UNIVERSAL CARD HANDBOOK (NON-TRAVEL)



IN THIS GUIDE:

- Universal Card Information
- Requesting a Universal Card
- Reconciliation Requirements
- Restricted and Prohibited Purchases
- Resources and who to contact

California State University, San Bernardino
Procurement and Contracts Department
5500 University Parkway, San Bernardino, California 92407
Phone: 909-537-5142
https://www.csusb.edu/procurement/universal-card

CSUSB Universal Card
Rules, Requirements and Usage

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TABLE OF CONTENTS

LEGAL REFERENCE AND AUTHORITY **1**

PROGRAM SUMMARY **1**

PROGRAM ADMINISTRATION, ROLES AND RESPONSIBILITIES **1**

- Fiduciary Responsibility 1
- Procurement and Contracts Department Responsibilities 1
- Accounts Payable/Travel Department Responsibilities 2
- Approving Official Responsibilities 2
- Cardholder Responsibilities 2
- Universal Card User Agreement 2

CONFLICT OF INTEREST **3**

- California Form 700 Requirements 3

CONTROLS **3**

- Credit Limits 3
- Merchant Category Code Restrictions 3
- Purchase Monitoring 3
- The Physical Card 3
- Audits, Controls and Violations 3

REQUIRED TRAINING **4**

- CSUSB Universal Card Training Overview 4

ALIGNMENT WITH OTHER CAMPUS POLICIES **4**

- Delivery Requirements 4
- Business Travel 5

PROGRAM VIOLATIONS AND NON-COMPLIANCE **6**

- Restricted Purchases 6
- Prohibited Purchases 6
- Personal Charges 6
- Personal Benefit 6
- Universal Card Misuse 6
- Unsubmitted or Late Reconciliations 7
- Tax Implications for Unreconciled Universal Card Charges 7
- Excessive Program Violations 7
- Splitting of Purchases 7

PROCEDURES **8**

- Eligibility 8
- New Applicants 8

RECONCILIATION OF EXPENSES ON THE UNIVERSAL CARD **8**

- Reconciliation 8
- Justification 9
- Reconciliation Schedule 9
- Out of Office During Reconciliation Period 9
- Concur Dashboard 9
- Travel Reconciliation Protocol 9

PROPER RECEIPTS **10**
Proper Receipts or Invoices 10
Legibility of Receipts 10
LOST OR MISSING RECEIPTS **10**
DISPUTED AND FRAUDULENT CHARGES **11**
Disputed Charges 11
Fraudulent Charges 11
CREDIT LIMITS, REQUESTING LIMIT CHANGES **12**
Universal Card Credit Limit Tiers 12
Provisional Credit Limit Authorization 12
Increasing Limits: 12
Decreasing Limits: 13
Dormant Cards and Unused Credit Lines 13
NAME CHANGES **13**
EXCEPTIONS **13**
LOST OR STOLEN CARDS, DAMAGED CARD REPLACEMENT **14**
Lost or Stolen Cards 14
Damaged Card Replacement 14
CANCELING A CARD, TEMPORARY LEAVE, END OF EMPLOYMENT **14**
Canceling a Card 14
Temporary Leave 14
End of Employment 14
RESOURCES **15**
Cardholder Tutorials 15
Who to Contact 15
Universal Card Administration 15
Accounts Payable/Travel Department 15
PROHIBITED AND RESTRICTED PURCHASES **15**
Restricted Purchases 15
Prohibited Purchases 16
Documentation Requirements for Approved Purchases 16
CSUBuy Punchout Supplier – Prohibited Use of Universal Card 16
Restricted and Prohibited Matrix – Commodity Based List 17
APPENDIX – A: CONCUR EXPENSE TYPE **33**

LEGAL REFERENCE AND 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 and Contracts.

Procurement and Contracts delegate a limited authority for the purchase of goods and travel expenses via the Procurement Credit Card, known as the Universal Card program, to Cardholders, as outlined in this document. The CSU System uses the US Bank visa card for the Procurement Credit Card program.

PROGRAM SUMMARY

The **CSUSB Universal Card (U-Card)** offers an efficient, cost-effective procurement solution for purchases across multiple business units (State, UEC, PHIL) and for Travel and Fuel for campus fleet vehicles. It supports low-value, low-risk purchases where contracts or insurance certificates aren't required, subject to certain restrictions. The card is intended for official business only and cannot be used for personal purchases or services performed on campus.

