



# Approving Officials

What you need to know



# What is a Procurement Card?

A procurement card is a university liability credit card that may be used as an alternative method of purchasing small dollar value items, for certain business related purchases.

Procurement cards provide benefits that include:

- Streamlines the processes for small dollar orders,
- Enables employees to be more efficient and focus on their core missions;
- Reduce paperwork and processing time in the employee's department as well as Procurement and Accounting;
- Provides cost savings through consolidated payments to the procurement card company
- Enables faster payments to CSU vendors.

The card is designed for purchases totaling up to \$5,000 including sales tax and shipping. Restrictions both on items that can be purchased and accounts that can be charged do apply.

# What is an Approving Official?

An Approving Official is an individual in a supervisory position to the cardholder who will be responsible for reviewing all purchases made by the cardholder and ensuring that all purchases are allowable and appropriate.

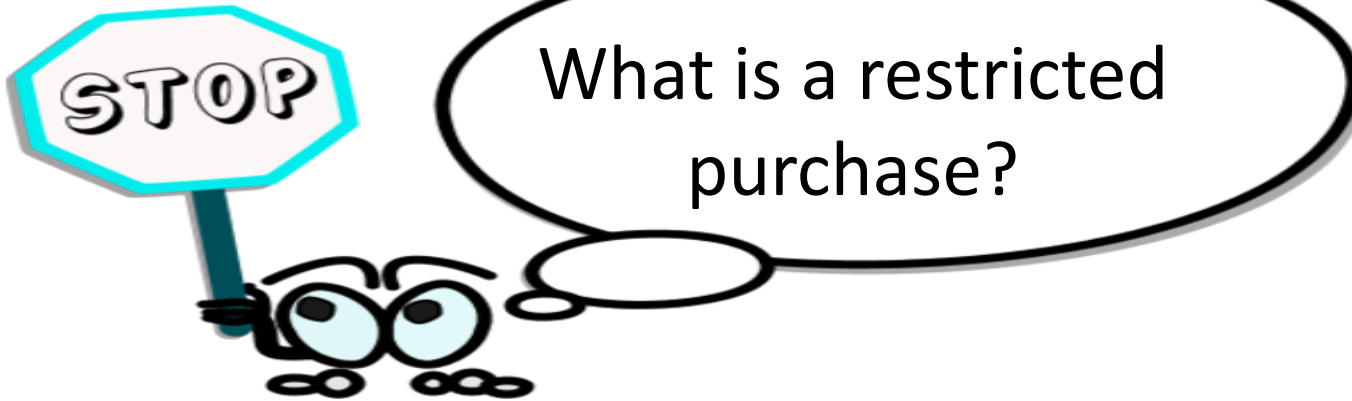


# I'm an Approving Official; what am I supposed to do?

An Approving Official is responsible for reviewing the cardholder's monthly transactions in order to ensure that:

- Purchases are appropriate
- Funding is appropriate and available
- Any purchase of restricted items includes any/ all necessary approvals
- Any purchase of prohibited items is appropriately documented
- Cardholder has complied with all Purchasing and Procurement Card procedures

Once it has been established that all transactions are allowable, the Approving Official is then responsible for approving, signing, and dating cardholder's statement and must also ensure that cardholder submits report within the established deadline schedule.



Certain purchases require more than the need for the items. It is your responsibility as an Approving Official to ensure that all required approvals have been received prior to the purchase being made. Below is a list of restricted purchases along with their requirements:

#### **Restricted Purchases – PURCHASE WITH APPROVAL**

- Equipment- ALL equipment purchases of \$500 or more before tax and shipping require the Division V.P. approval (Use Equipment/Software Purchase Approval Form)
- Radios of any kind require written approval from the University Police Chief
- All Vehicle repairs require written approval from Facilities Services, Automotive
- Energy consuming devices; i.e., fans, heaters, desk/floor lamps, generators, microwaves, refrigerators, etc., require written approval from the Director of Facilities Services
- Signage within a building in public areas, such as: hallways, lobby, etc. and doorstops require written approval from the Director of CPDC
- Cleaning supplies and equipment, i.e., desk cleaner, vacuum require written approval from the Custodial Services, Manager
- Printed material/clothing to be distributed off campus and advertisements that promote campus programs and/or outreach advertisements (*Employment recruitment ads DO NOT require approval*) require written approval from Public Affairs Office
- Clothing: Athletic, Recreational Sports, clothes for ID purposes, i.e.: staff working commencement, open house, etc. require preapproval by Procurement Director or Manager. This statement must be noted on your receipt when submitted with your report: “Remain property of the State”.
- Printing or photocopying services require written approval from Printing Services (*Printing Services has first right of refusal*)

*For additional information on prohibited and restricted purchases, please refer to the Procurement card handbook, pages 7 – 8.*

# What is a prohibited purchase?

It is your responsibility as an Approving Official to ensure that all purchases made by the cardholder are allowable. Below is a list of items that are considered prohibited purchases:

- **Gifts** -Personal gifts of any kind, e.g., retirement gifts, mugs, pen sets, flowers for co-worker's illness, funeral, wedding, etc. or their families
- **Decorations**- Decorative items including, but not limited to: plants, flowers, balloons, pictures, center pieces, mirrors, etc.
- **Travel**- Travel or travel-related expenses, e.g. airplane tickets, hotel reservations, etc. - Must be submitted on a Travel Claim - DO NOT use card to hold hotel reservations
- **Postage**- Postage Stamps or metered mail
- **Shipping Insurance**- The University is **NOT** permitted to request or pay for shipping insurance, therefore, you are not to authorize insurance charges for any order.
- **Any kind of deposits**- Examples: facilities or rental deposits or to hold hotel reservations, etc.
- **Food and food service related items.**- Food, beverages, alcoholic beverages, bottled water, cutlery, plates, napkins, tea/coffee pot and service items, etc.
- **Cash Advances**- Money orders, wire transfers, gift cards/certificates, or other cash equivalent items
- **Gasoline**- The purchase of gasoline is prohibited
- **Reimbursements**-Cannot be used to reimburse any other unit (i.e. UEC)
- **Services available through Facilities Services**- Locksmith services, remodeling, hanging blinds, etc.
- **Leases & Rentals**- A service or purchase that requires the authorization of Procurement Office, e.g.; facility or equipment rental. Be cautious with internet agreements. **Cardholders are not authorized to sign or commit to contracts.**
- **Splitting of purchases**- Splitting of purchases to circumvent dollar limitations is prohibited
- **Maintenance Agreements**- Printer, copiers, etc. (These are contracts)
- **Services which require a vendor to come on campus**- Delivery & set up of rental furniture/equipment, window washing, tree trimming, piano moving, on site equipment repair, limousine service, exterior signage, etc. (Due to insurance requirements)
- **Store Memberships**- Costco, Sam's Club, Amazon Prime, etc.
- **Medications**- All medications including, but not limited to: aspirin, burn creams, smelling salts, etc.; and the purchase of first aid kits that contain these items. Contact S.O.S. at 1-800-479-7998 to purchase approved first aid kits.
- **Commencement Regalia**- Caps, gowns, honor cords, stoles, tassels, etc.
- **Donations**- Donations are prohibited
- **Items determined inappropriate by the Procurement Office**- Including, but not limited to: chemicals, precious metals, ethyl alcohol, narcotics, dangerous drugs, firearms, explosives, and other hazardous materials
- **Late Fees**- Late fees are not allowed to be charged by the vendor, if a late charge is on an invoice from the vendor. Please advise the vendor that it is the policy of the university not to pay late fees.
- **Cell phones/service**- The purchase of and service of cell phones using a procurement card is not permitted. Please contact Telecommunications & Network Services (TNS) at (909)537-7450.



## Just a few more things..

- Occasionally, it happens that a statement makes its way to Purchasing missing a few items. In those instances, we work primarily with the cardholder to correct any deficiencies but we may request your assistance in expediting the cardholder's response.
- Sometimes, an unauthorized purchase is made using the procard. When that occurs, Purchasing will work directly with the cardholder to get an explanation as to why this purchase was made and if necessary, to have the charge reimbursed. We may request your assistance with expediting the cardholders response to correcting this as well.
- If/ when a cardholder leaves the university, as an Approving Official we ask that you collect any unreconciled receipts and have a plan in place to process the next statement.

# Questions? Feel free to contact us...

## **Purchasing Office**

Myra Vigil, Ext. 73190, email: [mvigil@csusb.edu](mailto:mvigil@csusb.edu)  
Grace Wichert, Ext.75131, email: [gwichert@csusb.edu](mailto:gwichert@csusb.edu)  
<http://purchasing.csusb.edu>

## **Property Office**

Ext. 75147,  
email: [property@csusb.edu](mailto:property@csusb.edu)  
<http://property.csusb.edu>

## **U.S. Bank**

24-Hour Customer Service (Cardholder Support):  
800-344-5696  
701-461-2042 Collect  
701-461-3463 FAX

## **Accounts Payable/Travel Office**

Accounts Payable Manager: Shannon Kelley, Ext. 73199,  
email [skelley@csusb.edu](mailto:skelley@csusb.edu)  
Accounts Payable/Travel, Ext. 75155  
<http://accountspayable.csusb.edu>

## **Public Affairs Office**

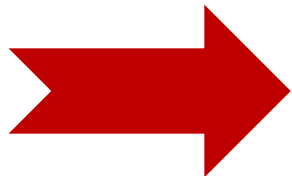
For logo approvals and requests contact: [logo@csusb.edu](mailto:logo@csusb.edu)  
Main number: Ext. 75007

## **U.S. Bank 24-Hour Fraud Department:**

800-523-9078  
701-461-2042 Collect

Additional information regarding the Procurement Card program can be located at:

<http://purchasing.csusb.edu/pcard.html>



**Please complete and return the Approving Official  
Certification form to Purchasing (SH-125):**

[http://purchasing.csusb.edu/documents/AOCertification\\_2015-06v1.pdf](http://purchasing.csusb.edu/documents/AOCertification_2015-06v1.pdf)

