

Texas A&M International University

Procurement Card Training

<http://www.tamui.edu/adminis//purchasing/purchasingcard.shtml>

Cardholder Information

- Keep your card safe and secure, do not lend it out to anyone and Use card for business purposes only
- Make tax exempt purchases
- Follow up with vendors & check received orders; contact vendor in case of return
- Make sure only purchases you made are charged on your card. If there are any problems:
 - 1- Try to resolve situation with vendor
 - 2- Contact Citibank and follow dispute procedures
- Search for and use HUB vendors
- Set up your PDME/Shred-it account information (if applicable)
PDME- 1-800-723-3345
- Noncompliance will be reported to appropriate VP
- Keeping your card is subject to proper usage and compliance
- Cards must be returned to Program Administrator upon exiting the University

Credit Limit

- **\$5,000 per month**
- **Request to raise: in writing (dept. manager)
approval from VP/Dean**

Freight and installation charges must fall within the card limit.

Payments may not be split.

Vendor Selection

- State restricted vendors

- TAMUS Policy

Every employee is responsible for making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the University.

- No discrimination

HUB

- HUB = Historically Underutilized Businesses
- Businesses owned, in majority, by:
 - women*
 - Hispanics*
 - African Americans*
 - American Indians*
 - Asian Americans*and that have been acknowledged by the state as such
- State entities must meet set goals

Finding a HUB

- 1. TAMIU Website → Administration → Purchasing → HUB Vendors
- 2. State Purchasing Website:
<http://www.window.state.tx.us/procurement/>
 - a. Search for CMBL/HUB vendors (right side, blue box)
→ select: ALL VENDORS
 - b. NIGP Commodity Book (left top section)
→ "Search the Commodity Book Alpha Index"

Examples of Acceptable Purchases

- Office, educational & cleaning supplies;
- Books;
- Toners and kits for printers/copiers;
- Fabrics and linens w/o text/graphics;
- Business meals (local)*; catering and food purchases;
- Registration fees;

*Please see Food Purchasing Guidelines for a clear understanding of what is acceptable

<http://www.tamtu.edu/adminis/purchasing/documents/FoodPurchasingGuidelines.pdf>

Examples of Restricted Purchases

- Advertising
- Printing/copying
- Embroidery, screen printing
- Promotional items
- Software, licenses
- Memberships
- Travel
- Alcohol
- Entertainment
- Chemicals
- Controlled assets

**See online manual for a more complete list of acceptable and restricted purchases.

Controlled Assets

- Fax machines
- Stereo Systems
- Cameras
- Video Recorders
- Televisions
- Projectors

If the cost of these items is under \$500 they are not controlled assets, if the cost is over \$500 then they are and must be tagged as University property and purchased through a requisition.



Citibank Website (GCMS)

Citibank Customer Service

- Available 24/7
- Contact for questions about your account, password resets, etc
- Call immediately if your Pro Card is lost or stolen

1-800-248-4553

Information

- **Submit your Expense Report after the close of each cycle with required paperwork**
 - **Receipts**
 - **Food Purchases Form (for all/any food purchases & catering)**
 - **Missing receipts form (if applicable)**
 - **Communication with vendors (if applicable)**
- **Incorrect Expense Reports will be returned to cardholder**
- **Expense Reports are due to Purchasing Office by the 13th with required signatures and paperwork**
- **If you did not have charges for the month no report is needed**

Citi Information

- **Billing cycle closes on the 3rd of every month (unless 3rd falls on a weekend or holiday)**
- **Reconcile (by REPORTING CYCLE, not date range) by going to www.citimanager.com**
- **CitiDirect GLOBAL Card Management System**

Citi Website

www.citimanager.com

CITI TRANSACTION SERVICES Search Our Site GO

200 YEARS citi

Home About Us Regions Corporations Financial Institutions Public Sector Institutional Investors

Treasury and Trade Solutions

Citi® Commercial Cards

- Commercial Cards Home
- > Global Corporate Solutions
- > Public Sector Solutions
- ATM/Citibank Locator

» Customer Service

» Company Contact Us

Access CitiManager® Tool here:

[CitiManager Login](#)

Web Tools:

- » CitiDirect® Card Management System
- » Citi® Custom Reporting System
- » **CitiDirect® Global Card Management System**



Welcome to
Citi® Commercial Cards

As a leading Commercial Card issuer, Citi is committed to providing solutions that offer greater control, visibility and optimization to help our clients maximize their efficiencies and expand their opportunities. Whether your needs are local or global, Citi can customize a solution to help your organization achieve its strategic financial objectives.