Key Guidelines:

- Transactions must not exceed the cardholder's credit limit.
- Cardholders are expected to follow the restricted and prohibited matrix contained in this procedure.
- The card cannot replace open purchase orders for annual expenditures.
- When returning items, always request a Return Materials Authorization (RMA) and ensure full credit is applied to the card.
- Gifts received with purchases must be reported according to California regulations.

The Universal Card is a university liability card, with no effect on the cardholder's personal credit. It's a discretionary tool, monitored for compliance through regular audits, and can be suspended or revoked if misused.

PROGRAM ADMINISTRATION, ROLES AND RESPONSIBILITIES

Fiduciary Responsibility

The Universal Card signifies an official delegation of purchasing authority, carrying important fiduciary responsibilities for both Cardholders and Approving Officials. It is their duty to ensure compliance with all university policies and procedures. By signing the Universal Card reconciliation, whether or not someone else completes the reconciliation process on behalf of the cardholder, the Cardholder and Approving Official are personally attesting to the accuracy and adherence to these regulations.

Procurement and Contracts Department Responsibilities

The Chief Procurement Officer designates the Universal Card Team, who:

- Administers the program; maintains Universal Card Handbook.
- Provides training to program participants.
- Manages non-travel reconciliation, via the Concur portal.
- Approves applications, issues, suspends, cancels, and revokes cards.
- Monitors monthly transactions for program compliance and issues violation notifications.

Accounts Payable/Travel Department Responsibilities

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

Approving Official Responsibilities

- Shall be a Department Administrator (MPP) level or above.
- Responsible for ensuring purchases are compliant with CSUSB Policies.
- Has reviewed, understands and enforces Universal Card rules.
- Document any suspected violations and report them to the Universal Card Team.

Cardholder Responsibilities

- Complete required CSU Chancellor's Office Payment Card Policy training and Campus' Universal Card training prior to requesting the Universal Card.
- Complete the Human Resources training for Conflict of Interest, as applicable. Recertification is required through Human Resources each year thereafter. For more information, please see the Conflict-of-Interest section in this handbook.
- Complete required renewal training annually through the life of the Universal Card program.
- Responsible for all transactions, including statement reconciliation, and shall treat their Universal 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 their Universal Card.
- Cardholders shall follow the restricted/prohibited matrix in this handbook. Cardholders may use the Universal Card for restricted items only with express permission of the Universal Card Team.
- Must never split transactions to avoid credit card limits and protections.
- Cardholders must comply with the Procurement policy requirements for competitive bidding and the issuance of Purchase Orders.
- Cardholders shall ensure that sufficient funding is available prior to making a purchase. Credit balances can be obtained by US Bank Card Member Services by calling the number on the back of the card.
- The Cardholder is responsible for misuse of the card, fraud, multiple lost receipts, split purchases, or other infractions.
- If the Universal Card is suspended at any time, Cardholder may be required to repeat training.

Universal Card User Agreement

All Cardholders must agree to and sign a "Universal Card User Agreement" to demonstrate that they understand and agree with the requirements of the Universal Card program. This is required when:

- Requesting a new Universal Card
- Replacing an existing Universal Card

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

CONFLICT OF INTEREST

California Form 700 Requirements
Approving Authorities must file a Statement of Economic Interest (Form 700) pursuant to the CSU's Conflict of Interest Policy due to their discretionary authority over vendor selection. Contact your campus Human Resources office for guidance on filing requirements.

If you have any questions regarding Form 700 or need assistance accessing the training, please contact Human Resources at sde@csusb.edu or call (909) 537-3125.

CONTROLS

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

Credit Limits
All new requests for cards will be established at an initial approved tier outlined in the "Credit Limits" section in this guide. There is a per transaction limit and a monthly limit per monthly billing cycle.

Merchant Category Code Restrictions
Merchant Category Codes (MCC) are four-digit numbers assigned by credit card companies to classify the type of goods or services a business offers. For instance, MCCs exist for categories like restaurants, gas stations, and retail stores. To protect Universal Card accounts from misuse and fraud, the University can block specific MCCs linked to high-risk industries or non-business-related purchases, such as gambling or spas. This ensures that Universal Cards are only used for authorized expenses.

