall be made by the Business Services.

PREFERRED  
VENDORS

A preferred vendor is one with whom the College has negotiated an agreement which could include price discounts, delivery arrangements, or customer service requirements. The preferred vendor program formalizes the relationship with vendors who are selected based on procurement volume and their strategic and economic benefit to the College. These will be Collegewide agreements and the same discounted price and service levels will be available to all College departments. A preferred vendor may also be a vendor who is part of a purchasing consortium which provides national and/or regional contracts. These consortium vendors offer deeper discounts because of the combined purchasing volumes of the colleges and universities affiliated with the consortium. The College has negotiated, either directly or through group purchasing organizations, contracts for the purchase of various products and services. Business Services strongly recommends the use of our preferred vendors and will publicize the availability and details of these agreements on the purchasing website.

CATEGORIES OF  
PROCUREMENT

Purchases are divided into levels based upon dollar value and method of procurement. In obtaining bids by the process mentioned in the cost limitations section, all departments must ask if the purchase is a product or service and if it is an:

PURCHASING AND ACQUISITIONS  
PROCUREMENT

CFD  
(REGULATION)

- Aggregate Purchase: Common purchase made by the College. (Example: office supplies) The State has two other categories but the majority of our purchases fall in the Aggregate Category. An individual may not make split, separate, sequential or component purchases, to avoid the bid process.
- Sequential Purchasing: "The time period for which sequential purchases of \$50,000 or more in the aggregate must be combined for requesting competitive bids is not well defined. Depending on the individual circumstances and the type of property being purchased, the College's best interest may be better served by requesting bids for a quantity of items sufficient for a few months or an entire fiscal year (this also applies to construction, repair, or renovation work). The Texas Attorney General's office has taken a conservative position that, if purchases will be or are reasonable anticipated to be \$50,000 or more during the entire fiscal year, then the district is to request competitive bids. Business Officers should determine whether an amount that is \$50,000 or more was allocated in the budget for certain categories of items, or for like or related types of work." Handbook on Competitive Bidding for Texas Public Schools published by Texas Education Agency, Austin, Texas 2010.
- Component Purchases: "If the competitive bidding law applies to the aggregate purchase, districts are not to circumvent the bidding law by purchasing under separate purchase orders related items (component parts) that cannot serve in and of themselves the purpose and function for which the purchase is being made, such as, a refrigerator shell, a freezer shell, and a compressor equipment for food storage." Handbook on Competitive Bidding for Texas Public Schools published by Texas Education Agency, Austin, Texas 2010.

NON-COMPETITIVE

Purchase orders:

- Procurements less than \$50,000 are not required to have formal bids. Solicitations from vendors may be by personal contact, telephone, facsimile, mail, or e-mail. Although not required, it is recommended that three (3) quotes are received before selecting the vendor.
- Awards will be made to the lowest responsible bidder. In some cases the lowest bid may not be the best vendor for the College.

COMPETITIVE

Competitive bidding is required for purchases over \$50,000 and shall be made by one of the following methods. If competitive bidding is chosen as the purchasing method, the President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance

with Board adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

1. Competitive Sealed Proposals: If competitive sealed proposals are chosen as the purchasing method, the President or designee shall prepare the request for proposals and /or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board adopted rules. Proposals received after the time specified shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. The College may reject any and all proposals.
2. Electronic Bids or Proposals: Bids or proposals that the College has chosen to accept through electronic transmission shall be administered in accordance with Board adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
3. Purchase Commitments: All purchase commitments shall be made by the President or designee according to the requisitioning procedures prepared by the Vice President, Financial Services and CFO. All purchase orders shall be issued under the control of Business Services.

#### EXCEPTIONS

There are some circumstances where competition is not needed or not appropriate. These include ongoing, multi-year professional services agreements and situations where there is only a single or sole source for the product or service.

1. Multi Year Agreements: Certain agreements for professional services that typically span multiple years such as legal, audit, investment management, food services, health service, etc. do not need to be recompeted on a recurring basis. These arrangements are, however, still subject to periodic review and competition where and when appropriate.
2. Sole Source Provider: A sole source provider is one who is the only practical option for a good or service to be used by the College. Use of a sole source provider must be

specified with the purchase request along with a written justification. Examples of legitimate sole source vendors include:

- a. Only a particular brand or "make" is compatible with existing equipment or inventory.
- b. Only one supplier is capable of providing the required goods or service.
- c. An emergency condition exists which makes soliciting three bids impractical.
- d. Warranty provisions demand parts or interfacing items offered by a particular manufacturer.
- e. A specific source is mandated by law, regulation, donor specification or terms of a grant.