With the broadest global reach, an unrivaled international network, award-winning customer service, and the industry's most advanced payment, reporting and expense management tools, Citi continues to raise the bar for commercial card programs. Citi's global infrastructure—with a vast network of countries with on-the-ground proprietary operations—allows you to manage your business and treasury functions seamlessly throughout the world. In addition to offering the most widely accepted Corporate Card—accepted at 34 million merchant locations and 1.9 million ATMs in 200 countries—Citi is also the only bankcard issuer to support 100 countries and offer local currency card programs in 65 countries and 25+ languages.

As next-generation card management solutions emerge, Citi, once again, is at the

A A A

Videos

- » Expanding Corporate Cards to New Markets
- » Citi's Working Capital Analytics

In The News

- » The Nilson Report Ranks Citi as the Number One U.S. Corporate Bank Card Issuer for Third Consecutive Year
- » Citi Wins 2012 Celent Model Bank Award

Select the CitiDirect
Global Card
Management System
(GCMS) link



First log in...

CitiDirect® Global Card Management System



Global Card
Management
System

American English 

Sign In to
Global Card Management
System

USER ID:

16 digit card number

PASSWORD:

761tamiuXXXX (last 4 of your card)

Sign In

[Forgot
Password?](#)

You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

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Main Screen

CitiDirect® Global Card Management System



To logoff



My Profile **Account Activity**

Home

Welcome Back
Last Visit: 11/09/2011

Account Activity

Date Range:

Transactions & Adjustments

Last Five Transactions

Total Transactions	1	SHRED-IT SAN ANTONIO	17.37
Reviewed	0	12817 WETMORE BLVD	08/06/2012
Not Reviewed	1		

News & Links

1 of 1

No news available
No news available

[View All News](#)

- [CitiManager](#)
- [Citibank Custom Reporting](#)

Inbox

Completed Reports (0)

Scheduled Reports (0)

No completed reports are available.

No scheduled reports are available.

Resource Center

- GCMS Release 12.2**
Release Notes
- Account User's Guide**
Complete Manual
- Online Help**
By Topic

Currently logged in as: SUTIERREZ (), Cardholder

[citigroup.com](#)

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[CitiManager.com](#)





My Profile Tab

My Profile Account Activity

Home > My Profile

My Profile

General

*email address, password, challenge questions can be updated

USER INFORMATION	
*User Name: <input type="text" value="GUTIERREZ"/>	*E-mail Address: <input type="text" value=" @TAMIU.EI"/>
User ID: <input type="text" value=""/>	* Confirm E-mail Address: <input type="text" value=" @TAMIU.EI"/>
Last Password: 08/28/2012 11:29:09 CST	Phone Number: <input type="text" value="956328"/>
Change:	Status Code: ACTIVE
Current Password: <input type="text" value=""/>	
Password:	
New Password: <input type="text" value=""/>	
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)	
Confirm Password: <input type="text" value=""/>	
Security Question: <input type="text" value="Your mother's maiden name?"/>	
Question:	
Security Answer: <input type="text" value=""/>	
Answer:	

CHALLENGE QUESTION RESPONSES

USER ROLE INFORMATION	
User Role: Cardholder User	Preferred E-mail Settings for Transaction Summary E-mail E-mail Addresses: <input type="text" value=" @tamiu.edu"/> <small>(Enter up to five e-mail addresses separated by commas)</small>
Template: SOT Cardholder	
Account Number: XXXX-XXXX-XX80-	
Account Status: ACTIVE	
ADDITIONAL INFORMATION	
Additional Information: <input type="text" value=""/>	

REGIONAL SETTINGS	
Date and Time Settings	
Date Style:	<input type="text" value="MM/DD/YYYY"/>

