

## **Update to “Consequences of Misuse” section of Procurement Card Procedures Manual dated June 2015**

Please be advised that as a result of an audit recommendation, effective January 13, 2016 failure to obtain any required equipment/software approval ***prior*** to making a qualified purchase as required by campus policy will result in an immediate reduction of the cardholder’s single purchase limit to \$500 for a period of at least 90 days from the date of discovery. Please understand that this means that the cardholder must have the approval document in hand ***before the order is placed***.

Equipment and software purchases of \$500 or more per unit excluding tax or shipping fall under the policy requirement.

A link to the equipment/software purchase approval policy and form as well as other procurement card documentation can be found at: <http://purchasing.csusb.edu/pcard.html>.

If you are unsure if a purchase requires this approval, please consult with Myra Vigil ([mvigil@csusb.edu](mailto:mvigil@csusb.edu), x73190) or Grace Wichert ([gwichert@csusb.edu](mailto:gwichert@csusb.edu), x75131) prior to making the purchase.

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Purchasing Manager