Purchase Monitoring
The Procurement Department actively monitors various spending activities, examining purchases to understand spending trends. This practice aids in the understanding of purchases made, how the purchase is allocated and card usage. This enables more effective financial management by identifying patterns that may require adjustments.

The Physical Card
Universal Cards have customized graphics to distinguish it from personal credit cards. Each card has additional internal controls:

- Cards are issued 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.

Audits, Controls and Violations
Violation of Policies and Procedures may be reported for further investigation.

The Universal Card Team conducts regular audits of cardholder reconciliations, reviewing the following:

- Proper itemized receipts are attached.
- Reconciliation is completed accurately and submitted on time.
- Expenses are correctly approved.
- Universal Card use is reasonable and appropriate.
- There are no split transactions to bypass procurement rules.
- Purchases are made in accordance with policy guidelines.

REQUIRED TRAINING

Participation in the Universal Card Program requires designated training for both cardholders and approving officials. The training program is designed to provide participants with a clear understanding of program responsibilities, applicable policies and procedures, appropriate card usage, and compliance expectations necessary to support responsible stewardship of university funds.

Prior to the issuance of a Universal Card, participants must complete the CSU Chancellor's Office Payment Card Policy training and the campus Universal Card training. In addition, certain employees may be required to complete Human Resources Conflict of Interest training and annual recertification, as applicable. Additional information is available in the Conflict-of-Interest section of this handbook.

To maintain active participation in the program and support ongoing compliance, CSU Chancellor's Office training must be renewed annually throughout the duration of cardholder participation. Campus Universal Card training is generally required during the initial card setup process; however, additional training may be required in cases involving card suspension, reinstatement, or other program-related circumstances.

CSUSB Universal Card Training Overview

The Universal Card training program provides cardholders with a comprehensive overview of the Universal Card Program and its associated requirements. Training includes guidance on the card application process, review of key program policies and procedures, and an overview of allowable, restricted, and prohibited purchases.

Participants also receive instruction on the use of the Concur application, including transaction management and reconciliation procedures. The training emphasizes the importance of timely reconciliation, proper documentation retention, and adherence to University and CSU requirements to ensure compliance and accountability within the program.

ALIGNMENT WITH OTHER CAMPUS POLICIES

When using a Universal Card, it is essential to ensure that all transactions comply with both this handbook and other institutional policies. For example, cardholders must adhere to:

- The Hospitality Policy when organizing hospitality events.
- The Travel Policy for any university-related travel.
- Environmental Health and Safety protocols when purchasing chemicals or hazardous materials.
- The Procurement Policies for contractual arrangements and purchase order requirements.

Beyond these specific examples, Universal Card usage must align with all relevant campus policies, including those related to procurement, conflict of interest, sustainability goals, and ethical standards. By following these guidelines, cardholders support responsible spending and reinforce the university's commitment to compliance and integrity.

Delivery Requirements

All purchases made using university-issued Universal Cards must be delivered to the San Bernardino or Palm Desert campus directly. Deliveries to cardholders' homes are strictly prohibited for the following reasons:

- **Risk of Theft**: Deliveries to personal residences increase the likelihood of theft, especially if items are left unattended on porches or in unsecured areas.

- **Tax Implications**: Delivering items to locations outside of our designated campus addresses can result in differing sales tax charges based on the delivery location's jurisdiction, leading to inaccurate tax reporting and additional costs for the department.
- **Compliance with Procurement Policies**: Home deliveries may bypass established procurement procedures, making it harder to ensure that purchases align with university contracts, pricing agreements, and vendor partnerships.
- **Fraud Prevention**: Delivering items to cardholders' homes increases the risk of fraudulent or unauthorized purchases, making it more difficult to validate legitimate business use.
- **Audit and Reconciliation Challenges**: Home deliveries may complicate the reconciliation of purchases, as the documentation trail may not match standard campus receiving processes. This can cause issues during audits or in verifying that the items were received and used for university purposes.
- **Liability Concerns**: If items are lost, damaged, or stolen from a cardholder's home, it may be unclear whether the university or the cardholder is liable for replacement costs, complicating reimbursement procedures.