Account Activity

CitiDirect® Global Card Management System



My Profile

Account Activity

Transaction Summary

Account Information

Merchant Summary

Cost Allocation Management

Schedule Report

Completed Reports

Scheduled Reports

Home > Transaction Summary

Transaction Summary

• XXXX-XXXX-XX - (ACTIVE) • -PURCHA TINEZ • 5201 UNIVERSITY BLVD - PU. X • LAREDO, TX 780411920

SEARCH CRITERIA

Advanced Search >

Reporting Cycle:

Date Type: From: 07/29/2012

Posting Date To: 08/28/2012

Data available starting: 08/28/2009

Search

Currently logged in as:

SEARCH CRITERIA

Advanced Search >

Reporting Cycle:

Date Type: From: 07/29/2012

Posting Date To: 08/29/2012

Data available starting: 08/28/2009

- May 2012
- June 2012
- July 2012
- August 2012
- September 2012
- October 2012
- November 2012
- December 2012
- January 2013
- February 2013
- March 2013
- April 2013
- May 2013
- June 2013
- July 2013
- August 2013



Transaction Screen

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

Date Type: From: 07/19/2011

Posting Date To: 08/18/2011

Data available starting: 08/18/2008

Search

1 - 7

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

SEARCH RESULTS Search Total: 3,559.38

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
    <input type="checkbox"/>		08/09/2011	08/08/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	731.72	<input type="text"/>		
   <input type="checkbox"/>		08/09/2011	08/08/2011	ACADEMY SPORTS #120 LAREDO, TX -78045	319.97	<input type="text"/>		
   <input type="checkbox"/>		08/11/2011	08/10/2011	COOPER'S PURCHASING LAREDO, TX -78041	1,600.00	<input type="text"/>		
   <input type="checkbox"/>		08/12/2011	08/10/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	190.82	<input type="text"/>		
   <input type="checkbox"/>		08/12/2011	08/10/2011	THE HOME DEPOT 6540 LAREDO, TX -78041	128.47			
				Split 1: Split - ROSIN SOLDER	7.47	0.00	0.00	
				Split 2: Split - TOOL TOTE	59.00	0.00	0.00	
				Split 3: Split - 4' FG STEP	62.00	0.00	0.00	
   <input type="checkbox"/>		08/16/2011	08/15/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	409.90	<input type="text"/>		
   <input type="checkbox"/>		08/17/2011	08/15/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	178.50	<input type="text"/>		

Search Total: 3,559.38

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

1 - 7

Clicking on the Accounting Details icon will expand your transaction to look like...

Required Fields

Your transaction information expanded so that you can enter the required fields (boxed in red).

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 17.37

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input type="checkbox"/>	08/06/2012	08/03/2012	SHRED-IT SAN ANTONIO SAN ANTONIO, TX -78247	17.37			

ACCOUNTING CODES INFORMATION

Expense Description

Accounting Code <input type="text"/>	Object Code <input type="text"/>	Invoice # <input type="text"/>	Document # <input type="text"/>	Asset # <input type="text"/>
Recipient Info <input type="text"/>	Delivery Date <input type="text"/>	Reconciled Date <input type="text"/>	Reconciler <input type="text"/>	REF A <input type="text"/>
REF B <input type="text"/>	HUB Status <input type="text"/>	PO # <input type="text"/>		

Search Total: 17.37 Send Email Save Reset

Expand All | Collapse All 1 - 1

You will NEED to select the 'Reviewed' box once all of your transaction information is inputted. Clicking this box will lock all of the information so that you will no longer be able to edit the transaction. Make sure this is selected before you begin running your report.

Splitting Transactions

1- When you buy items, in a single transaction, that have different object codes

2- When you are paying for items with more than one account

** The number of splits depends on the number of object codes/accounts you will be using

- Click the  icon to add the splits. This will take you to the following screen, where you will enter the number of splits you need.

