

# Training for Contract Liaisons for transitioning from PCARD to requisition



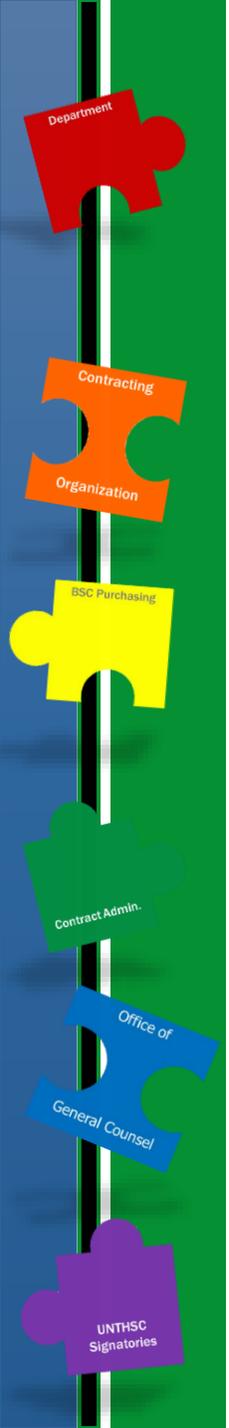
# NOTE



- › If you attended one of the “live” Q&A sessions, please be aware that this version of the PowerPoint includes updates to the process and some of the questions asked/answered in the sessions.

# Today's Agenda

- › Areas Involved in process change
- › FY2025 Change – contracts transitioned to Requisitions
- › Questions & Answers
- › Process Reviews



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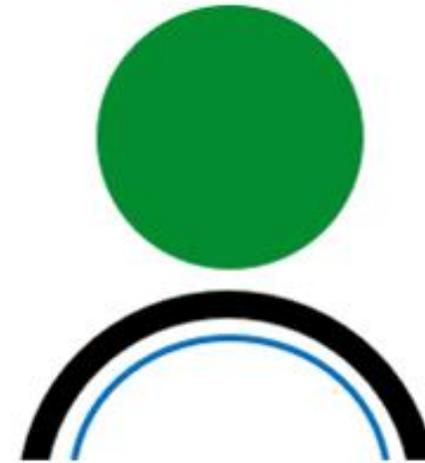
# Areas involved

Overview of the areas involved in this process change

# Department

## › Department Requestor/Contract Liaison

- will submit the appropriate Procurement Method (PCARD or requisition)
- Initiate/manage business contracts



Contract Liaison or Requestor

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# UNTS Purchasing

- › Purchasing is responsible for compliance with established purchasing guidelines, Texas procurement requirements, and Requisition-to-Purchase Order Processing.



[Buyers@untsystem.edu](mailto:Buyers@untsystem.edu)

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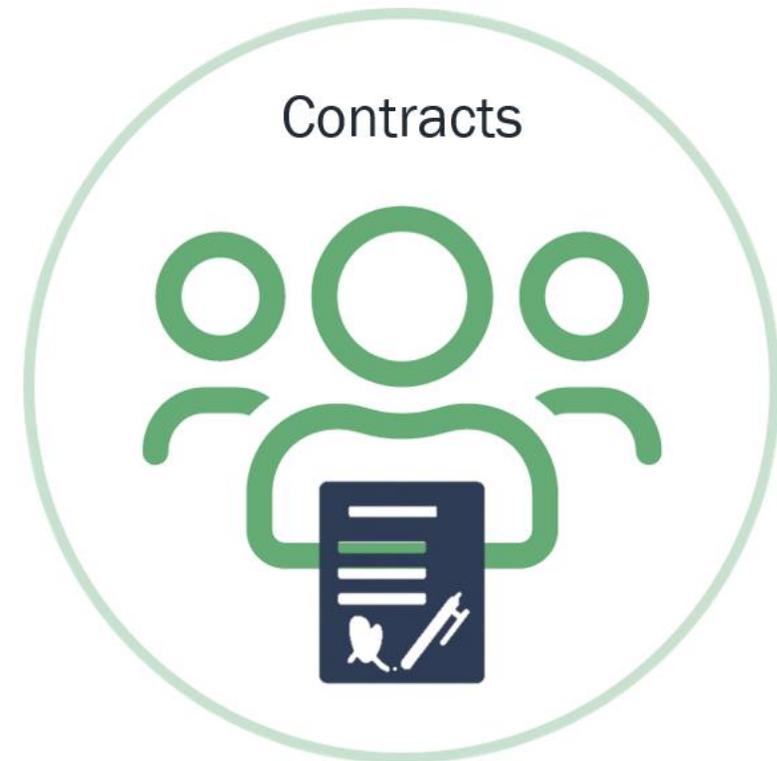
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# UNTS Office of Contract Administration (OCA)

- › UNTS Office of Contract Administration facilitates business contract processing, routing and administration



[UNTScontractadmin@untsystem.edu](mailto:UNTScontractadmin@untsystem.edu)