PROCUREMENT  
PROCESS

Purchasing is a process which begins with the identification of a need for goods or services and ends with the delivery and payment for the goods or services. It can be thought of in a series of steps, not all of which are needed for every purchase. The basic steps in the process include identifying the need, validation of funding availability, authorizing the purchase and obtaining approval, determining the method of procurement or selecting a vendor, placing the order, receiving the goods or services, paying for the goods or services, and closing out the purchase. Understanding and complying with these procedures will enable you to be a good steward of College resources.

1. Identifying the Need: The department identifies a need for an item and/or service. Departments and authorized buyers are responsible for prudently planning for and requesting those goods and services necessary for effective operation.
  - a. Forecast departmental needs for goods and services as far in advance as possible. Some vendors need four weeks or more to process an order.
  - b. Determine the objectives for the procurement.
  - c. Detail a clear scope of requirements.
  - d. Consult with Procurement Office for advice when needed.
  - e. Seek specialist advice, where appropriate.
  - f. Research the market to understand capabilities and restraints.
  - g. If externally sponsored, determine that the purchase is allowable under the terms of the sponsor.
2. Identify the Cost of Goods or Services and Validate Funding Availability: Each department should determine the availability of funds prior to initiating or submitting a purchase request. Before procuring, make certain that you have sufficient funds in the line item against which you are charging the expenditure. Special considerations should be given to the funding source and accounting standards as related to the use of funds. Determination of funds

availability must precede any initiation of a purchase request.

3. Obtain Approval for the Purchase: All approvals are processed electronically through the financial system to the proper administrators based on organizational structure.
4. Determine the Method of Procurement: Determine the purchasing method that will best suit the required acquisition in respect of process and value for money. If an internal or preferred vendor or group purchasing organization exists for a required product or service, they should be considered as the first option. See Internal Service Providers & Preferred Vendors. Be sure to consult with the Procurement Specialist if you have questions or seek guidance on the appropriate method for your purchase. Regardless of the method chosen in selecting a vendor, consider quality, cost, delivery, terms, past vendor performance and the following criteria:
  - a. Vendors must demonstrate their ability to supply goods and services on a regular and timely basis.
  - b. Vendors should be cost competitive.
  - c. Vendors should demonstrate the ability to meet both the specification requirements and applicable industry standards.
  - d. Vendor's financial strength and stability.
  - e. Vendor's reputation for adhering to specifications and delivery schedules.
  - f. Vendor's commitment to the environment and sustainability.
5. Departments may make decisions concerning product and vendor selection subject to campus policies with consideration for:
  - a. Availability and whole life costs in respect of consumables, spare parts and service - could there be another department within the College with a requirement for the same goods/service and if so could the combined purchase volumes realize savings?
  - b. Environmental impact of long distance haulage from supply source - is there an alternative source?
  - c. Replacement or disposal of existing goods - will supplier of new goods dispose of old equipment?
  - d. New service provider - check existing service, maintenance/contract provider has been given timely notice to cease service and avoid excess charges.
  - e. Responsible disposal of dangerous materials and possible contamination - seek advice from Director of Facility Services.
6. Negotiation is a bargaining process involving a purchaser and a supplier. Effective negotiation and renegotiation skills are critical for everyone to obtain:

- a. a fair and reasonable price;
  - b. needed quantities and quality; and
  - c. sound and continuing relationships with suppliers.
7. Place the Order: Only after the proper approvals and forms have been completed, may the authorized buyer submit an order with a vendor. Agreements and approved purchase order forms may be submitted to the vendor if necessary. Shipments can be received in Facility Services, by mail, or directly to the department. Please provide the desired ship to address to the vendor at the time of order.
  8. Receiving the Goods or Service: The authorized buyer has the responsibility to confirm that goods/services received conform to specified order requirements and are detailed on the receiving documentation. Goods should be inspected and signed for upon delivery. Verify the quantity and quality of your order when you receive it. If your order is incorrect, or if you are returning any items, immediately inform the vendor. Doing so prevents overpaying and overcharging the departmental budget.
  9. Closeout: Review your purchase to make sure all costs have been properly accounted for in the financial accounting system. Follow up with the vendor to confirm receipt of payment and verify that all requested goods and services have been provided in accordance with the order.