Split Transaction

• XXXX-XXXX-XX80- (ACTIVE) • DEPARTMEN - MARTINEZ • 5201 UNIVERSITY BLVD - L • LAREDO, TX 780411920

Financial Detail | Split Detail Save Reset

Reviewed	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	09/19/2012	09/17/2012	SHRED-IT SAN ANTONIO SAN ANTONIO, TX -78247	70.51	<input type="text"/>		70.51	

Split(s): Add

Split By: Split and Balance To:

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
This transaction does not have any splits defined.					
Totals:					

Save Reset

- After you enter the number of splits you click “Add” and ...

Splitting Transactions

You will see the Accounting Details icon for each split, you can then expand the transactions by clicking the  icon and reconcile as you would on an unsplit transaction.

Financial Detail
Split Detail
Save
Reset

Reviewed	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	09/19/2012	09/17/2012	SHRED-IT SAN ANTONIO, TX - 78247	70.51			70.51	

Split(s): Add

Select All | Deselect All
Remove
Expand All | Collapse All
Split By:
Split and Balance To:

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
<input type="checkbox"/>  <input type="text"/>	50.00	<input type="text" value="35.26"/>	<input type="text" value="0.00"/>	0.00	35.26

ACCOUNTING CODES INFORMATION Display accounting codes from

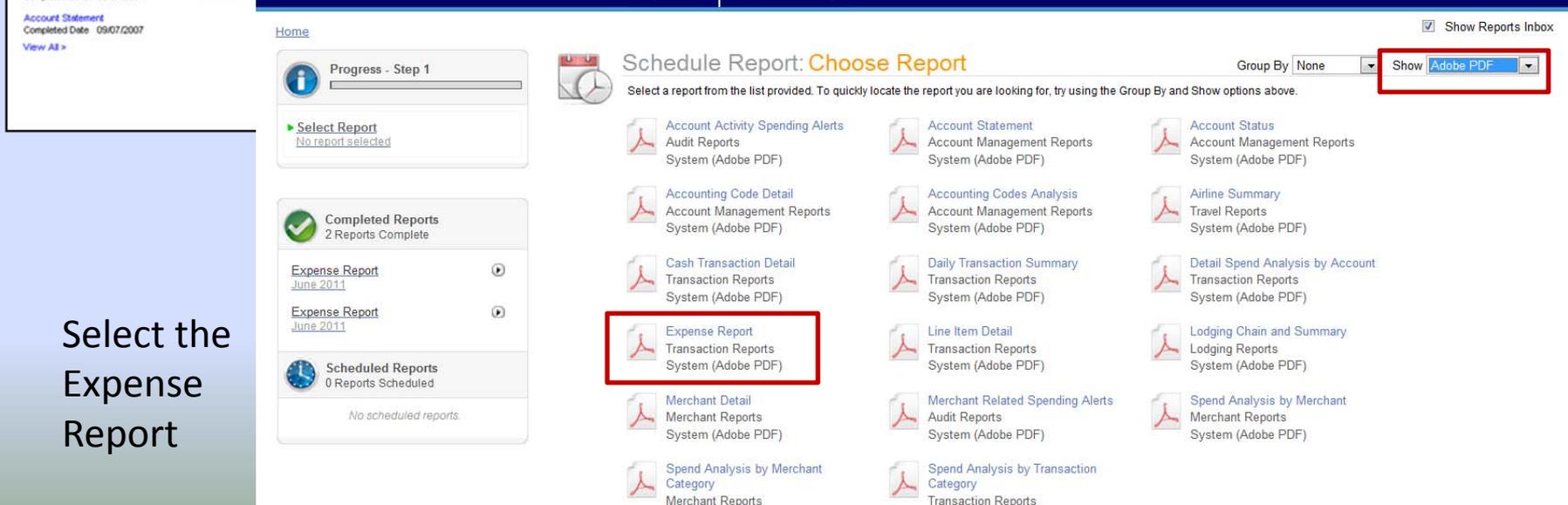
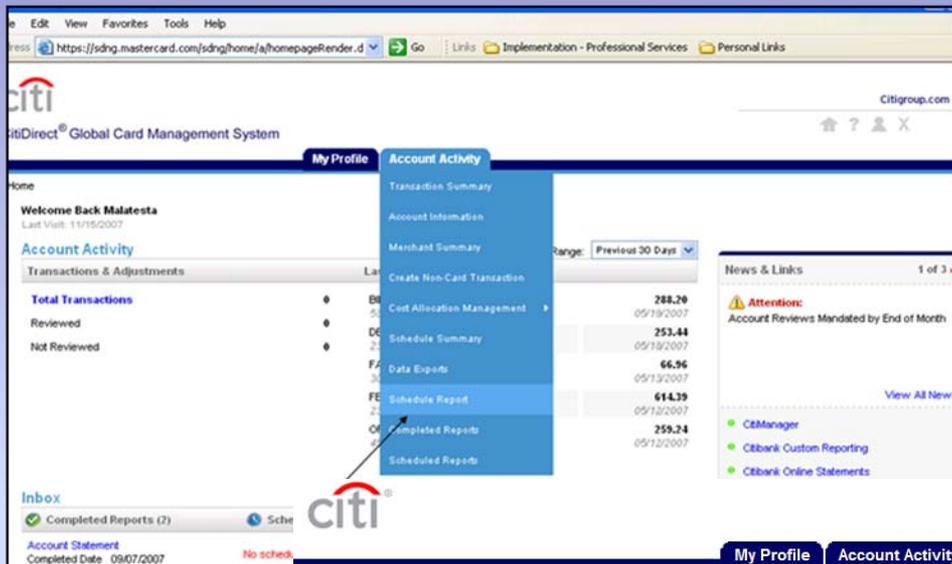
Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
<input type="text"/>	<input type="text"/>	* <input type="text"/>	<input type="text"/>	<input type="text"/>
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reconciler	Original Account	REF A	REF B	Expending PGM Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HUB Status	PO #			
<input type="text"/>	<input type="text"/>			