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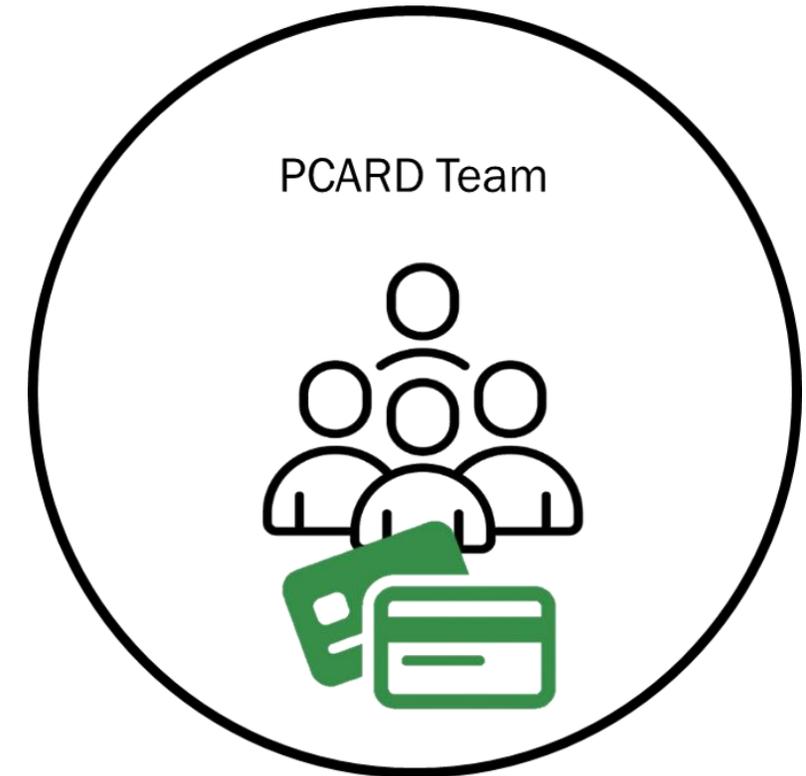
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## UNTS PCARD team

- › The Purchasing Card (Pcard) team oversees the PCARD program help simplify small dollar purchasing needs under the Texas Comptroller of Public Accounts for the State of Texas contract.



[PCard@untsystem.edu](mailto:PCard@untsystem.edu)

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# Vendor

- › The external party/2<sup>nd</sup> Party/Contract Organization enters into business contracts with UNIVERSITY and makes them enforceable obligations of both parties.



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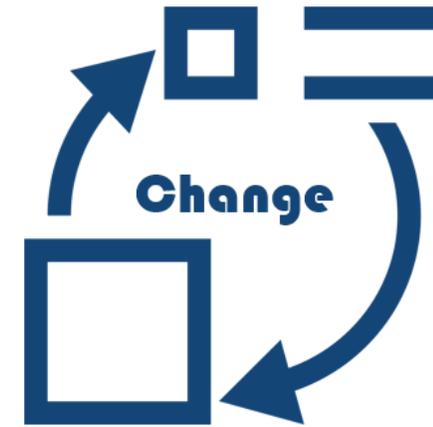
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# FY 2025 changes

Changes to requisition/PCARD/contract

## PCARD -> Requisition (payment)

› Effective 9/1/2024 payment for certain contracts must start with a requisition (not PCARD payments).

-There are exceptions that we will cover in this training.

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# PCARD payment

> EXCEPTIONS include contracts for:

Copier/Printers



✔ YES

Food/Catering



✔ YES

Conference Registrations



✔ YES

Event Rental



✔ YES

Hotel (Athletics & Events)



✔ YES

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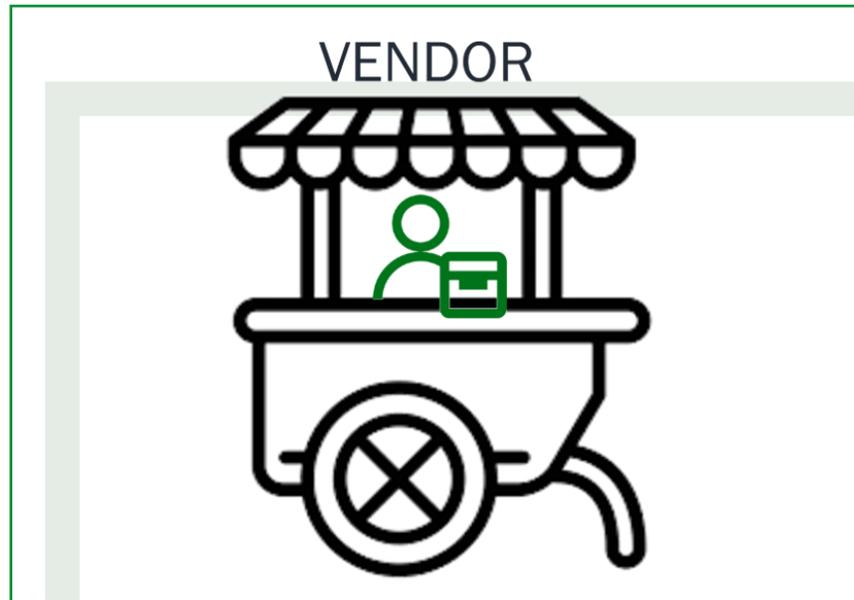
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# PCARD payment