OMB UNIFORM  
GUIDANCE FOR  
FEDERAL GRANTS,  
CONTRACTS, AND  
COOPERATIVE  
AGREEMENTS

**Competition in Procurement Transactions** [OMB Uniform Guidance 200.319 & 200.320] All procurement transactions must provide open and free competition to the maximum extent practical. The project manager and others involved in purchasing project supplies and equipment should remain alert to organizational conflicts and noncompetitive practices among contractors when these may restrict or eliminate competition or otherwise restrain trade. Contractors who develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals are excluded from competing for such procurements. Awards shall be given to the bidder whose bid is responsive to the solicitation and is most favorable to the recipient, considering price, quality and other factors. Solicitations must clearly communicate exactly what must be included in a submitted bid before it can be evaluated. Any and all bids or offers may be rejected when rejection is in the recipient's interest.

Some of the situations considered to be restrictive of competition include but are not limited to:

1. placing unreasonable requirements on firms in order for them to qualify to do business;
2. requiring unnecessary experience and excessive bonding;
3. noncompetitive pricing practices between firms or between affiliated companies;
4. noncompetitive contracts to consultants that are on retainer contracts;
5. organizational conflicts of interest;
6. specifying only a "brand name" product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and
7. any arbitrary action in the procurement process.

The non-federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

The non-federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

The non-federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-federal entity must not preclude potential bidders from qualifying during the solicitation period.

The non-federal entity must use one of the following methods of procurement:

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act.) To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services,

PURCHASING AND ACQUISITIONS  
PROCUREMENT

CFD  
(REGULATION)

supplies, or other property that do not cost more than the Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

PROCUREMENT  
CARDS

Procurement Cards are a method of expediting purchases for lower dollar transactions by providing prompt payment to vendors and reducing the amount of purchase orders issued by the College. Following are acceptable regulations regarding the use of the College Procurement Cards.

The Procurement Card is not intended to avoid or bypass appropriate payment procedures. The procurement card commits College funds each time a purchase is made. The cardholder assumes all responsibility for the proper use of the card. Intentional misuse or fraudulent abuses of the card are subject to disciplinary action or dismissal.

OBTAINING A  
PROCUREMENT  
CARD

Procurement cards are issued through Business Services. Vice Presidents must authorize which employees in their chain of command may have a procurement card. Signed requests should be sent to the Director, Business Services. Only College employees are eligible to receive a procurement card. Contractors are not eligible. The cardholder is responsible for the security of their card and transactions made against the card. The procurement card is not transferable and may not be used by anyone other than the cardholder. When a procurement card is issued to an employee, the employee should sign the back of the card and keep it in a secure place. The card is issued to the individual and has no effect on their personal credit because it remains the property of Brazosport College. If a card is lost, the cardholder should immediately contact JPMorgan Chase Bank at 1-800-890-0669 in addition to contacting the Director, Business Services.

ALLOWABLE  
PURCHASES

1. Office supplies
2. Instructional supplies
3. Non-inventory equipment valued less than \$5000 (i.e., drill presses, microscopes, file cabinets and office furniture).
4. Airline, hotel, and rental car for College related business travels (Travel Authorization Form required)
5. Books, publication, periodicals, subscriptions, newsletters and videos

PROHIBITED  
PURCHASES

1. Cash advances
2. Meals and entertainment for business purposes
  - a. Use at restaurants is prohibited
3. Alcoholic beverages
4. Personal charges
5. Gasoline charges (use College Gas Card)
6. Computers (all computers must be purchased via Brazosport College IT department)

PURCHASING AND ACQUISITIONS  
PROCUREMENT

CFD  
(REGULATION)

7. Cell phones
8. Hazardous materials

CARDHOLDER  
REQUIREMENTS

1. Complete College Cardholder Agreement (Procurement Card Info on [\\texas\employeeinfo\\$](#)) and return to Director, Business Services, with appropriate approvals.
2. Complete procurement card training.
3. Abide by College procurement card guidelines.
4. Only make purchases for College related business expenses.
5. Obtain appropriate approval before finalizing purchases.
  - a. If the cardholder is not the approver of the account, the Procurement Card Justification Form must be approved prior to any purchase (Procurement Card Info on [\\texas\employeeinfo\\$](#))
6. Secure and keep original receipt of transactions.
  - a. If internet purchase print a copy of the confirmation/receipt to retain for records.
7. Abide by monthly transaction limit.
8. Prepare monthly expense report and allocate transactions to the proper account. Submit report to approver for review and signature and forward report to Business Services prior to monthly due date.
9. Assure no sales taxes are charged to purchase. Resolve any tax status issues before placing the order.
  - a. Tax exemption certificates are located on the employee drive (Procurement Card Info on [\\texas\employeeinfo\\$](#))
10. Report any misuses or abuse to Director, Business Services, immediately.