To maintain consistency, security, and compliance with tax regulations and internal procurement policies, all deliveries must be sent to the appropriate campus locations.

Business Travel

Any cardholder issued a Universal Card may use the card to pay for out-of-pocket expenses related to official university business travel, including lodging and other allowable travel expenses, except where the card is not accepted.

Conference and seminar registration fees may only be charged to the Universal Card issued to the employee who will be attending the event. Registration fees may not be paid on behalf of another employee or traveler, and a delegate (an individual other than the attendee) may not use their Universal Card to complete another person's registration.

- **Airfare and Car Rental**
  Book all airfare and rental cars through Concur prior to your trip. When booking via Concur, the expenses are charged directly to the university, eliminating any concerns about exceeding your Universal Card limit. Only use the Universal Card for airfare or car rentals in case of emergencies during travel.

  For example, if a flight is canceled or severe weather causes delays, you may use your Universal Card to secure alternative arrangements. Upon your return, ensure this emergency expenses are properly documented in your Concur **Travel** Reconciliation. For assistance, contact the Travel Department.

- **Travel Cash Advances**
  Because Universal Card cardholders have access to use their cards for out-of-pocket expenses, they are no longer eligible for Travel Cash Advances. Specific exceptions are being made for the Athletics Department for student meals on a temporary basis.

All Universal Card travel usage shall be consistent with CSUSB Travel Procedures. Please see CSUSB Travel Procedures on the Travel website: https://www.csusb.edu/travel

PROGRAM VIOLATIONS AND NON-COMPLIANCE

Universal Card rules are essential for ensuring financial accountability, compliance with institutional policies, and responsible spending. They help prevent misuse and fraud, aligning expenditures with the university's mission and goals. Non-compliance can lead to significant risks, including financial loss and damage to the institution's reputation. Therefore, clear ramifications are necessary to promote adherence and accountability among all employees.

Restricted Purchases

The matrix in this handbook outlines specific allowances based on department or circumstance, indicating what may be permissible when the guidelines are followed. If you have any questions about a purchase, please reach out to the Universal Card Team for clarification.

Prohibited Purchases

Prohibited purchases, as detailed in the matrix within this handbook, are not allowed when using the Universal Card. However, many of these items can still be acquired through a requisition via Procurement by following the appropriate protocols. For assistance, please consult the Procurement department.

Personal Charges

The Universal Card is strictly prohibited for personal use. Employees must remember that personal charges on the Universal Card are not allowed, as this publication upholds financial regulations and university guidelines while emphasizing the importance of separating personal and corporate finances.

If a cardholder accidentally uses the Universal Card for a personal purchase, they must reimburse the university within 10 business days. Payment should be made to the university and submitted to Student Financial Services. Additionally, the cardholder must attach the receipt from Student Financial Services to their Universal Card Reconciliation Report, along with a brief explanation of the incident. Repeated personal purchases may result in revocation of the card due to misuse.

Personal Benefit

Receiving personal compensation, including gratuities, commissions, personal profits, rebates payable to the cardholder, gifts, or any other form of personal remuneration for placing university orders with vendors or contractors, is considered a conflict of interest and is strictly prohibited. Violations may result in suspension of the Universal Card and potential disciplinary actions in accordance with Human Resources policies. Additionally, the cardholder may be required to personally reimburse the university for any inappropriate gains.

For further guidance on conflict-of-interest policies, you can refer to the California State University Conflict of Interest Policy or the CSUSB Human Resources policies.

Universal Card Misuse

Should a review of the Cardholder's reconciliation reveal any inappropriate purchases, personal charges, or split transactions, these will be deemed non-compliance with this handbook and may lead to actions to revoke card privileges.

These measures will include notifying the Cardholder, Approving Official, Chief Procurement Officer, and the relevant Vice President or Provost:

- **1st Violation**: A written explanation of the violation, guidance on proper procedures, and a possible thirty (30) day suspension of card privileges.
- **2nd Violation**: A written explanation of the violation, reinforcement of proper procedures, and a sixty (60) day suspension of card privileges.
- **3rd Violation**: Notification of the violation, and ninety (90) day suspension of card privileges and possible permanent revocation of Universal Card privileges.

These steps are designed to ensure adherence to the handbook and maintain accountability among cardholders.

