

Memo To: All UH-Downtown/PS Holders
From: Dr. Antonio D. Tillis, Interim President
Subject: University Credit Cards

UH-Downtown/PS 05.A.05
Issue No. 4
Effective date: 11/11/2020
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1. PURPOSE

This policy statement addresses the procedures for the reimbursement of expenditures made by University of Houston-Downtown (UHD) employees who incur expenses, on behalf of the University, on University issued credit cards.

2. DEFINITIONS

- 2.1 University Credit Card: A credit card issued to the University of Houston-Downtown that is distributed to an authorized employee to be used to make purchases for a specific purpose such as general procurement, travel expenses, and fleet vehicle gas. The University directly pays the expenses that are incurred by the authorized users.

3. POLICY

- 3.1 Eligible UHD employees may obtain and use credit cards authorized in this policy statement for university business purposes. University credit card expenses will be monitored and misuse of the credit cards may result in disciplinary action which may include termination of employment and/or criminal prosecution.
- 3.2 Any charges incurred on a personal credit card by the employee are the responsibility of the employee and not the University of Houston - Downtown and/or University of Houston System. The employee is responsible for payment to the credit card company within the period allowed. Any exceptions to this policy must be authorized by the Vice President of Administration and Finance before any official travel expenses are incurred.
- 3.3 Other purchases prohibited by university policy (e.g., flowers for employees or family members of employees).
- 3.4 Instances in which UHD is liable for all official state business charges incurred and will directly pay the credit card charges include:
- 3.4.1 Department Travel Cards are issued by and returned to the Travel Office and they can only be checked out by faculty and/or staff. These cards are required for all student group travel and study abroad travel. Department Travel Cards will be determined by the Travel Office on a case-by-case basis.
- 3.4.2 Gasoline Credit Cards are issued to faculty, staff, and departments who are assigned University fleet vehicles. These cards may be used only to charge

gasoline and maintenance services for these vehicles owned by the University. Employees will be required to complete a [Gas Card Agreement](#) before the gas card will be issued.

- 3.4.3 Procurement cards (P-Card) are issued to university employees for the purpose of making authorized purchases on the university's behalf.
- 3.5 Upon submission of proper documentation the employee shall be reimbursed by the University for expenses incurred on a personal credit card while on official university business. Personal charges will not be reimbursed.

4. PROCEDURES

There are no procedures associated with this policy.

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Administration and Finance

Review: Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

6. POLICY HISTORY

Issue #1: 05/16/1994

Issue #2: 09/15/2003

Issue #3: 07/09/2015

7. REFERENCES

[SAM 03.A.04, University Credit Cards](#)

[PS 01.A.08, Travel Policy](#)

[PS 05.C.09, General Procurement / Procurement Card](#)