› EXCEPTIONS include contracts with:



Vendors

Cintas  
Charter  
EJs towing  
Unifirst  
Directv  
Aramark

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# DISCLAIMERS



## PCARD AGREEMENTS

- › For the agreements/contracts that contain Terms and Conditions and/or signature and are permitted to be paid with a **PCARD** (instead of a Purchase Order).
- › **Compliance with the Purchasing Card Guide is still required.**
  - **Any PCARD exception and/or vendor hold search must still be completed.**
    - › The PCARD exception process is **NOT** intended for requesting approval for *payment* by PCARD.

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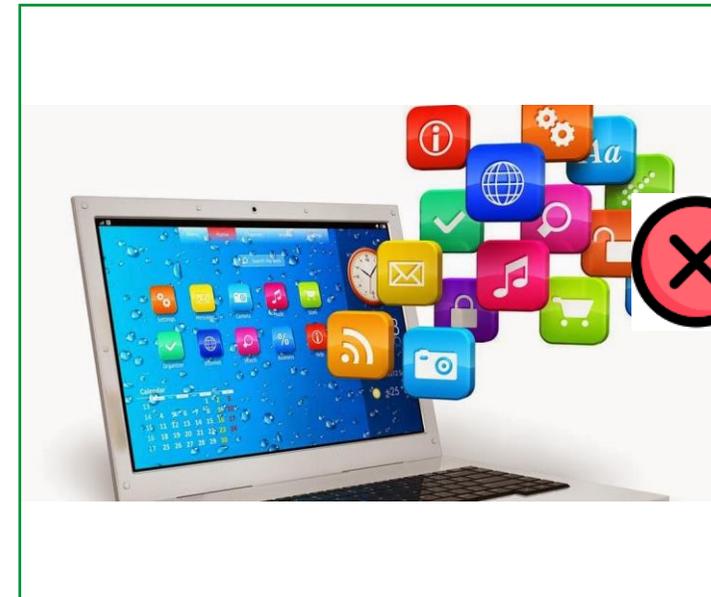


# PCARD -> Requisition (payment)

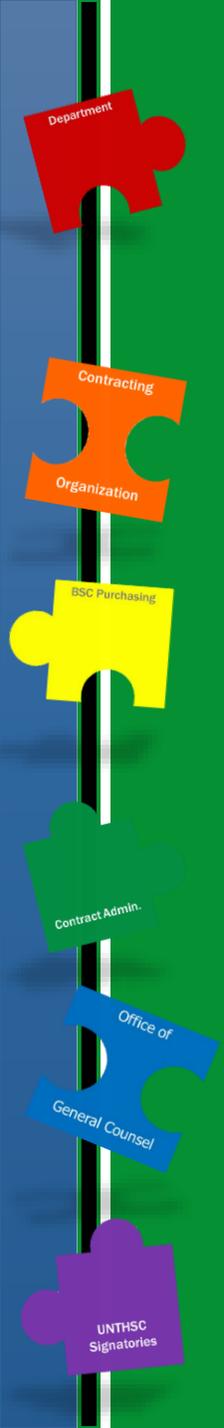
- > Does the product store or process data?
  - software license, connection to the network, student data, etc.*
- > IT resources needed?
  - single sign-on, hosting, storage, integration, installation*

- > Submit a requisition
  - FY25 requisition are now open for submission!

## IT/Software/Licenses



**NO**  
Payment on PCARD

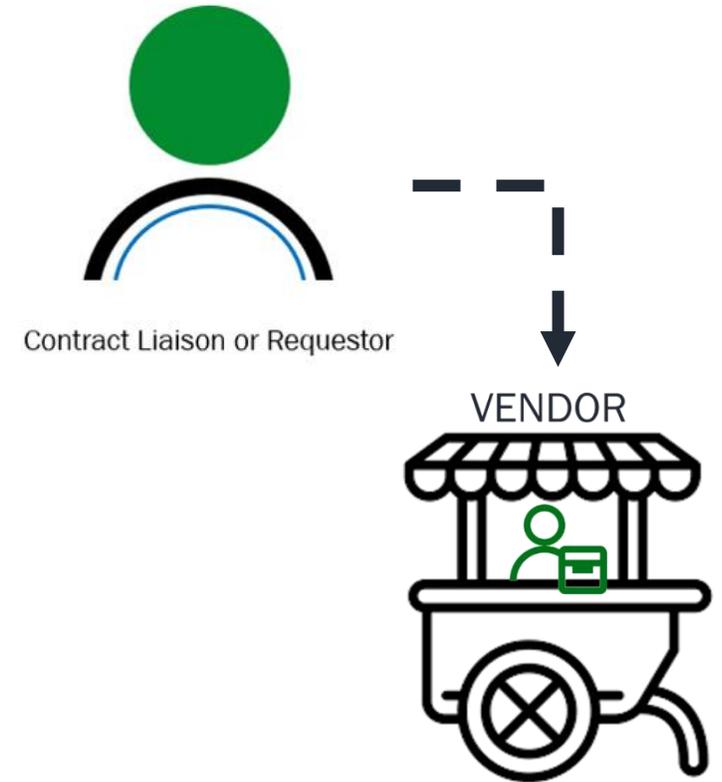


# PCARD -> Requisition (payment)



> Vendors must complete PaymentWorks registration in E-PRO (formerly UNTS Marketplace) to receive payment by Purchase Order.

