



PCARD PURCHASES: RULES & REGULATIONS

BEFORE MAKING A PURCHASE

TTU PROCUREMENT
WEBSITE



Before making any purchases, review the below:

- **Is the purchase over \$500?**
 - If yes, you must complete the [Vendor Hold Search](#) and upload a screenshot of the search with your receipt in Emburse.
- **Is the purchase for software that cannot be purchased through Techbuy (i.e. Canva, Buzzsprout, Qualtrics, Otter AI)?**
 - If yes, you must complete the [Software Exception Form](#) and upload to Emburse with your receipt. The Software Exception Form may take 7-10 days for approval. The purchase cannot be made until the request is approved.

THREE STRIKE POLICY

Effective August 1, 2025, the procurement office is implementing a three strike policy which will result in the loss of your PCard. The below will count as a strike.

- Buying personal items with the PCard.
- Using TTU's tax exemption for personal or non-business use.
- Missing receipts repeatedly or failing to maintain documentation.
- Exceeding spending limits or splitting transactions to bypass limits.
- Violating TTU policies (OP 72.09) or state/federal procurement regulations.
- Submitting expense reports late without pre-approval.
- Using the PCard for expenses outside of guidelines.
- Purchasing restricted items without prior approval.
- Allowing unauthorized use of the PCard.
- Approving transactions without proper review and documentation.
- Misallocating charges to sponsored or appropriated funds.
- Shipping to non-university locations without approval.
- Not verifying vendor hold status for purchases over \$500.
- Using vendors on State of Texas hold list.