Copy to All on Page

<input type="checkbox"/>  <input type="text"/>	50.00	<input type="text" value="35.26"/>	<input type="text" value="0.00"/>	0.00	35.26
Totals:		100.00	70.51	0.00	70.51

Running Reports

Account Activity tab, then select 'Schedule Report'



Select the Expense Report



[Home](#)

Progress - Step 2 of 5

Select Report
[Expense Report](#)

Select Scheme
[No scheme selected](#)

Select Filters
[No filters applied](#)

Report Options
[Customize your report](#)

Frequency
[Run Once](#)



Schedule Report: **Select Cost Allocation Scheme**

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity

- 761 PCARD TAMIU (ACTIVE)**
Dept/Sub-Dept, Accounting Code, Object Code, Invoice #, Document #, Asset #, Recipient Info, Order Date, Delivery Date, Reconciled Date, Reconciler, Original Account, REF A, REF B, Expending PGM Code, HUB Status, PO #
- None**
Include all transactions. Accounting code fields are not available.

Back **Next** **Cancel**



Do not change anything on this screen, just click Next

Completed Reports
0 Reports Complete

No completed reports.

Scheduled Reports
1 Reports Scheduled

Expense Report
[\[Description empty\]](#)

Progress - Step 3 of 5

Select Report
[Expense Report](#)

Select Scheme
[FAMIS](#)

Select Filters
[No filters applied](#)

Report Options
[Customize your report](#)

Frequency
[Run Once](#)

Completed Reports
0 Reports Complete

No completed reports.

Scheduled Reports
1 Reports Scheduled

[Expense Report](#) 
[\[Description empty\]](#)



Schedule Report: Filters

Select the field, type, and value Click the Add button to add the filter.

Field Type

Value

Field	Type	Value
Reviewed Status		Financial
Approved Status		
Reviewed Status		

To add a filter, enter the filter criteria above and click the Add button.

Select 'Reviewed Status'

[Select All](#) | [Deselect All](#)





Progress - Step 4 of 5



Select Report

Expense Report

Select Scheme

FAMIS

Select Filters

No filters applied

Report Options

Customize your report

Frequency

Run Once



Completed Reports

0 Reports Complete

No completed reports.