> Departments can send PaymentWorks registration invitations directly to vendors to initiate the process.



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# What to include on a requisition

> Under \$15,000 – one valid quote



CONTRACT AGREEMENT



> \$15,000.01-\$50,000 one of the following options:



- Three quotes, two must be HUB quotes (HUB Networker: <https://finance.untsystem.edu/vendor-resources/hub-program/fy22hub.xlsx>)

- Or documentation of approved, Applicable exemption

> \$50,000.01 and above:

- Solicitation (RFP) Number

- Or documentation of approved, Applicable exemption



# Requesting HUB Quotes

- › Be sure to communicate the specifications
  - criteria needed, make/model, (if applicable) other quotes, etc.
  - Bid due date
  - Required delivery date
- › Plan to allow up to 7 working days (required) days for HUB vendors to respond
- › Submit request to [hub@untsystem.edu](mailto:hub@untsystem.edu)

Specifications



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# Precaution



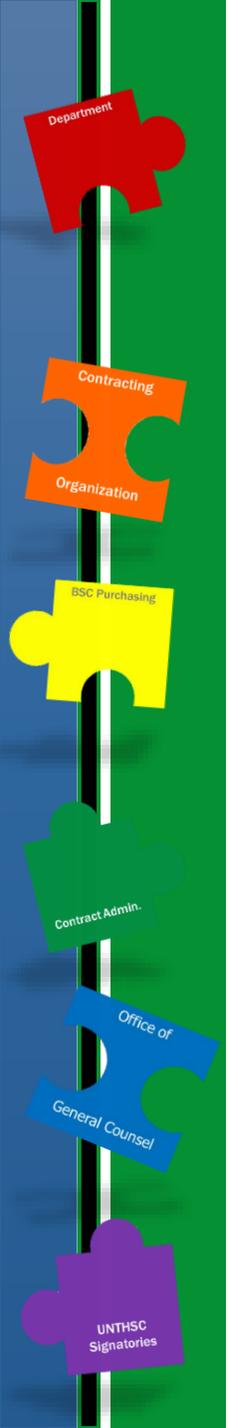
› If these roles are performed by separate individuals in your department, ensure adequate internal communication to avoid the possibility of double-payments.



~~Contract Liaison or Requestor~~



~~Contract Liaison or Requestor~~





# Questions & Answers



# Questions & Answers

- › Does this change (paying with a Purchase Order instead of a PCARD) include CLICKWRAP AGREEMENTS?
  - ClickWrap agreements are used in internet purchases where the person making the purchase is required to click "I Agree" to the vendor's terms and conditions.

**AMENDED**  
*Answer*

Yes, this change includes **IT related** CLICKWRAP agreements. IT related CLICKWRAP contracts/agreements will need to transition to the requisition process.

Other Clickwrap agreements can remain on PCARD.

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# Questions & Answers

- › What if the vendor won't accept the Purchase Order (PO) and the contract is *not* in one of the “approved” contract category types to remain on PCARD?
  - You know at the beginning of the process (website notice or email) that the vendor does **not** accept POs

The Contract Liaison can submit the contract via a Contract Request in TCM. The submission needs to include:

- The notice from the vendor (can be an email, print out from a website or a screenshot from the website) as an Attachment
- Note in the Summary or Special Instructions field about the PCARD payment request

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# Questions & Answers

- › What if the vendor rejects the Purchase Order terms and conditions?
  - Example: the contract was executed, PO was sent to the vendor

If the vendor rejects the Purchase Order **in writing**, alert your Buyer via email ([buyers@untsystem.edu](mailto:buyers@untsystem.edu)) and include the email correspondence from the vendor that contains their explanation for rejecting the PO or the vendor's redlined changes. The Buyer will submit the request to the Contracts team on your behalf.\*

**\*For HSC Campus:** during FY 25 the two TCM modules will be merged. You will be alerted when contract submissions will be in E-PRO submitted on your behalf. Until you're notified, continue the current process (HSC TCM).

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# Questions & Answers

- › Both the Requestor and the Contract Liaison processed the contract so we accidentally paid twice – 1) by PCARD and 2) by Purchase Order. What do we do?

You will need to contact your vendor to request a refund. The preferred method is to request a refund on the PCARD. Reach out to the Buyers via email ([buyers@untsystem.edu](mailto:buyers@untsystem.edu)) if the vendor requests a different method to refund the overpayment.

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# Questions & Answers

- › For the vendor hold search (VHS): what do we do if we have a purchase over \$500 in the coming days.

