UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: ~~Policy Section~~Fiscal Affairs ~~Assigned~~03.A.33 **NUMBER:**

AREA: ~~Policy Area~~General

SUBJECT: ~~Policy Name~~University Procurement Card

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1. PURPOSE

The University of Houston System utilizes Procurement Cards (P-Cards) issued through the State-contracted card provider to facilitate the purchase of authorized goods and services for official university business.

This document assigns responsibilities and assists university personnel in the appropriate use and administration of P-Cards.

2. POLICY

This policy, along with the UHS P-Card Guidelines referenced below, outlines the rules, responsibilities, and internal controls governing the use and administration of Procurement Cards. They ensure procurement integrity, accountability, efficiency, and compliance with applicable laws, regulations, and University Policies. These guidelines apply to all system-wide Procurement Card activities and administration.

3. ~~References~~REFERENCES

P-Card Guidelines:

University of Houston~~ – Main~~
University of Houston – Clear Lake
University of Houston - Downtown

~~4~~6. REVIEW AND RESPONSIBILITY

Responsible Party: ~~AVC responsible for implementing and monitoring policy~~Senior Associate Vice Chancellor for Finance

Review: ~~Review Schedule~~Every five years

5~~7~~. APPROVAL

Approved: _____

~~VC responsible for oversight of policy~~Senior Vice Chancellor for Administration and Finance

_____

Chancellor

Date: _____