Department of Materials Science and Engineering

One Card Procedure

I. University One Card Policy

The One Card Program is authorized by a State of Texas contract with Citibank via the Texas Procurement and Support Services (TPASS). It is a MasterCard Credit Card billed centrally to the university. The cardholder is liable and responsible for all charges. Specifically, the One Card is designed to be used for low dollar, infrequent purchases that cannot be handled in any other way. The primary method of making high dollar purchases at UT Dallas is with Purchase Orders in eProcurement.

All cardholders are required to go through the One Card-Pre Application test available on eLearning. There is also a One Card Program Guide available that should be read by all cardholders on an annual basis.

During Annual Compliance Training, all cardholders are required to take the annual One Card Training. This is important to ensure compliance with the most recent changes in the program. Failure to complete the Annual Compliance Training within the designated deadline will result in a suspended One Card.

Additional information on the University of Texas at Dallas One Card policy can be found on the Payment Services Page.

II. Department Requirements

One Cards are authorized for delegated purchases within the disclosed UTD credit limit only. Travel is not an approved expense.

Reconciliation in CitiManager is performed on a monthly basis by the Business Manager. If the Business Manager is not available, the back-up reconciler is the Assistant Director.

III. Department One Card System

Purchases are primarily managed with a Departmental One Card, issued to the Administrative Services Officer as the card administrator. A “Check Out/In Log” is required for general use. A few individual cards are issued to cardholders for the purchase of goods and services specifically related to the cardholder’s area of expertise and/or their job-related duties at The University of Texas at Dallas.

The Departmental One Card and log are kept in a secure location by the Business Manager, when not in use.

Each One Card must be assigned two roles:
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1. **Reconciler** – The cardholder or delegate updates account numbers, cost center and explanation of charges.

2. **Approver** – The Business Manager approves the reconciliation.

All receipts are stored electronically on the department shared W: drive.

**IV. Department One Card Procedures**

When possible, all orders should be placed using the eProcurement system. Occasionally, there is an emergency or a vendor who does not take a UTD Purchase Order. If the amount is equal to or less than the authorized credit limit, it can be put on the credit card for emergencies only. Each order must include an email from the faculty (PI) stating the reason for an emergency. Payment will only be made for purchases shipped within the United States. All orders shipping from outside the US and/or orders that require a foreign payment, cannot be put on the credit card.

The following **cannot** be put on the credit card at any time:

- Chemicals
- Lasers
- Equipment
- Anything hazardous
- Amazon
- Electronics, computers, tablets, laptops, phones
- Any company who will charge tax and will not accept our tax exemption
- Any company who will ship from outside the U.S.
- Any company who is charging from outside the U.S.

**Exceptions:**

Airgas - All Airgas cylinder and accessory purchases must be made with One Card. Payment for other gases (Matheson and Nova Gas) should be submitted through eProcurement.

Direct Hotel Billing - Hotel reservations for UTD guests are payable with One Card or eProcurement.

Other exceptions must be approved by the One Card Team.

Details of each purchase are recorded on the department’s business transaction log titled *Acctg Daily Log* by the MSE Administrative Staff. All transactions purchased with One Card are subject to an audit.

Updated 9/9/19 Materials Science and Engineering Procedure
V. Reconciliation

The cardholder begins reconciliation each month by accessing the CitiManager system. An Expense Report is run by the Business Manager and provided to student workers for invoice matching. Invoices are stored in the cardholder’s One Card receipt file until compiled with the Expense Report. The Business Manager gives cardholders a timeframe to enter their account information for review prior to approval.

Once reconciliation is completed, the student workers will obtain final approval by signature from the cardholder and department head.

Digital files are organized by cardholder and fiscal year in the One Card file on the W: drive. Copies are placed in the box.com ECS Dean’s Office files and One Card Office files.