Attach a screenshot of the announcement in place of the VHS results. Once a new process has been developed, we will make another announcement and send out a mass email.

**Link:** [https://finance.untsystem.edu/procurement/p-card-program/vendor-hold-search-resources.php#:~:text=ANNOUNCEMENT,requests%20and%20reports.\\*\\*\\*](https://finance.untsystem.edu/procurement/p-card-program/vendor-hold-search-resources.php#:~:text=ANNOUNCEMENT,requests%20and%20reports.***)

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# Questions & Answers



Contract Liaison or Requestor

- › Event Rentals: does this include companies that set up exhibitor booths, display boards, etc. for events at hotels? Can this type of payment still go on a PCARD?

Yes, this contract category type includes vendors that set up exhibitor booths & display boards on campus for events.

Yes, this type of payment can still be made by PCARD.

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# Questions & Answers



Contract Liaison or Requestor

› In the past it was mentioned that anything/service or goods' invoices indicates terms and conditions - it is considered a contract and must be submitted to contracts. Is this still the situation? Do we submit through requisition?

Contract/agreements/quotes/invoices/proposals that contain terms and conditions (either listed on the document or indicated in a website reference) and/or require signatures are considered contracts.

Follow the appropriate submission process, either : 1) requisition process (attach contract) or 2) submit contract to the Contracts team via a Contract Request.

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# Questions & Answers



Contract Liaison or Requestor

- › Can a contract for professional coaching be paid via PCARD?

A contract for professional coaching will need to transition to the requisition process.

If the professional coaching entity will not accept payment by Purchase Order, the Contract Liaison will need to attach the appropriate documentation with the contract submission (can be an email from the vendor, print out from a website or a screenshot from the website).

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# Questions & Answers



Contract Liaison or Requestor

› If there is no contract we do not have to transition to a requisition?

If there is not contract (a quote ONLY which does not contain terms & conditions or a requirement for signature) then you may use the payment method you are currently using.

This FY25 change is focused on the payment method for contracts and agreements.

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# Questions & Answers



Contract Liaison or Requestor

- › Do we need to attach a contract for continuing services on requisitions to transition payment from PCARD to PO?

Background: department has an executed contract they have been paying by PCARD and are transitioning the payment method to requisition.

The answer is yes - you will attach the *appropriately* executed contract to the requisition. (A contract that is signed by an individual with appropriate authority to sign).

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# Questions & Answers



Contract Liaison or Requestor

- › Do we need to attach a contract for continuing services on requisitions to transition payment from PCARD to PO?

Background: department has an executed contract they have been paying by PCARD and are transitioning the payment method to requisition.

The answer is yes - you will attach the *appropriately* executed contract to the requisition. (A contract that is signed by an individual with appropriate authority to sign).

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# Questions & Answers

- › Will Procurement continue to review which contract categories can be approved for PCARD payments?

Yes, Procurement will periodically review and provide updates via the website:

<https://finance.untsystem.edu/contract-administration/click-wrap-approval.php>.

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# PROCESS REVIEW

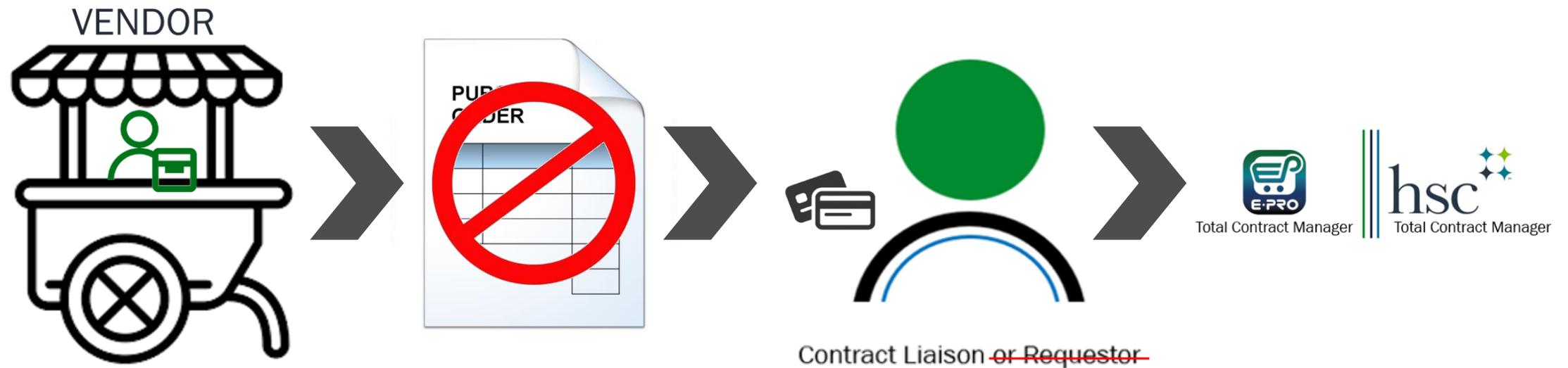
Highlight overview



*Highlights*

# FY 25 changes effective 9/1/2024

If the vendor will not accept the Purchase Order as **PAYMENT**



The documentation from the vendor must be attached to the Contract Request.