APPROVER  
REQUIREMENTS

1. Abide by College Procurement Card guidelines.
2. Assure that each cardholder receives prior approval before the purchase is confirmed with vendor.
3. Review in detail the transactions of cardholder(s) in the appropriate area of responsibilities.
4. If employee leaves for any reason, the approver makes sure the procurement card is collected and transactions are reviewed and finalized before departure.
5. Review and sign all monthly allocation reports.
6. Immediately report abuse or misuse to Director, Business Services.

All Procurement cards are subject to audit. Any discrepancies will be reported to the appropriate Vice President for resolution.

RECONCILING  
ACCOUNTS

Every month the cardholder will receive an e-mail request from JPMorgan to review the Procurement Card statement and allocate all charges. The statement must be reconciled against retained receipts for accuracy.

PURCHASING AND ACQUISITIONS  
PROCUREMENT

CFD  
(REGULATION)

The expense report (with attached receipts) must be signed by the cardholder as proof of reconciliation and then forwarded to the appropriate supervisor for approval. After proper approval, the expense report along with all receipts/backup should be forwarded to the Business Services, Accounts Payable Specialist by the 10th of each month. It is advisable to reconcile accounts on a weekly basis for all purchases made during that week.

RESOLVING  
ERRORS AND  
DISPUTES

In the case of an error, first contact the supplier and try to reach an agreement. Most disputes can be resolved between the cardholder and the supplier directly.

If the cardholder is unable to reach an agreement with the supplier, contact JPMorgan Chase at 1-866-491-9432. The cardholder can also complete a Dispute Form (Procurement Card Info on [\texas\employeeinfo\\$](#)), sign it and send it back to JPMorgan Chase via fax at 1-866-865-2298. The cardholder has 60 days in which to dispute a charge.

All disputes about damaged good or missing items should be resolved with the vendor and not JPMorgan Chase.

PAYING BILL

Business Services pays JPMorgan Chase for the procurement cards through a monthly corporate pay arrangement. Transactions account balances will be paid in full each month by a direct charge to Brazosport College bank account. Purchases will be charged to an expense account based upon the department/account combination that has been established.

REFUSAL OF  
CARD

Should the card be declined at the point of sale for any reason, please contact the Director, Business Services. Every effort will be made to determine why the transaction was declined. Typically, cards are declined because the Merchant Category Code associated with a particular vendor has been blocked by the College.

DEPARTMENT  
CHANGES

If the cardholder transfers to a new department or resigns from the College, immediately notify the Director, Business Services.

STUDENT  
ORGANIZATION  
PROCUREMENT  
CARDS

A Brazosport College procurement card is available for use by student organizations and their advisors on an as needed basis. The credit card provides student organizations with a convenient and streamlined method to purchase items utilized by the student organization.

The Director of Student Life has a procurement card to be used by the officers of student organizations. The Director of

Student Life also has the Student Organization Procurement Card Registration Form and Guidelines on file.

INSTRUCTIONS

1. Pick up the card from the Office of Student Life (J.117) Monday – Thursday 8:00 a.m. – 5:00 p.m.
2. Present your current Brazosport College ID, complete an authorization form, and sign the card checkout log.
3. Return card with purchase receipts within one business day.

PROCEDURES

1. The card may only be used for College business expenses. The organization or individual will be held responsible for all purchases made while the card is checked out.
2. The card may only be used by the individual who checks out the card.
3. Only organization presidents, treasurers, and advisors will be allowed to check out the procurement card upon attending training and completing a Student Organization Procurement Card Registration Form.
4. Event forms must be submitted and approved before using the procurement card for event supplies.
5. A valid College ID card must be shown when checking out the card and when making purchases.
6. All purchases for the College are tax exempt. Purchaser must ensure that no taxes are charged.
7. Receipts must be turned in with the card for all purchases made. Failure to provide receipts will result in loss of card privileges for the individual as well as being personally responsible for repaying any purchases made without a valid receipt.
8. Only the president and treasurer of each student organization will be authorized to use the card.
9. Any unauthorized or personal purchases will result in loss of card use privileges as well as individuals being personally responsible to repay purchase amounts.
10. Procurement cards may not be used for the following:
  - a. Prohibited items (alcohol, firearms, fireworks, hazardous materials)
  - b. Food from restaurants
  - c. Donations and charitable contributions
  - d. Personal items
  - e. Gambling or gaming
  - f. Cash advances
11. If the procurement card is lost or stolen, contact the Director of Student Life immediately.