Unsubmitted or Late Reconciliations
Unsubmitted/Late reconciliation will result in a notification to Cardholder and Approving Official and the following consequences to the cardholder's account:

- **1st late submission**: Automatic suspension, pending submittal of reconciliation.
- **2nd late submission**: Automatic suspension for thirty (30) days. Reconciliation is required to be completed regardless of the suspension period.
- **3rd late submission**: Automatic sixty (60) day suspension of card privileges and possible permanent revocation of Universal Card privileges.

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

Tax Implications for Unreconciled Universal Card Charges
The university may report unreconciled universal card charges as taxable income to the employee if they are not reconciled within the required timeframe:

- Non-Travel Charges (Supply Purchases) – Reconcile by the 30th of each month.
- Travel Charges – Reconcile within 60 days of the completion of the trip.

According to IRS regulations, if these charges are not properly accounted for as business expenses within this timeframe, they may be considered a financial benefit to the employee. Any unreconciled amounts not cleared within 60 days of incurring the charge, or 60 days from returning from travel, may be treated as personal income and reported on the employee's W-2 form, as required by law.

Excessive Program Violations
If there are repeated violations by the Cardholder, the Universal Card will be immediately revoked, and both the Cardholder and Approving Official will receive formal notification.

Splitting of Purchases
Splitting purchases to bypass credit limits occurs when a large expense is divided into smaller transactions to avoid exceeding the card's limit. This practice is an intentional violation of Universal Card policy, as it allows individuals to make significant purchases without triggering over-limit warnings, risking declined transactions.

If a Cardholder repeatedly engages in such activity or splits purchases to circumvent the policy, the Universal Card will be immediately revoked, and both the Cardholder and the Approving Official will be formally notified.

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

PROCEDURES

Eligibility
Universal Cards are issued to employees who frequently make purchases or travel on behalf of the university. The Department Administrator (MPP) is responsible for approving card applications for employees under their supervision.

To be eligible for a Universal Card, the requestor must be:

- Be a faculty or staff member of the CSUSB or the auxiliaries

Temporary staff (appointment of less than six months), temporary employees from an outside temporary staffing agency, retired faculty or staff, volunteers, students and student assistants are not eligible for the Universal Card.

New Applicants
Prior to submitting a request for a new Universal Card, the individual must complete the following prerequisites:

- Complete the CSU Chancellor's Office Payment Card Program training
- Complete the campus' Universal Card training
- If applicable, complete Conflict of Interest Training with Human Resources and complete Form 700

To request a new card, the individual must submit a Universal Card Credit Card Service Request through the Concur portal. Once all prerequisites have been completed and the request has been submitted, the Universal Card Team will review the request and proceed with ordering the card from the bank.

Card delivery typically takes 12 to 14 business days. Upon receipt, the Universal Card Team will notify the cardholder when the card is available to pick up. At that time, the new cardholder will be required to sign the Cardholder User Agreement.

After receiving the Universal Card, the cardholder must:

- Activate the Universal Card by calling the bank at the number listed on the card.
- Sign the Universal Card.

For guidance on submitting a request in Concur, you may visit the CSUSB Procurement and Contracts website for the Universal Card Credit Card Service Request Tutorial located here: https://www.csusb.edu/procurement/universal-card

RECONCILIATION OF EXPENSES ON THE UNIVERSAL CARD

Reconciliation
Cardholders are required to begin reconciling transactions in accordance with the Reconciliation Schedule outlined below. While reconciliation should be performed on an ongoing basis, cardholders must submit only one "Employee Expense - Non-Travel" expense report each month.

All transactions must be fully reviewed, properly documented, and submitted by the established due date.

Justification
All purchases must include sufficient justification and adhere to campus policies, such as the Hospitality Policy, which requires proper supporting documentation as outlined. If a purchase lacks adequate justification, the Universal Card Team may return the reconciliation for clarification or hold it for further review.

- **Provide Detailed Justifications:** When entering expenses in the comments section, offer thorough explanations instead of vague terms. For example, instead of writing "haircut and color," specify, *"haircut and color for individual appearing in a campus performing arts production of…"*
- **Enhance Transparency:** Clear and specific justifications improve transparency and understanding, making it less likely for expenses to be questioned or returned for clarification.