*Highlights*

# FY 25 changes effective 9/1/2024



Contract Liaison or Requestor

Payment mechanism?

- PCARD if approved contract category or vendor
- (or Vendor documentation for PCARD payment included?)

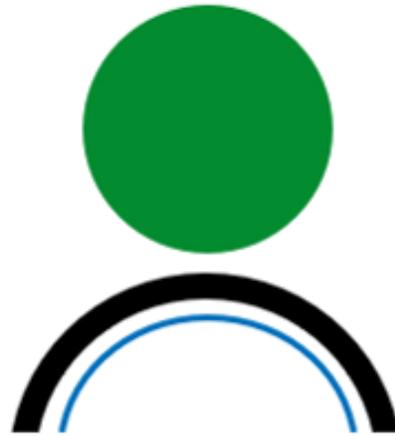


YES

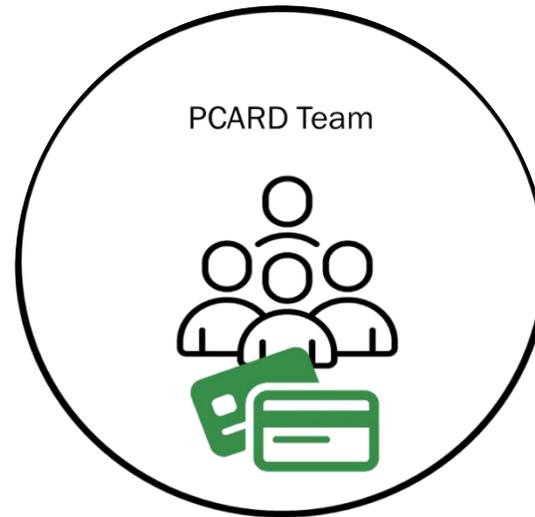


*Highlights*

# FY 25 changes effective 9/1/2024



Contract Liaison or Requestor



PCARD Team



YES

Exception requests per the Purchasing Card Guide (ie: spending limits, restricted items, etc.)



