



## **CSUSB CORPORATE CARD USER'S HANDBOOK**

**Revised, March 2024**



**DEPARTMENT OF PROCUREMENT & CONTRACTS  
FINANCE, TECHNOLOGY & OPERATIONS DIVISION**

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## LEGAL REFERENCE & AUTHORITY

California State University Executive Order 760 establishes minimum standards for the use of Procurement Credit Cards. EO 760 delegates authority for Procurement Credit Cards to each campus President. For California State University San Bernardino, delegation for the purchase of goods and services is delegated from the President to Procurement & Contracts. Procurement & Contracts delegates a limited authority for the purchase of goods and services via the Procurement Credit Card, known as the Corporate Card program, to Cardholders, as specified later in this document. The CSU System uses the US Bank visa card for the Procurement Credit Card program.

## PROGRAM SUMMARY

The Corporate Card (C-Card) is designed to create a more efficient and cost-effective procurement method for low dollar/low risk purchases and is combined across all business units on campus (State, UEC, PHIL, Travel, Fuel (Campus Fleet Vehicles Only)). The program will optimize and expand operational efficiencies and cost savings for purchases of commodities and services at or below individual Cardholder's transaction limits; Certain restrictions apply. Cardholders shall use their Corporate Card exclusively for CSUSB business. All University guidelines pertaining to purchases of goods, services, travel, and entertainment apply. All participants shall attend mandatory training to participate in the program. The Corporate Card is a corporate liability card and will not reflect on the cardholder's personal credit. The Corporate Card is a payment tool issued as a discretionary benefit. Each Cardholder is expected to exercise good judgment when purchasing items. Usage is subject to program compliance, annual audits, and cards may be suspended or revoked at the discretion of the University.

 **AT NO TIME SHOULD THE C-CARD BE USED FOR PERSONAL PURCHASES** 

## PROGRAM ADMINISTRATION / RESPONSIBILITIES

Procurement & Contracts and Accounts Payable are responsible for the Corporate Card Program.

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### PROCUREMENT AND CONTRACTS

- Chief Procurement Officer designates Corporate Card Administrator (CCA), who:
  - Administers the program; maintains Corporate Card Handbook.
  - Provides training to program participants.
  - Approves applications, issues, suspends, cancels, and revokes cards.
  - Monitors monthly transactions for program compliance and issues violation notifications.

Contact Information:

Web: <https://www.csusb.edu/procurement>

Main Phone: 909-537-5142

Email: [corporatecard@csusb.edu](mailto:corporatecard@csusb.edu)

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### ACCOUNTS PAYABLE

- Manages program reconciliation, via the Concur portal.
- Conducts annual audits.
- Issues payments to US Bank.

Contact Information:

Web: <https://www.csusb.edu/accounts-payable>

Main Phone: 909-537-5155

Email: [travel@csusb.edu](mailto:travel@csusb.edu)

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## APPROVING OFFICIALS

- Shall be a Department Administrator (MPP) level or above.
  - Responsible for ensuring purchases are compliant with CSUSB Policies.
- Review Corporate Card Handbook.
- Complete the required training.
- Complete Approver Certification Training.
- Document any suspected violations and report them to the Corporate Card Administrator.

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## CARDHOLDERS

- Complete required orientation training prior to requesting Corporate Card
- Complete required renewal training every two (2) years through the life of the Corporate Card program.
- Responsible for all transactions, including statement reconciliation, and shall treat their Corporate Card with the same level of care and security as they would their own personal credit card.
- Cardholders shall not transfer, assign, or allow any other person to use Corporate Card
- Cardholders shall not use Corporate Card for items on the Unallowable Purchases table. Cardholders may use the Corporate Card for restricted items only with express permission of the Corporate Card Administrator.
- Cardholders must not be "split" charges into multiple transactions to bypass the Procurement code requirements for competitive bidding and the issuance of a Purchase Order or to exceed the per transaction limitations.
- Cardholders shall ensure that sufficient funding is available prior to making a purchase by contacting US Bank Card Member Services at 800-344-5696.
- The Cardholder is responsible for misuse of the card, fraud, multiple lost receipts, split purchases, or other infractions.
- If the Corporate Card is suspended at any time, Cardholder must re-take required training.
- All cardholders must have California Form 700 on file in Human Resources. Cardholders can access the form using the following link: <https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest>

## CONTROLS

The following controls are in place for the Corporate Card Program:

### Spending Limits

- All new requests for cards will be established at approval levels of \$1,000 per transaction and a total of \$3,000 per monthly billing cycle.
- Once 3 months of compliant reconciliations have been approved a new limit increase request can be considered.

## **Merchant Category Code Restrictions**

- Merchant Category Codes (MCC) are four-digit numbers assigned to businesses by credit card companies. These codes categorize the type of goods or services a business provides. For example, there are MCCs for restaurants, gas stations, retail stores, and so on.
- Some MCC codes will be blocked to prevent fraud on Corporate Card accounts. The University can block specific MCCs associated with high-risk industries or non-business-related purchases, like gambling venues or spas. This helps prevent employees from using Corporate Cards for unauthorized expenses and protects against potential fraud and unauthorized spending.
- Note that when you apply for your Corporate Card, if you do not choose “Travel” as an option, the MCC associated with travel expenses, such as rental cars, hotels and airfare may be blocked.

## **Purchase Monitoring**

- The Procurement Department tracks and monitors various types of spending activity. This involves documenting purchases to keep tabs on different spending patterns. It helps us understand where funding is going and facilitates better financial management by identifying trends and areas where adjustments may be needed.

## **The Physical Card**

Corporate Cards have customized graphics to distinguish it from personal credit cards. Each card has additional internal controls:

- Cards are embossed with the employee’s name.
- The named cardholder is solely responsible for the security and possession of the card.
- The card must not be used by anyone other than the employee to whom it is issued.
- Card must remain in a secure, locked location and only accessible to cardholder.

## **Required Training – Orientation Training and Reconciliation Training**

- Orientation Training gives the cardholder an overview of the handbook, what is or is not allowable and a light demonstration of the Concur application reconciliation process.
- Reconciliation Training gives the cardholder detailed information as to how to reconcile their charges using the Concur application.

## **Corporate Card User Agreement**

- All Cardholders must agree to and sign a “Corporate Card User Agreement” to demonstrate that they understand and agree with the requirements of the Corporate Card program.

## **New Corporate Card Requests/Updating a Corporate Card**

- All new card requests and requests for changes will be reviewed and issued based on appropriate need.

