



Purchasing Card (P-Card) Quick Reference Guide

This guide is a quick reference for City of New Braunfels employees who have been issued a P-Card. It summarizes the most important rules and responsibilities. For full details, refer to the official Purchasing Card Policy and Procedures.

Cardholder Responsibilities

- Use the P-Card only for official City business.
- Keep the card secure; never share it with others.
- Obtain and keep itemized receipts for all purchases.
- Ensure vendors do not charge sales tax.
- Submit transaction verifications on time with receipts.
- Report lost or stolen cards immediately to the bank and purchasing.

Allowable Purchases

- Goods and services under \$3,000 per transaction.
- Travel expenses in line with the City's Travel Policy.
- Emergency purchases authorized by Purchasing.

Prohibited Purchases

- Personal expenses.
- Gift cards, cash advances, or refunds.
- Alcohol, entertainment, or celebratory meals (unless pre-approved by CMO).
- IT assets (computers, phones, tablets, software) without IT approval.
- Weapons, ammunition, or prescription/over-the-counter drugs.
- Splitting purchases to avoid dollar limits.

Transaction Reconciliation

- Reconcile transactions within 10 days of the following month.
- Attach receipts/support and submit to your supervisor for approval.
- Late submissions may result in suspension of card privileges.

Contacts

- Bank (Lost/Stolen Cards): 1-866-602-8170
- Purchasing Department: purchasing@newbraunfels.gov