NO

Requests to **PAY** a contract financial obligation with a PCARD

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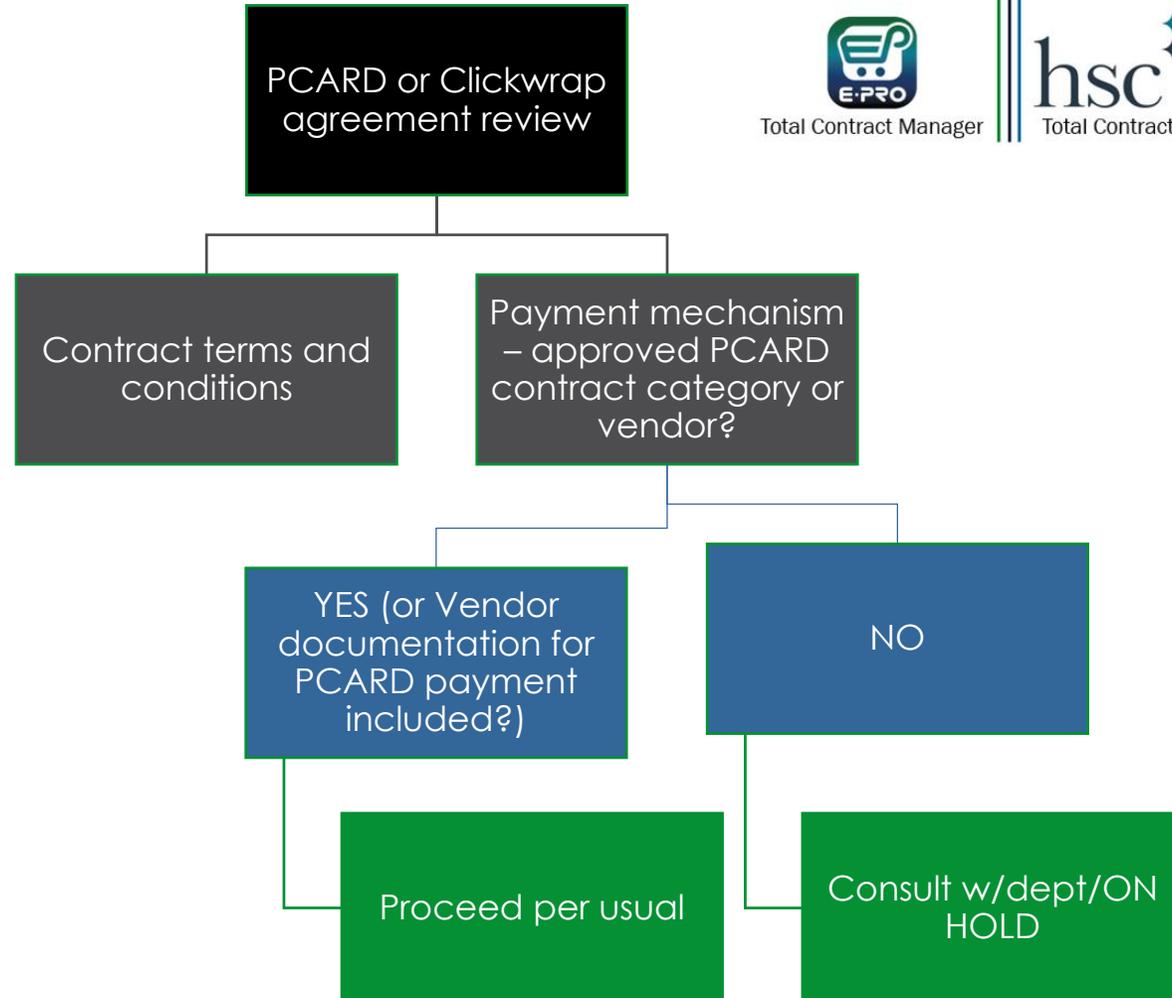
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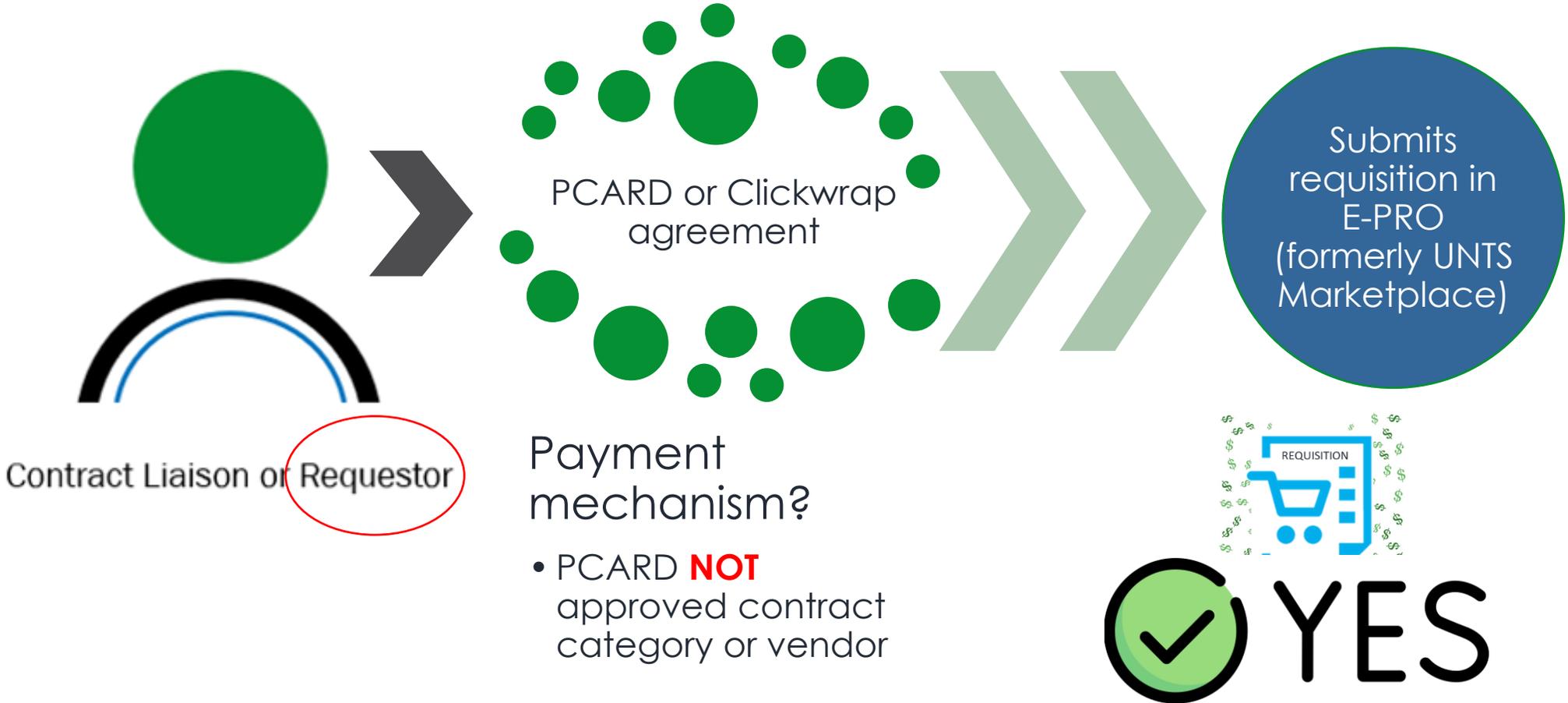
*Highlights*