## **Audits, Controls and Violations**

- Violation of Policies and Procedures may be reported for further investigation.
- Monthly audits by Corporate Card Administrator for Cardholder reconciliation to verify:
  - Original itemized receipts are attached.
  - Accurate and timely reconciliation.
  - Proper approvals for expenses.
  - Appropriate use of the Corporate Card:
    - No split purchases.

- No prohibited/restricted purchases within policy guidelines.
- The Corporate Card Administrator is designated to enforce corrective actions outlined in this handbook, including credit limit restrictions, suspension, and/or revocation of card privileges.

## TRAINING

Cardholders and Approvers are required to complete training for the new Corporate Card program. This training is essential to ensure that all individuals understand the policies, procedures, and proper use of the cards. Renewal training must be completed every two years for cardholders to remain in the program.

**Orientation Training:** Overview of the new Corporate Card Program where cardholders will be able apply for the new card and become familiar with Policy and Procedures.

**Reconciliation Training:** In-depth reconciliation training will be provided after new cardholders begin to use the new Corporate Card. This training helps individuals learn how to effectively reconcile expenses and manage transactions in Concur related to their card.

## CARD USE

- The Corporate Card is intended for low dollar, low risk purchases. For example, where no certificate of insurance is required from vendor, where a contract is not required to be signed or agreed to online (click through agreements), for deposits, services, etc. (See table below).
- Corporate Cards must not be used in place of Open Purchase Orders for annual expenditures.
- Corporate Card cannot be used toward services that are performed on campus.
- The total purchase amount for a single transaction must not exceed the authorized credit limit.
- When returning or exchanging goods or services, do not accept cash or store credit in lieu of a full credit to the Corporate Card account.
  - Always request a “Return Materials Authorization Number” (RMA) from the supplier and enter the number with documentation for that transaction.
- Gift with Purchase: All gifts shall be declined unless value is reported according to California’s Form 700 guidelines [Conflict of Interest | Human Resources | CSUSB](#)
- Travel charges are subject to the Travel Policy [Forms & Policies | Travel | CSUSB](#)

## TRAVEL

Any cardholder issued a Corporate Card may use the card to pay for all out-of-pocket expenses related to official University business travel, including lodging and subsistence, except where the card is not accepted. When enrolling, ensure that you select “Travel” as an option so that the proper Merchant Category Codes (MCC Codes) are made available for travel expenses.

### Airfare and Car Rental

Arrange all airfare and rental car reservations directly through Concur prior to the trip. When utilizing Concur for bookings, expenses are charged directly to the university, bypassing your Corporate Card credit limits. Avoid booking airfare or car rentals on your Corporate Card unless it is necessary due to an emergency while on the journey.

- For instance, in the event of a canceled flight or severe weather, you may use the Corporate Card to make emergency alternative travel arrangements. When you return from the trip, ensure that such expenses are appropriately recorded in your Concur Travel Reconciliation. If you need assistance, please reach out to the Travel Department.

## Travel Cash Advances

Because Corporate Card cardholders have access to use their cards for out-of-pocket expenses, they are no longer eligible for Travel Cash Advances. Please see CSUSB Travel Procedures on the Travel website. <https://www.csusb.edu/travel>

All Corporate Card travel usage shall be consistent with CSUSB Travel Procedures.

## ALLOWABLE/UNALLOWABLE PURCHASES

Allowable purchases: Corporate Card allows for small dollar purchases that can be made quickly and efficiently.

Prohibited/Restricted purchases: See Restricted and Prohibited Purchases table below.

## RESTRICTED PURCHASES

**RESTRICTED PURCHASES ARE DEFINED AS PURCHASES THAT MAY BE ALLOWABLE ON A CASE-BY-CASE BASIS OR BY SPECIFIC BUSINESS UNITS. CONTACT THE CORPORATE CARD ADMINISTRATOR FOR ASSISTANCE. SEE TABLE BELOW.**

### Technology Software & Hardware

- To comply with CSU Assistive Technology Initiative (ATI) all purchases of software and hardware will only be allowed on C-Cards held by Procurement and Information Technology approved Cardholders.
  - Requisition must be submitted with an ICT review approval.
- This will ensure CSUSB is compliant with Federal and State law that requires us to ensure that all purchases are fully accessible to all members of the campus community.

### Goods & Services related to Facility Maintenance & Emergency Purchases

- Purchases related to mitigating emergencies will only be allowed by approved Cardholders, which are currently held by the following:
  - Procurement
  - Facilities, Planning & Management

### Hazardous Materials

- All purchases of hazardous materials must be reported on the date of purchase through the Environmental Health and Safety online reporting tool, located here: <https://app.smartsheet.com/b/form/2ebfd74654b0446da3f7603b982f0692> Attach evidence of notification to your reconciliation.
- All hazardous materials, such as chemicals, shall be promptly added to the user's chemical inventory upon receipt. If a Cardholder has a transaction which cannot be made due to the restrictions, contact the Corporate Card Administrator.
- Materials are outlined in the table below.

### Special Requirements

Special requirements are necessary when making certain purchases. See the table below. These include, but not limited to the following:

- Advertisements
- Catering

- Communication Equipment
- Data Security Review
- Emergency Purchases
- Campus Printing Services
- Copiers
- Promotional Items
- Sole Source/Brand Purchases
- Vehicles/Vehicle Repairs

Please visit the following website for more detailed information on all special requirements:

<https://csusanbernardino.sharepoint.com/sites/SpecialRequirements?market=en-US>

## **PROGRAM VIOLATIONS/NON-COMPLIANCE**

### **PROHIBITED PURCHASES**

**PROHIBITED PURCHASES ARE DEFINED AS UNALLOWABLE CHARGES. REFER TO THE TABLE BELOW.**



### **PERSONAL CHARGES**

Purchases that are personal in nature and not associated with CSUSB business are prohibited.

- The Corporate Card may not be used for personal use. Employees are reminded that personal charges are strictly prohibited on the Corporate Card. This policy not only aligns with financial regulations and University guidelines but also reinforces the importance of maintaining a clear separation between personal and corporate finances.
- If a C-card is accidentally charged for a personal purchase the Cardholder must reimburse the University within 10 business days after occurrence. Repayment must be made to the University and delivered to Student Financial Services. Attach the receipt provided by the Student Financial Services to your Corporate Card Reconciliation Report along with a brief written explanation. If excessive instances of personal purchases occur, your card may be revoked for misuse.

