Wharton County Junior College

Board of Trustees
Agenda Item

Date of Board Meeting: November 17, 2026

Recommendation: Approve the use of U.S. Bank Commercial Charge Card Services through the State of Texas–Texas SmartBuy Program to establish a purchasing card (P-card) program for miscellaneous office supplies and other small departmental purchases for fiscal year 2027.

Background and Rationale:

Wharton County Junior College departments routinely purchase office supplies and other low-dollar items necessary for college operations. A purchasing card program provides an efficient and controlled payment method for these purchases while supporting departmental accountability and centralized oversight.

The College recommends utilizing U.S. Bank Commercial Charge Card Services through the State of Texas cooperative purchasing program to establish a P-card program for authorized employees. The program will support small departmental purchases subject to established spending limits, purchasing restrictions, and applicable College purchasing policies and procedures. The State of Texas and U.S. Bank have entered into Commercial Account Agreement 946M4 for Commercial Charge Card Services, and the Cooperative Purchasing Member Addendum allows Wharton County Junior College to participate in the program as a Cooperative Purchasing Member.

The College will utilize this program through Texas SmartBuy, the State of Texas cooperative purchasing program. Participation through an approved cooperative purchasing program provides the College with a competitively procured method for obtaining P-card services and supports compliance with applicable College purchasing requirements and Texas Education Code §44.031.

Budgetary Implications: $20,000.00 (Unrestricted Operating Budget 26-27)

Resource Personnel: Clarissa Bueno, Director of Purchasing
Scott Cunningham, Vice President of Finance & Administration

Approval:

Scott Cunningham
Cabinet-Level Member

Amanda Allen 11/04/26
President