# FY 25 changes effective 9/1/2024



*Highlights*

# FY 25 changes effective 9/1/2024



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*Highlights*

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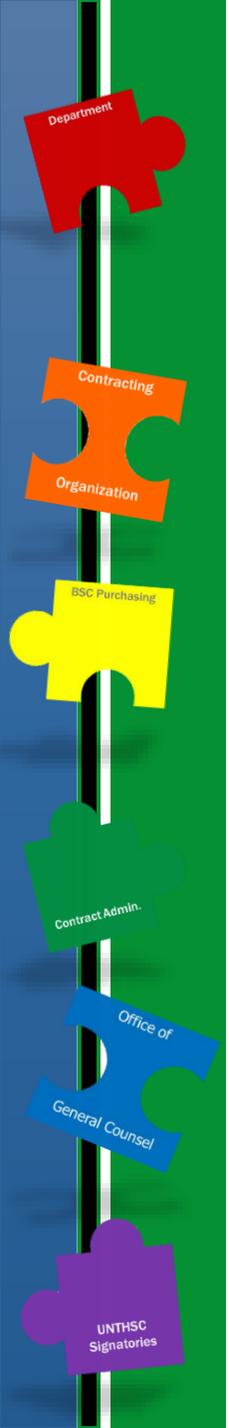


REQUISITION/CONTRACT

Usual Requisition workflow approvals

Contract terms and conditions/signature required

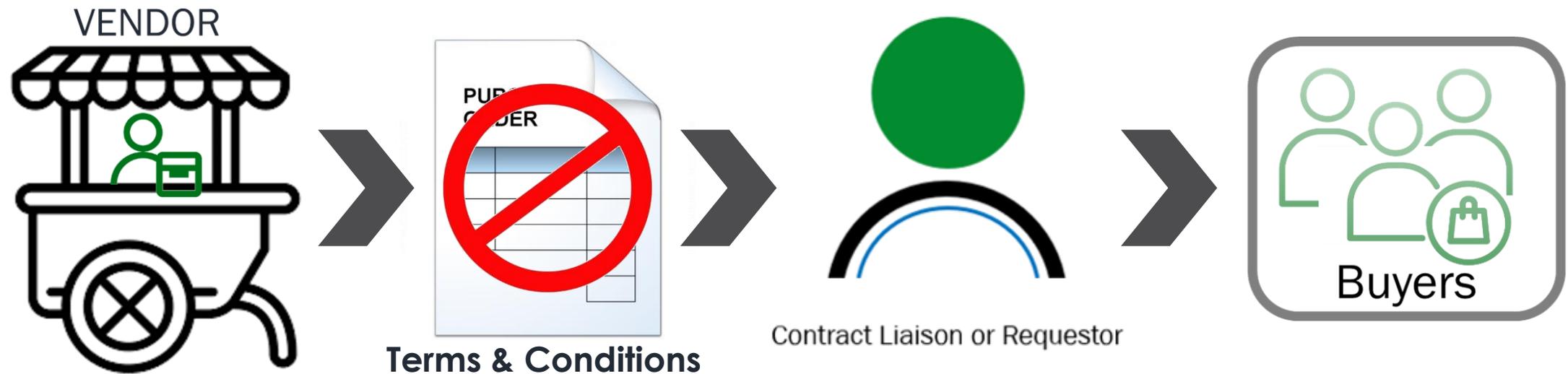
Buyer will submit Contract Request to Contracts team



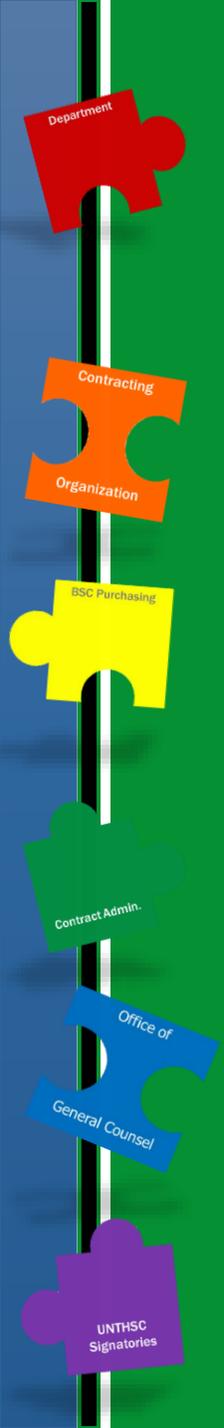
*Highlights*

# FY 25 changes effective 9/1/2024

If the vendor rejects the Purchase Order Terms & Conditions **in writing**, alert your Buyer ([BUYERS@UNTSYSTEM.EDU](mailto:BUYERS@UNTSYSTEM.EDU)).



The documentation from the vendor must be attached to the requisition & (if applicable) the Contract Record.



# Questions/Resource

- › Visit the PCARD/Clickwrap approval website
  - <https://finance.untsystem.edu/contract-administration/click-wrap-approval.php>

## Click Wrap Approval

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## PCARD & ClickWrap Agreements

**ClickWrap** agreements are used in internet purchases where the person making the purchase is required to click "I Agree" to the vendor's terms and conditions. Departments/Contract Liaisons are responsible for reading and understanding the full terms and conditions associated with any purchase made with University dollars, as well as for complying with the policies regarding PCard usage.

- You can now submit a **Clickwrap** agreement to the UNTS Office of Contract Administration via Total Contract Manager (TCM) in UNTS Marketplace.
- Also use the Contract Request form in TCM to submit **PCARD** agreements (payment will be made by PCARD).

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