### **PERSONAL BENEFIT**

Receiving personal compensation including receiving (directly or indirectly) gratuities, commissions, personal profit, rebates payable to the cardholder, gifts or any other kind of personal compensation for placement of a university order with a vendor or contractor is considered a conflict of interest and is not allowed. Card may be suspended, and employee may face disciplinary actions in accordance with Human Resources policy.

 Cardholder may be required to personally reimburse CSUSB 

### **CORPORATE CARD MISUSE**

If the Cardholder fails to comply with all requirements, the Corporate Card Administrator will follow the progressive measures below. If a review of the Cardholder reconciliation results in the discovery of any inappropriate purchases, personal charges, split purchases, these will be considered failure to comply with this handbook and may result in progressive measures to revoke card privileges.

These measures include notification to Cardholder, Approving Official, Chief Procurement Officer and appropriate Vice President, or Provost:



- 1<sup>st</sup> Violation: Explanation of violation and providing proper procedures with a thirty (30) day suspension.
- 2<sup>nd</sup> Violation: Explanation of violation and providing proper procedures with a ninety (90) day suspension.
- 3<sup>rd</sup> Violation: Notification and permanent revocation of Corporate Card privileges.

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## EXCESSIVE PROGRAM VIOLATIONS/SPLITTING OF PURCHASES

If there are excessive violations with a Cardholder's activity, or purchases are split to circumvent the policy, the Corporate Card shall be immediately revoked, and Cardholder and Approving Official will be notified.

Splitting purchases to avoid credit limits refers to the practice of dividing a large expense into multiple smaller transactions to prevent hitting the credit limit on a single card. By doing so, individuals are attempting to make significant purchases without triggering an over-limit fee or risking declined transactions which is in direct violation of the Corporate Card policy.

Cardholders may submit written appeal to the Chief Procurement Officer within ten business days of notification.

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## INCOMPLETE OR FAILURE TO SUBMIT TIMELY RECONCILIATION STATEMENTS

Incomplete/Late reconciliation shall result in a notification to Cardholder and Approving Official and the following penalties to the cardholder's account:

- 1<sup>st</sup> late submission: Automatic suspension, pending submittal of reconciliation.
- 2<sup>nd</sup> late submission: Automatic suspension for thirty (30) days. Reconciliation is required to be completed regardless of the suspension period.
- 3<sup>rd</sup> late submission: Permanent revocation of the Cardholder's privileges

If a cardholder has consistent violations and/or the approving official does not approve by monthly due date, Corporate Card Administrator may recommend replacement of approver.

## PROCEDURES

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### STEPS TO OBTAIN A CORPORATE CARD

Corporate Cards will be issued to individual employees, who frequently purchase goods or travel on behalf of the University. The Department Administrator (MPP) is responsible for approving a Corporate Card application to be authorized for an individual under their direction and coordinated with Corporate Card Administrator.

- Prior to the new Cardholder taking receipt of the Corporate Card, the individual must:
  - Complete the required training.
  - Review Corporate Card Handbook.
- Requests for new cardholders require the submission of the Corporate Card Application via the Concur portal.
- Corporate Card Administrator will:
  - Review application.
  - Order a new Corporate Card from the bank.
  - Schedule mandatory training.

- Sign the user agreement.
- Upon receipt of new Corporate Card, Cardholder will:
  - Activate Corporate Card by calling the bank at the number listed on the card.
  - Sign the Corporate Card.

Applicants may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## RECONCILIATION PROCEDURE

- Cardholders must verify all purchases per the Reconciliation Schedule below. Transactions may be verified and reconciled as they post to the account or before the due date at the end of the month, whichever is more convenient for the cardholder. All purchases are required to have sufficient justification and all purchases must follow campus policies, e.g., décor purchase for a table hosted on campus – required to follow the Hospitality Policy and contain all proper backup documents. If purchase does not seem to provide sufficient justification Corporate Card Administrator may reject reconciliation and suspend future purchases until the previous month is reconciled.
  - Reconciliation Schedule: The billing cycle closes, and the line of credit resets on the 16th of each month. Reconciliation in Concur is due by the 27<sup>th</sup> of each month. See below for specific criteria.
  - Vacation, Off-Campus During Reconciliation Period:
    - If Cardholder will be off-campus due to vacation, attendance at a conference, or another event, it is the Cardholder’s responsibility to meet all submission deadlines. Prepare for this occurrence in advance with your Approving Official. If additional assistance, contact the Corporate Card Administrator.
    - If the Approving Official is unable to approve the statement for submission during the reconciliation schedule, and there is no other approved Delegation of Authority in your department, please contact the Corporate Card Administrator for assistance.
    - Cardholders are accountable for failure to allow adequate lead-time for approvals on monthly statements, required supporting documents, or forms.
    - Since Concur is an online system, reconciliation and the associated workflow approval is completed entirely online and can be performed with computer access from any computer or mobile device.
- Cardholder must review Corporate Card expenses in the Concur dashboard, verify, and submit expense reports to Approving Official.
- If you have no card activity during the billing cycle, the Concur dashboard will not contain any charges requiring reconciliation.
- A proper receipt is required for every transaction (see below for receipt requirements)

⚠ Any charges incurred are the responsibility of the Cardholder. ⚠

### Travel Expenses

Travelers must follow the standard Concur protocol and obtain a request for travel authorization through the “Request” feature in Concur. This must be requested before incurring any expenses on your Corporate Card. When reconciling travel expenses, these must be tied directly to the Concur request ID in Concur.

## Travel Protocol

- Complete a travel “Request” in Concur and obtain a Concur Travel Request ID number.
- Once your travel has been approved in Concur, you may book lodging and pay for conference fees:
  - Book airline and rental car directly in Concur before your trip. Booking airline and rental car in Concur is direct billed to the university, not to your Corporate Card, therefore leaving your line of credit to be used for your out of pocket expenses. Do not use your Corporate Card to book airline or rental car unless you are mid-travel and have an emergency.
  - Travelers who place travel expenses on their Corporate Card should wait until travel has been completed and submit a separate report for their travel expenses only. See special note below for Conference Registration Fees.
- Conference registration fees should be reconciled as a “non-travel” item. These should be reconciled by the 27<sup>th</sup> of the month immediately following when the conference was paid, regardless of when the conference is scheduled.
- Conference registrations which are booked by a delegate (someone other than the person attending the conference), should be reconciled as a “non-travel” item. These should be reconciled by the 27<sup>th</sup> of the month immediately following when the conference was paid, regardless of when the conference is scheduled.
  - The traveler attending the conference will need to complete a travel request in Concur and provide the Request ID number from Concur to the individual paying for the conference on their behalf.
  - The Request ID number must be included in the card reconciliation comments section of the Cardholder who paid for this conference on behalf of another.