Scheduled Reports

1 Reports Scheduled

Expense Report

[Description empty]



Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type

Posting Date

Report Format

Adobe PDF

Number Format

XX,XXX.XX

Date Format

MM/DD/YYYY

Additional Options



Include Splits



Check Box

Description

Entering a Description is for your information only

Notify Me At

Enter up to five e-mail addresses separated by commas

Back

Next

Save

Cancel





Home

Progress - Step 5 of 5

Select Report
[Expense Report](#)

Select Scheme
781 TX A&M INTERNATIONAL UNIV

Select Filters
[No filters applied](#)

Report Options
[Customize your report](#)

Frequency
[Run Once](#)

Completed Reports
4 Reports Complete

- [Expense Report](#)
[\[Description empty\]](#)
- [Expense Report](#)
[\[Description empty\]](#)
- [Expense Report](#)
[June 2011](#)
- [Expense Report](#)
[June 2011](#)

Scheduled Reports
0 Reports Scheduled

No scheduled reports.



Schedule Report: **Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date: To Date: Schedule Offset: (in days)

Daily

Start Date: Days to Run: Schedule Offset: (in days)

Weekly

From Day: To Day: Weeks to Run: Schedule Offset: (in days)

Monthly

From Day: To Day: Months to Run: Schedule Offset: (in days)

Reporting Cycle

Date Type: Posting Date

Reporting Cycle:

Number of Cycles to Run: Schedule Offset: (in days)

ALWAYS use the **Reporting Cycle** option

Make sure you change the cycle to the correct month

Back Save Cancel

To print your report:

- Click on the link to your report and either Open or Save your report.

Account Activity

Transactions & Adjustments

Last Five Transactions

Total Transactions	0
Reviewed	0
Not Reviewed	0

Inbox



Completed Reports (3)

Reports stay in your inbox for 30 days

[Expense Report](#)

Completed Date 07/28/2011

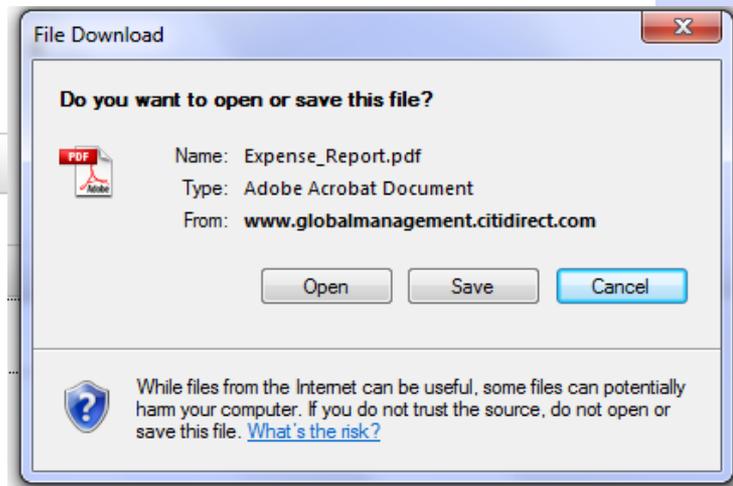
[Expense Report](#)

Completed Date 07/28/2011 June 2011

[Expense Report](#)

Completed Date 07/28/2011 June 2011

[View All >](#)





Expense Report

Posting Date: 08/04/2012 - 09/03/2012

761 TAMIU

5201 UNIVERSITY BLVD
LAREDO, TX 780411920 USA

Card Transactions

Posting Date	Transaction Date	Description	Expense Description	Receipt Amount	Posted Amount	Expense Reviewed	Approved
08/29/2012	08/28/2012	JWS WILEY PUBLISHERS-800-758-9477,NJ,08875	Handbook of Institutional Research	114.75 USD	114.75 USD	✓	
Accounting Codes		Accounting Code -00000	Object Code 4012(7300)	Invoice #	Document #		
Asset #		Recipient Info	Delivery Date		Reconciled Date		
Reconciler		REF A	REF B		HUB Status NO		
PO #							
Card Subtotal						114.75	
Grand Total						114.75	

Cardholder Signature	Date	Supervisor Signature	Date
Signed	Date	Authorized	Date

For questions contact:

Laura Gamez

X2343

Annie Gutierrez

X2346