Reconciliation Schedule
The billing cycle closes, and the line of credit resets on the 24th of each month. Reconciliation in Concur is due by the 30th of each month.

Out of Office During Reconciliation Period

- **Cardholder**: If a 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 or delegate. If additional assistance is required, contact the Universal Card Team.
- **Approving Official**: 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 Universal Card Team for assistance.

Cardholders are accountable for failure to allow adequate lead-time for approvals on monthly statements, required supporting documents, or forms.

Concur Dashboard
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.

Cardholders must review Universal Card expenses in the Concur dashboard, verify them, and submit expense reports to the Approving Official. If there is no card activity during the billing cycle, no charges will appear in the Concur dashboard for reconciliation.

A valid receipt is required for each non-travel transaction (see section in this handbook for receipt requirements). Cardholders are responsible for any charges incurred on their card.

Travel Reconciliation 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 your own lodging and pay for your own conference fees.

- **Airline and Rental Car Booking**: Book your airline and rental car directly in Concur prior to your trip. These bookings are direct-billed to the university, not charged to your Universal Card, which preserves your card's line of credit for other out-of-pocket expenses. Only use your Universal Card for airline or rental car bookings if you are mid-travel and encounter an emergency.

- **Reconciling Travel Expenses**: Travelers who charge travel expenses to their Universal Card should wait until the trip is completed before submitting a separate expense report exclusively for their travel-related costs. It is understood that you may have card charges for travel that may be held over to the next reconciliation cycle.
- **Conference Registration Fees**: Conference registration fees may only be charged to the Universal Card issued to the employee who will be attending the event. Registration fees may not be paid on behalf of another employee or traveler, and a delegate (an individual other than the attendee) may not use their Universal Card to complete another person's registration. Conference registration fees should be categorized and reconciled as a "Travel" expense.

PROPER RECEIPTS

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.

Proper Receipts or Invoices

A proper receipt 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 (email or web address is acceptable), and contact information of the business.
- **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 credit card and last four digits of the Universal Card.

Legibility of Receipts

It is crucial that receipts are legible for accurate record-keeping. When taking photographs of receipts, ensure that they are clear and in focus. Additionally, be mindful of thermal receipts, as they can be sensitive to heat, moisture or adhesive tape, which may render them illegible.

To ensure the legibility of receipts, cardholders should confirm that the receipt they receive is printed clearly. If the receipt is unclear at the point of purchase, they should request a reprint from the retailer.

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 Universal Card Team 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

DISPUTED AND FRAUDULENT CHARGES

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 differs from the receipt(s), the cardholder should first contact the merchant. If the merchant acknowledges the error, they will issue a credit adjustment to the account. Both the cardholder and the approving official must track and verify the credit adjustment.

If the merchant does not agree to an adjustment, the cardholder must dispute the charge by contacting US Bank Card Member Services at 800-344-5696. The cardholder may be required to provide additional information to support the dispute.

Important: Disputes must be initiated within 60 days of the charge being posted to your Concur dashboard. Failure to dispute within this timeframe will result in the charge becoming payable.

Fraudulent Charges

If the cardholder identifies fraudulent charges, they must immediately contact US Bank Customer Service at 800-344-5696 and provide any supporting documentation during their monthly reconciliation in Concur. US Bank will close the account and issue a new card. The bank will also send a Statement of Fraud affidavit (SOF), which the cardholder must complete within ten (10) calendar days to report the fraudulent charges.

Once the completed affidavit is submitted, US Bank will credit the account for the fraudulent charges and conduct a further investigation with the merchant to verify the claim. The cardholder should reconcile the credit by applying it to the same chartfield account used for the original charges, ensuring that the debit and credit offset each other.

CREDIT LIMITS, REQUESTING LIMIT CHANGES

Universal Card Credit Limit Tiers

Credit limits on Universal cards help protect against fraud by limiting the amount that can be charged if the card is compromised. They minimize potential losses, trigger alerts for unusual spending, and prevent large, unauthorized purchases. Limits also encourage regular oversight, helping to detect fraud early and reduce its impact.