## Supply Expenses (non-Travel purchases)

- Submit a monthly reconciliation report for all supply purchases as they appear on your Concur dashboard.

## Travel and Supply Purchases in a Single Reporting Period

- Cardholders are required to submit a separate travel reconciliation for travel expenses only and a separate non-travel expense reconciliation when both travel and supply purchases appear within the same period.

## Proper Justification for Expenses

- Make sure to provide thorough justifications for your expenses in the comments section. Rather than simply stating "office supplies," provide specific details like "whiteboard markers used for student whiteboards to keep them informed about campus activities."
- Clarity and specificity enhance transparency and understanding and are less likely to be questioned or returned.

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## PROPER RECIPETS/INVOICES

Having a receipt with the elements below ensures that both the buyer and the seller have a clear record of the transaction. It also facilitates proper documentation for accounting and financial record-keeping purposes.

- A proper receipt is a document that serves as evidence of a financial transaction and typically includes essential details. A standard receipt should generally contain the following elements:
  - **Business Name and Information:** Clearly states the name, address, and contact information of the business or service provider.

- **Transaction Details:** Specifies the date of the transaction, along with a unique transaction or receipt number for reference.
- **Description of Purchase:** Clearly outlines the items purchased, including quantities and unit prices. Receipts must be itemized.
- **Payment Information:** Indicates the total amount paid, the currency used, and any applicable taxes or fees.
- **Payment Method:** Specifies the method of payment, such as cash, credit card, or other forms of payment.
- **Seller's Signature or Stamp:** In some cases, a signature or stamp from the seller or authorized representative may be included for authentication.
- **Terms and Conditions:** Any relevant terms and conditions, return policies, or warranty information may be provided.

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## LOST OR MISSING RECEIPTS

In the event of lost or missing receipts, the Cardholder is required to promptly request a duplicate receipt from the merchant. Should it prove impossible to obtain a copy before the statement due date, the cardholder must then fill out a Lost Receipt Affidavit. This form necessitates the Cardholder's signature and approval from their designated Approving Official. Subsequently, the completed form must be submitted along with the reconciliation statement.

It's crucial to note that despite the submission of the Lost Receipt Affidavit, the Cardholder remains responsible for the missing itemized receipt and should perform their utmost to secure a copy of the missing receipt, even after the fact. If later, the original receipt is located, it should be submitted to the Corporate Card Administrator or Travel department for inclusion in the reconciliation.

The Lost Receipt Affidavit functions as a provisional solution in cases where a receipt is untraceable; however, it is essential to emphasize that this affidavit should not serve as a substitute for the primary objective of obtaining and submitting the original receipt for inclusion in the organizational record.

Routine use of the Lost Receipt Affidavit may result in suspension of a cardholder account.

Lost Receipt Affidavit Form:

<https://www.csusb.edu/accounts-payable/forms-documents>

Note that the Concur application allows for the digital capture of receipts. Users can capture their receipts using their mobile devices by taking photos of their paper receipts. This prevents paper receipts from being lost. For information about using Concur to capture receipts, please visit the Travel website here: <https://www.csusb.edu/travel/concur>

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## DISPUTED CHARGES

The Cardholder is responsible for resolving and documenting all disputes directly with the merchant and/or US Bank. If an unrecognized or duplicate charge appears on the Cardholder's account, or if the amount does not match the receipt(s) the Cardholder shall contact the merchant. If the merchant agrees that an error was made, they will make an adjustment and post as a credit to the account. The Cardholder and Approving Official must track and verify any credit adjustment. If the merchant does not agree, Cardholder shall dispute the charge by contacting US Bank Card Member Services at 800-344-5696. The cardholder may be contacted for further information.

**Important:** Disputed cases must be initiated within 60 days from the posted date that the charge appeared on your Concur dashboard. Failure to dispute a charge within 60 days will cause the charges to be payable.

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## FRAUDULENT CHARGES

The Cardholder must immediately contact US Bank Customer Service at 800-344-5696 and submit any related documentation via their monthly reconciliation in Concur. The bank will close the account and transfer your account to a new card. US Bank will provide the Cardholder with a Statement of Fraud affidavit (SOF) so that the cardholder can report the fraudulent charges. **The cardholder is responsible for completing the affidavit within ten (10) calendar days.** US Bank will issue credits for the fraudulent charges once the documentation is returned and further investigate the charges for validity.

Fraudulent charges that appear on the Cardholder's account require verification between US Bank and the merchant. Upon receipt of the Affidavit, US Bank will issue a credit. The Cardholder may reconcile the credit amount back to the original posting chartfield account number.

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## SPENDING LIMIT CHANGE REQUESTS

### Increasing Limits:

- Upon the successful submission of a minimum of three (3) acceptable monthly reconciliation reports, a Cardholder becomes eligible to request an increase in their credit limit(s) through the Concur portal. This request should include a comprehensive justification along with any supplementary documents that substantiate the necessity for the limit increases. Additionally, the Cardholder is required to specify whether the increase request is intended to be temporary or permanent in nature.
- Approval for such credit limit increases is contingent upon factors such as the department's demonstrated need for additional credit. It's important to note that increases may not be sanctioned in cases of low account activity or instances where the Cardholder has failed to adhere to stipulated rules and guidelines. The request process ensures a thorough evaluation, aligning credit adjustments with genuine organizational requirements and responsible card usage.
- As a reminder, the Corporate Card is intended for low-value, low-risk transactions. Seeking high credit limits contradicts this purpose. There are standard purchasing methods in place for large dollar purchases. Seek assistance from the Corporate Card Administrator. Corporate Card email: [corporatecard@csusb.edu](mailto:corporatecard@csusb.edu)

### Decreasing Limits:

Decreasing limits, by requesting a decrease in credit through the Concur portal, can be beneficial for several reasons. Unnecessary lines of credit can be an audit flag. Maintaining proper limits contributes to prudent financial management and risk mitigation within the program. The Corporate Card Administrator may reduce credit limits when cards are not actively being used or the department does not demonstrate that they have a need for a higher credit line.

- Reduced credit limits can serve as an effective cost control measure. By limiting the amount of credit exposure.
- Reduces exposure to fraudulent activities or misuse of the corporate card, as there is a lower ceiling for unauthorized transactions.
- Enforcing lower credit limits encourages adherence to budgetary constraints. It prompts employees to prioritize and make judicious decisions when it comes to spending on business-related expenses.
- Decreasing credit limits aligns with effective cash flow management. It ensures that funds are available for essential business needs while minimizing the risk of tying up excessive capital in non-essential or discretionary spending.
- Lower limits encourage responsible card use by requiring cardholders to prioritize essential expenses and seek approval for higher amounts, fostering a culture of financial responsibility.

- In summary, decreasing limits for a Corporate Card aligns with prudent financial practices, risk management, and budget adherence, ultimately contributing to the overall financial health and stability of the card program.

Cardholders may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## NAME CHANGES

The cardholder's name in Concur is a direct feed from Human Resources. If your name has changed, you will need to reach out to Human Resources to update your name, which will then feed directly to Concur.

To order a replacement card with your new name, enter a request via the Concur portal.

Cardholders may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## EXCEPTIONS

Under certain circumstances, the Corporate Card Administrator may approve requests for an exception to these guidelines. These requests should be made in writing (via email) to the Corporate Card Administrator. Requests must come from the Approving Official and must fully explain the reasons why the exception is being requested. Additional documentation may be requested by the Corporate Card Administrator. Corporate Card email: [corporatecard@csusb.edu](mailto:corporatecard@csusb.edu)

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## LOST OR STOLEN CARDS

If a Corporate Card is lost or stolen, the Cardholder must immediately notify both US Bank at 800-344-5696 and the Corporate Card Administrator of the lost, stolen, or misplaced card. Failure to promptly notify US Bank of a lost or stolen Corporate Card shall result in loss of privileges for the Cardholder and risk CSUSB liability for fraudulent use of the card. The account will be closed and transferred to a new card.

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## REPLACEMENT OF WORN-OUT/DAMAGED CARDS

The Cardholder should request a replacement card via the Concur portal.

- The Corporate Card Administrator will order a replacement card.
- The Cardholder must return the worn out/damaged card to the Corporate Card Administrator to be destroyed.
- The Cardholder will be notified to pick up the replacement card from the Corporate Card Administrator.
- The Cardholder will activate the new card following the instructions provided with the new card.

Cardholders may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## CANCELING A CARD

- The Cardholder will complete the "*Change in Cardholder Information*" section in Concur.
- The Cardholder must return the old card to the Corporate Card Administrator.
- The Corporate Card Administrator will follow established procedures for properly destroying canceled cards.

Cardholders may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## TEMPORARY LEAVE

If Cardholder is going to be on a temporary leave, sabbatical, or away from campus for an extended length of time, please notify the Corporate Card Administrator via a Concur request. The Corporate Card will be suspended until the Cardholder returns.

Cardholders may visit the Travel website for the CSUSB Corporate Card Application Tutorial located here: <https://www.csusb.edu/travel/concur>

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## END OF CSUSB EMPLOYMENT

When employment ends with CSUSB, Human Resources notifies the Corporate Card Administrator of the employee separation. The Corporate Card Administrator shall cancel the card immediately upon notification. The Cardholder must reconcile their remaining expenses prior to departure from campus. Alternatively, a department delegate may reconcile charges for an employee who has left campus.

A Cardholder who fraudulently uses the Corporate Card after separation from employment may be subject to legal action.

## RESOURCES

### Cardholder Tutorials

<https://www.csusb.edu/travel/concur>

### Cardholder Training and Additional Resources\*

<https://csusanbernardino.sharepoint.com/sites/CorporateCard2?market=en-US>

\*Access to the link above requires that you are signed into MyCoyote through SSO (Single Sign On). Once logged onto MyCoyote, the link should allow CSUSB users full access.

## WHO TO CONTACT

US Bank Card for lost, stolen cards and transactions disputes: **(800) 344-5696**

US Bank for inquires as to charges against your account, remaining lines of credit for the month, general card holder services: **(800) 344-5696**

If you receive a text, email phone call or voice message that appears to be from US Bank, please treat this message as suspect. Never call the number given to you in the text, email, phone call or voice message. Always call the number located on the back of the card to ensure you are speaking directly to the proper authorities at US Bank. (800) 344-5696

All other inquiries should be directed to the Procurement & Contracts Department:

- Corporate Card Administrator: 909-537-5142
- Email: [CorporateCard@csusb.edu](mailto:CorporateCard@csusb.edu)

## PROHIBITED PURCHASES, RESTRICTED PURCHASES

If you are unsure if an item is allowable, please contact the Corporate Card Administrator for assistance before initiating the purchase of the item.

Note: There may be a few rare exceptions where a prohibited item may be allowed. These exceptions must be approved by the Executive Director of Procurement in advance. If there is an unusual



circumstance, please contact the Corporate Card Administrator. The situation will be reviewed on a case-by-case basis. The decision of the Executive Director of Procurement is final.

Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
<b>Advertisements</b>	Restricted	Advertisements that promote campus programs and/or outreach on behalf of campus.  *Approval required from the Office of Strategic Communication whenever CSUSB identity is used.  <a href="https://www.csusb.edu/advancement/strategic-communication/visual-identity-graphic-standards">https://www.csusb.edu/advancement/strategic-communication/visual-identity-graphic-standards</a>  <b>Note that employment recruitment ads DO NOT require approval from Strategic Communications.</b>	Yes*	Yes*	Yes*	Yes*
<b>Ammunition</b>	Prohibited	Ammunition refers to the projectiles, cartridges, or explosive materials used in firearms, artillery, or other weapons. It encompasses a variety of components, including bullets, shells, casings, propellants, and primers.	No	No	No	No
<b>Appliances</b>	Prohibited	Coffee makers, refrigerators, microwaves, etc. <b>Seek assistance from Procurement.</b>	No	No	No	No
<b>Biologics</b>	Restricted	Biologics are medicinal products derived from living organisms or containing components of living organisms such as fungi, bacterium and viruses. These can include vaccines, blood or blood components, gene therapies, tissues, cells, etc.  <b>*Before purchase, apply for formal approval from EH&amp;S. <a href="#">EH&amp;S Reporting Authorization</a> Attach the approved form to your reconciliation in Concur.</b>	Yes*	Yes*	Yes*	Yes*
<b>Books, Textbooks</b>	Prohibited	<b>Seek assistance from Procurement. A PO is required. Contact the library for assistance.</b>	No	No	No	No
<b>Cash Advances (ATM Withdrawals)</b>	Prohibited	This includes money orders, wire transfers, ATM withdrawals, etc.	No	No	No	No
<b>Cell Phones, Services, Mobile Device Service</b>	Prohibited	<b>Please contact Telecommunications &amp; Network Services (TNS) at (909)537-7450</b>	No	No	No	No
<b>Chemicals</b>	Restricted	Includes but not limited to: chemicals, precious metals, ethyl alcohol and other hazardous materials.  <b>*Before purchase, apply for formal approval from EH&amp;S. <a href="#">EH&amp;S Reporting Authorization</a> Attach the approved form to your reconciliation in Concur.</b>	Yes*	Yes*	Yes*	Yes*



Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
<b>Cleaning Supplies</b>	Restricted	Includes chemical cleaning solutions and equipment, i.e., desk cleaner, vacuums, mops, buckets, etc.  *Chemicals: Before purchase, apply for formal approval from EH&S. <a href="#">EH&amp;S Reporting Authorization</a> Attach the approved form to your reconciliation in Concur.  Equipment - Approval required from Custodial Services, Manager: <a href="https://www.csusb.edu/department/facilities-services-custodial-services">https://www.csusb.edu/department/facilities-services-custodial-services</a>	No	No	Yes*	Yes*
<b>Clothing – Athletic, Recreational, Employee</b>	Prohibited	Includes recreational sports, clothes for identifying employees at events or on campus, i.e.: staff working commencement, open house, etc.  Seek assistance from Procurement. A PO is required.	No	No	No	No
<b>Clothing - Promotional</b>	Restricted	With CSUSB Logo or campus identity. Dollar thresholds apply, follow the Hospitality Policy: <a href="https://www.csusb.edu/policies/hospitality-policy">https://www.csusb.edu/policies/hospitality-policy</a>  *Approval required from the Office of Strategic Communication whenever CSUSB identity is used.  <a href="https://www.csusb.edu/advancement/strategic-communication/visual-identity-graphic-standards">https://www.csusb.edu/advancement/strategic-communication/visual-identity-graphic-standards</a>	Yes*	Yes*	Yes*	Yes*
<b>Clothing – Uniforms</b>	Prohibited	A uniform, in the context of clothing, typically refers to a standardized outfit worn by members of a particular group or organization, such as the University Police Department, Facilities personnel, Parking Attendants, etc. Uniforms are often consist in specific garments, colors, and insignia that distinguish individuals within the group or organization from others. Much of the time, garments also act as protective wear, such as items used by UPD.  Seek assistance from the Accounts Payable Department.	No	No	No	No
<b>Commencement Regalia for Students/Staff/Faculty</b>	Prohibited	Caps, gowns, honor cords, stoles, tassels, etc.	No	No	No	No
<b>Consultants, Consulting Services, Guest Speakers</b>	Prohibited	Consultants and guest speakers require an Independent Contractor Review.  Seek assistance from Procurement. A PO may be required.	No	No	No	No
<b>Décor – Office</b>	Prohibited	Decorative items including, but not limited to: plants, artwork, paintings, wallpaper, accessories, lamps, etc.	No	No	No	No

Commodity	Status	Comments	State**	PHIL **	UEC**	SPA**
		<p>Seek assistance from Procurement.</p> <p>For decorations for events, see “Hospitality” section for more information.</p>				
<b>Deposits</b>	Prohibited	<p>A deposit is a sum of money placed into an account or held in a trust as a partial or full payment, security, or guarantee for a future transaction or obligation. It can involve various contexts, such as opening a bank account, securing a rental property for events, or reserving a block of rooms with a hotel, or a deposit for a service or product.</p> <p>Seek assistance from Procurement.</p> <p>Note: An individual traveling on university business may reserve a single hotel for business related travel. See Travel for assistance.</p>	No	No	No	No
<b>Donations</b>	Prohibited	Donations of any kind.	No	No	No	No
<b>Doorstops</b>	Prohibited	Due to fire code, doorstops are not allowable.	No	No	No	No
<b>Energy Consuming Devices</b>	Prohibited	Includes fans, heaters, desk/floor lamps, generators, microwaves, refrigerators, etc.	No	No	No	No
<b>Equipment – Instructional</b>	Prohibited	This includes traditional resources like blackboards, projectors, interactive whiteboards designed for educational purposes. It encompasses laboratory equipment for science classes, musical instruments for music education, sports equipment for physical education, and any other specialized tools that support specific learning activities.	No	No	No	No
<b>Equipment – Other Facilities Use Only</b>	Restricted	<p>Refers to tools, machinery, or other items used for specific tasks, operations, or activities. These items are typically designed to perform a particular function or serve a specific purpose, ranging from hand tools like hammers and drills to larger machinery like generators or manufacturing equipment.</p> <p>*Facilities use only.</p> <p>All equipment purchases must not cost more than \$500 or more per item before tax and shipping.</p>	No*	No*	No*	No*
<b>Exhibition, Trade Shows, Vendor Fairs</b>	Prohibited	Commonly known as a trade show, expo, exhibition, or vendor expo. It's an event where various vendors, businesses, or organizations gather to showcase and promote their	No	No	No	No

Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
		products or services to potential customers, clients, or other businesses. <b>Seek assistance from Procurement. A PO is required.</b>				
<b>Explosives</b>	Prohibited	Explosives are substances or devices that undergo rapid chemical or physical changes, resulting in the release of significant amounts of heat, gas, and pressure.	No	No	No	No
<b>Facilities Services</b>	Prohibited	Any services available through the Facilities Department, which include locksmith services, remodeling, furniture assembly, hanging blinds, painting, landscaping, vehicle repair, cleaning and janitorial, etc. <b>Contact Facilities for assistance.</b>	No	No	No	No
<b>Fines, late fees, penalties, interest, and finance charges</b>	Prohibited	<b>Fines:</b> A fine is a monetary penalty imposed for violating a rule, regulation, or law. <b>Late fees:</b> Late fees are charges imposed for failing to make a payment by the due date. <b>Penalties:</b> Penalties are additional charges or punishments imposed for not complying with terms, conditions, or agreements. <b>Interest:</b> Interest is the cost of borrowing money or the return on investment, typically calculated as a percentage of the principal amount. <b>Finance charges:</b> Finance charges are fees imposed for borrowing money or using credit, including interest and other charges.	No	No	No	No
<b>Firearms</b>	Prohibited	A firearm is a weapon that uses explosive force to propel a projectile, typically a bullet, through a barrel to achieve a desired target. It can be handheld, like a pistol or a rifle, or mounted on a larger structure, like a tank or a ship.	No	No	No	No
<b>Flowers</b>	Restricted	Floral arrangements as expression of sympathy, congratulations, thanks, celebration, etc.	No	Yes	Yes	Yes
<b>Food</b> <ul style="list-style-type: none"> <li>• Athletics</li> <li>• Childcare Center</li> <li>• Basic Needs</li> <li>• ISPP Dietetic Internship Program</li> <li>• Student Health Center Only</li> </ul>	Restricted	*This is for sustenance only and limited to specific departments. For example, athletics meals for players when competing and practice, childcare center for snacks for the children, basic needs for the Obershaw Den, nutritional instruction, student health center for students with health conditions only. <b>Does not include any hospitality expenses. See the hospitality section for more information regarding hospitality expenses.</b> <a href="https://www.csusb.edu/policies/hospitality-policy">https://www.csusb.edu/policies/hospitality-policy</a>	Yes*	Yes*	Yes*	Yes*

Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
<b>Furniture</b>	Prohibited	<p>"Furniture" refers to movable objects intended to support various human activities such as sitting (e.g., chairs, sofas), sleeping (e.g., beds), eating (e.g., tables), and storage (e.g., cabinets, shelves). Furniture is typically made from materials such as wood, metal, plastic, or a combination of these materials. It serves functional purposes in residential, commercial, and institutional settings, providing comfort, convenience, and organization.</p> <p>Seek assistance from Procurement. A PO may be required.</p>	No	No	No	No
<b>Gasoline/Fuel/Electric Charging</b>	Restricted	<p>*Fuel purchases are allowable under business travel to re-fuel a rental car. Fuel is allowable for campus fleet vehicles only.</p> <p>Fueling a personal vehicle to substitute for a mileage claim is not allowable. Seek assistance from Travel.</p>	Yes*	Yes*	Yes*	Yes*
<b>Gift Cards/Gift Certificates</b>	Prohibited	<p>Gift cards are considered cash equivalent items. These are tax reportable to the recipient.</p> <p>Please contact the Corporate Card Administrator for assistance.</p>	No	No	No	No
<b>Gifts, Greeting Cards</b>	Restricted	<p>Personal gifts of any kind, e.g., retirement gifts, mugs, pen sets, etc.</p> <p>*See Hospitality policy for more information. <a href="https://www.csusb.edu/policies/hospitality-policy">https://www.csusb.edu/policies/hospitality-policy</a></p>	No	Yes*	Yes*	Yes*
<b>Lasers</b>	Restricted	<p>A laser, which stands for "Light Amplification by Stimulated Emission of Radiation," is a device that emits a focused beam of light through a process of optical amplification.</p> <p>*Before purchase, apply for formal approval from EH&amp;S. <a href="#">EH&amp;S Reporting Authorization</a> Attach the approved form to your reconciliation in Concur.</p>	Yes*	Yes*	Yes*	Yes*
<b>Lease &amp; Rental Agreements</b>	Prohibited	<p>Building rentals/leases, venue and hotel banquet room rentals, equipment lease agreements, etc.</p> <p>Seek assistance from Procurement. Requires a PO or a formalized contract.</p>	No	No	No	No
<b>Lottery Tickets</b>	Prohibited		No	No	No	No
<b>Maintenance Agreements</b>	Prohibited	<p>Printer, Copiers, HVAC, Elevators, etc. Requires a PO or a formalized contract.</p> <p>Seek assistance from Procurement. A PO is required.</p>	No	No	No	No
<b>Maintenance Services</b>	Prohibited	Maintenance services refer to activities performed to ensure the proper functioning,	No	No	No	No

Commodity	Status	Comments	State**	PHIL **	UEC**	SPA**
		<p>upkeep, and preservation of equipment, machinery, infrastructure, or other assets.</p> <p>These services typically involve regular inspections, cleaning, lubrication, repair, and replacement of components as needed to prevent breakdowns, extend the lifespan of the asset, and maintain its performance at optimal levels.</p> <p>Maintenance services can be preventive, where tasks are performed proactively to prevent issues, or corrective, where repairs are made in response to identified problems or failures.</p> <p>Seek assistance from Procurement. A PO is required.</p>				
<b>Media, Storage Mediums, DVD's, Video Cassettes, Thumb Drives, Hard Drives</b>	Prohibited	<p>Information and Communication Technology (ICT) and Accessibility &amp; Security review is required.</p> <p>Seek assistance from Procurement. A PO is required.</p>	No	No	No	No
<b>Medication – For animal consumption</b>	Restricted	<p>*Medications and drugs required for use by the Animal House only. This includes prescription medication, controlled substances and over the counter (OTC) medications specifically for use on animals only.</p> <p>Before purchase, apply for formal approval from EH&amp;S. EH&amp;S Reporting Authorization Attach the approved form to your reconciliation in Concur.</p>	Yes*	Yes*	Yes*	Yes*
<b>Medication – For human consumption</b>	Prohibited	<p>This includes narcotics, prescription medication, controlled substances and over the counter (OTC) medication. This includes, but is not limited to medications, aspirin, burn creams, smelling salts, antacids, etc. Includes first aid kits which contain these items.</p> <p>Seek assistance from Procurement. A PO is required.</p> <p>For CSUSB authorized first aid kits, contact S.O.S at 1-800-479-7998</p>	No	No	No	No
<b>Memberships – Stores, Retailers (online and physical stores)</b>	Prohibited	<p>A store membership is a program offered by retailers to customers that typically involves registration and possibly a fee, in exchange for access to special benefits, discounts, services, or rewards not available to non-members.</p> <p>This includes retail operations like Costco, Sam's Club, Amazon Prime, etc.</p> <p>Note that you may use the Corporate Card to purchase goods authorized under the Corporate Card handbook from these retailers, however, the purchase of store memberships is prohibited.</p>	No	No	No	No

Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
<b>Merchant Services for Credit Card Processing</b>	Restricted	<p>A merchant credit card processing fee is a fee charged by a financial institution or payment processor to merchants for processing credit card transactions.</p> <p><b>*This category is restricted to Student Financial Services and the Student Health Center only.</b></p> <p><b>Seek assistance from the Corporate Card Administrator.</b></p>	Yes*	Yes*	Yes*	Yes*
<b>Mileage</b>	Prohibited	<p>Fuel cannot be purchased for an individual using their personal vehicle on business related travel. File a travel claim in Concur for mileage reimbursement.</p> <p><b>Seek assistance from the Travel Department</b></p>	No	No	No	No
<b>Parking – CSUSB Campus Parking</b>	Prohibited	<p>The Corporate Card may not be used to pay for CSUSB campus parking. Use a parking permit or see the Parking Office for parking permit information.</p> <p>Individuals using the Corporate Card to pay for parking on campus will be required to reimburse the University.</p>	No	No	No	No
<b>Participant Research Surveys and Crowdsourcing</b>	Restricted	<p>Participant recruitment is specifically for Prolific, Connect, Amazon Mechanical Turk (M-Turk) which is often used for academic research and surveys, it can also be categorized under this label. These platforms specialize in recruiting participants for studies, experiments, or surveys, providing researchers with access to a diverse pool of subjects.</p> <p><b>*Restricted to specific departments. See Corporate Card Administrator for assistance.</b></p>	Yes*	Yes*	Yes*	Yes*
<b>Personal Purchases</b>	Prohibited	<p>All personal purchases are disallowed on the Corporate Card.</p> <p>Personal purchases refer to transactions made for individual use or consumption, typically for personal enjoyment or necessity.</p> <p>Business-related purchases, on the other hand, are expenses incurred for the operation of the University.</p> <p>Individuals using the Corporate Card to pay for personal items will be required to reimburse the University.</p>	No	No	No	No
<b>Personalized Items</b>	Prohibited	<p>Personalized products are products that are specifically designed or created for a particular individual. This could involve adding the person's name, initials, or other personal details to the product.</p> <p><b>Seek assistance from Procurement.</b></p>	No	No	No	No

Commodity	Status	Comments	State**	PHIL**	UEC**	SPA**
<b>Phone Cards, Long Distance and Pay Phone Calls</b>	Prohibited	Long distance phone cards, also known simply as calling cards, are prepaid cards used to make long-distance or international phone calls.	No	No	No	No
<b>Postage and Shipping</b>	Restricted	Postage Stamps or metered mail.	No	Yes	Yes	Yes
<b>Printed Material or Photocopying Services</b>	Prohibited	See Printing Services for assistance. Seek assistance from Procurement. A PO is required when the Printing Services Department cannot accommodate.	No	No	No	No
<b>Radios</b>	Prohibited	Radios are considered communication devices specifically designed for transmitting and receiving voice or data messages between individuals or groups within a group, such as law enforcement or facilities.  These radios operate on dedicated frequencies allocated for public safety and emergency services, ensuring secure and reliable communication among officers, dispatchers, and other personnel in the field.  Seek assistance from Procurement.	No	No	No	No
<b>Raffle Prizes</b>	Prohibited	A raffle prize is an item or reward offered as an incentive for participating in a raffle. Raffles involve selling tickets, often at a predetermined price, and drawing one or more tickets randomly to determine the winners.  Seek assistance from Procurement.	No	No	No	No
<b>Research Specimens</b>	Prohibited	Living or deceased.  Seek assistance from Procurement. A PO is required.	No	No	No	No
<b>Security Systems</b>	Restricted	A security system is a network of interconnected devices and components designed to detect, deter, and respond to security threats or breaches in a specific area, such as a home, business, or public facility.  These systems typically include sensors (such as motion detectors, door/window sensors, and surveillance cameras), a control panel or hub to manage and monitor the system, and sometimes alarms or notification systems to alert authorities or occupants in case of an intrusion or emergency.  Seek assistance from Procurement. A PO is generally required.	No	No	No	Yes
<b>Services</b>	Prohibited	In general, any service is unallowable. This includes delivery & set up of rental furniture/equipment, window washing, tree trimming, piano moving, translation services, sign language services, on site equipment	No	No	No	No



Commodity	Status	Comments	State**	PHIL **	UEC**	SPA**
		<p>repair, limousine/bus service, exterior signage, etc.</p> <p>There are specific insurance requirements for services, which require a PO.</p> <p>Guest speakers, trainers, musicians, consultants, piano tuners, entertainers, etc. are not allowable on the Corporate Card.</p> <p><b>Seek assistance from Procurement. A PO and an Independent Contractor Analysis is required.</b></p>				
<b>Shipping Insurance</b>	Prohibited	The University is not permitted to request or pay for shipping insurance; therefore, do not authorize an insurance charge for any order.	No	No	No	No
<b>Signage</b>	Prohibited	<p>Including within a building in public areas, such as hallways, lobby, etc.</p> <p><b>Seek assistance from Procurement. A PO may be required</b></p>	No	No	No	No
<b>Software and Software Subscriptions</b>	Prohibited	<p>Software refers to applications (apps), web-based applications, utilities, operating systems, cloud-based platforms, firmware, and the data they manipulate. This includes software, either free or paid, which requires licenses or an online click-through-agreement.</p> <p>The Information Services and Procurement Departments are the only groups who are authorized to purchase software on a Corporate Card.</p> <p><b>Seek assistance from Procurement. A PO is required.</b></p>	No	No	No	No
<b>Splitting of Purchases</b>	Prohibited	<p>Credit card splitting of charges refers to the practice of dividing a single transaction into multiple transactions with the intention of avoiding single purchase limits.</p> <p>Splitting of purchases to circumvent credit limitations is prohibited.</p>	No	No	No	No
<b>Subscriptions</b>	Restricted	<p>This category is defined as magazine subscriptions, newspaper subscriptions, periodicals, and newsletters only.</p> <p><b>*The library requires notification. Send an email with the subscription information to <a href="mailto:libserials@csusb.edu">libserials@csusb.edu</a> before placing the order.</b></p> <p>Cardholders will need to certify that they have notified the Library when reconciling the Corporate Card charge in Concur.</p>	Yes*	Yes*	Yes*	Yes*
<b>Tours</b>	Prohibited	<p>Example: Guided/non guided tour of a cathedral, museum, facility, factory, includes sightseeing tours of the city or local points of interest.</p> <p><b>Seek assistance from Procurement. A PO is required.</b></p>	No	No	No	No



\*\*Purchases may be charged provided the expense serves a bona fide business purpose and to the extent other applicable laws, regulations, or funding source agreements do not restrict and/or prohibit these purchases.