The following limits are designed to accommodate various business needs while ensuring responsible spending practices. Please note the following standard tiers:

- **Tier 1**: $3,000 per month with a $1,500 per transaction limit
  This is the default limit for new cardholders
- **Tier 2**: $5,000 per month with a $2,500 per transaction limit
- **Tier 3**: $10,000 per month with a $3,500 per transaction limit

By default, all cardholders will begin at tier one outlined above. After three months of timely reconciliation and adherence to the Universal Card Handbook, cardholders may be eligible for consideration for an upgrade to the next limit tier based on their usage patterns and reconciliation history. It is important to emphasize that upgrades to the next tier are not guaranteed and will be subject to review and authorization.

Any such requests should be submitted through Concur, following the tutorial located here: https://www.csusb.edu/procurement/universal-card

Provisional Credit Limit Authorization

The Executive Director of Procurement and Chief Procurement Officer (CPO) shall have the authority, at their discretion, to grant exceptions for higher or unusual credit limits when deemed necessary to support the operational needs of the campus. This may include, but is not limited to, departments such as Emergency Services or those with specialized requirements that exceed standard credit limits. Any such exceptions will be reviewed on a case-by-case basis and must align with institutional policies and objectives and may require additional justification or documentation as part of the approval process.

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 Universal 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 Universal Card Team. Universal Card email: Universalcard@csusb.edu

Decreasing Limits:
A cardholder may decrease their credit limits by requesting a decrease in credit through the Concur portal. This 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.

- Reduced credit limits can serve as an effective cost control measure.
- Reduces exposure to fraudulent activities or misuse of the Universal card, as there is a lower ceiling for unauthorized transactions.
- Enforcing lower credit limits encourages adherence to budgetary constraints. It prompts cardholders 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.

Cardholders may visit the CSUSB Procurement and Contracts website for the Universal Card Credit Card Service Request Tutorial located here: https://www.csusb.edu/procurement/universal-card

Dormant Cards and Unused Credit Lines
To reduce fraud risk associated with unused Universal cards, credit limits for cards that have been inactive for an extended period may be lowered. Cardholders will be informed of any changes to their credit limits, ensuring transparency and allowing for an adjustment period. This proactive measure is designed to safeguard both cardholders and the institution by minimizing potential exposure to fraudulent activity on accounts that are rarely or never used.

NAME CHANGES

The Cardholder's name displayed 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 information, 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 CSUSB Procurement and Contracts website for the Universal Card Credit Card Service Request Tutorial located here: https://www.csusb.edu/procurement/universal-card

EXCEPTIONS

Under certain circumstances, the Universal Card Team may approve requests for an exception to these guidelines. These requests should be made in writing (via email) to the Universal Card Team. 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 Universal Card Team. Universal Card email: Universalcard@csusb.edu

LOST OR STOLEN CARDS, DAMAGED CARD REPLACEMENT

Lost or Stolen Cards

In the event a Universal Card is lost or stolen, the cardholder must immediately notify both US Bank at 800-344-5696 and the Universal Card Team. Prompt reporting of a lost, stolen, or misplaced card is critical. Failure to notify US Bank in a timely manner may result in the suspension of cardholder privileges and could expose CSUSB to liability for any fraudulent charges. Upon notification, the bank will close the account and issue a new card to the cardholder.

Damaged Card Replacement

The cardholder should request a replacement card through US Bank at 800-344-5696 and submit a request through the Concur portal to the Universal Card Team.

- US Bank will order a replacement card that will be delivered to the Procurement Department.
- Cardholder must return the worn out/damaged card to the Universal Card Team to be destroyed.
- Cardholder will be notified to pick up the replacement card by the Universal Card Team.
- The Cardholder will activate the new card following the instructions provided with the new card.

Cardholders may visit the CSUSB Procurement and Contracts website for the Universal Card Credit Card Service Request Tutorial located here: https://www.csusb.edu/procurement/universal-card

CANCELING A CARD, TEMPORARY LEAVE, END OF EMPLOYMENT

Canceling a Card

Before terminating employment, taking leave or any extended absence, Universal Cardholders must ensure that all outstanding charges are fully reconciled. Failure to do so may result in any unreconciled expenses being reported as part of your tax liability on your W-2. Please complete your Universal card reconciliation prior to your departure to avoid any complications. Please submit all cancellation and temporary leave requests directly through Concur.

- The Cardholder must submit a Credit Card Service Request and add the "*Cancel Card*" expense type in Concur.
- The Cardholder must return the old card to the Universal Card Team.
- The Universal Card Team will follow established procedures for properly destroying canceled cards.

Temporary Leave

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

Cardholders may visit the CSUSB Procurement and Contracts website for the Universal Card Credit Card Service Request Tutorial located here: https://www.csusb.edu/procurement/universal-card

End of Employment

When employment ends with CSUSB, Human Resources notifies the Universal Card Team of the employee separation. The Universal Card Team 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 Universal Card after separation from employment may be subject to legal action.

RESOURCES

Cardholder Tutorials

https://www.csusb.edu/procurement/universal-card

Who to Contact

US Bank: 800-344-5696

- Lost or Stolen Cards
- Transaction Disputes
- Inquires as to charges against your account
- Remaining lines of credit for the month
- General cardholder services

Avoiding Fraud

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 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.

Universal Card Administration

All other inquiries regarding policies, procedures, enrollment or training should be directed to the Universal Card Team in the CSUSB Procurement and Contracts Department:

- Web: https://www.csusb.edu/procurement/universal-card
- Main Phone: 909-537-5142
- Email: Universalcard@csusb.edu

Accounts Payable/Travel Department

For assistance with Travel allowances and guidelines, please contact the Travel Department:

- Web: https://www.csusb.edu/accounts-payable
- Main Phone: 909-537-5155
- Email: travel@csusb.edu

PROHIBITED AND RESTRICTED PURCHASES

A prohibited purchase refers to any acquisition or expense that is not permitted under the Universal Card program. These restrictions may arise due to legal requirements, ethical considerations, policy limitations, tax reporting obligations, or the need to coordinate multiple university policies, making such purchases unsuitable for the Universal Card.

However, a prohibited Universal Card purchase does not mean the university cannot acquire those items. In such cases, a formal Purchase Order is required. For assistance with purchasing items that are prohibited on the Universal Card, contact the Procurement and Contracts office.

Restricted Purchases

Restricted purchases are those that may be permitted on a case-by-case basis or for specific business units, departments, or individual cardholders. For guidance, contact the Universal Card Team and refer to the matrix provided in this guide.

Prohibited Purchases
Prohibited purchases are defined as items that cannot be made using the Universal Card. If you're unsure whether a purchase is allowed, consult the Universal Card Team for guidance before proceeding. Refer to the matrix in this guide for clarification.

Documentation Requirements for Approved Purchases
Certain approved purchases may require additional documentation to be included with the card reconciliation. For example, when purchasing chemicals, preauthorization from Environmental Health and Safety is required. Once obtained, the authorization should be attached to the reconciliation to validate the transaction. These requirements are also outlined in the matrix in this guide.

The following purchases have special requirements. These include, but not limited to the following:

- Advertisements - Marketing and Communications approval may be required.
- Catering – Hospitality requirements must be followed.
- Chemicals – Preauthorization is required from Environmental Health and Safety.
- Promotional Items – Hospitality requirements must be followed.
- Sole Source/Brand Purchases – Seek assistance from the Procurement Office.

CSUBuy Punchout Supplier – Prohibited Use of Universal Card
CSUBuy punch-out suppliers are pre-approved vendors that are integrated directly into CSUBuy system. These Suppliers allow users to “punch out” from CSUBuy to the vendor’s hosted catalog, select items, and return the shopping cart to CSUBuy for requisition and purchase order processing in accordance with CSU procurement policies. This process ensures appropriate approvals, contract pricing, and compliance with university requirements.

The Universal Card must not be used for purchases from CSUBuy punch-out Suppliers. All transactions with these Suppliers are required to be completed through the CSUBuy system to ensure appropriate procurement controls, documentation, and approval workflows are followed.

Example of CSUBuy punch-out Suppliers include, but not limited to:

- Amazon Business
- Fisher Scientific
- Staples
- Grainger
- CDW
- Dell
- Apple
- VWR

Restricted and Prohibited Matrix – Commodity Based List

This section organizes restrictions by specific commodities, setting uniform guidelines that apply to all business units across the board.

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Advertisements	Restricted	Advertisements that promote campus programs and/or outreach on behalf of campus. *Approval required from the Office of Marketing and Communications whenever CSUSB identity is used. https://www.csusb.edu/advancement/strategic-communication/visual-identity-graphic-standards Note that employment recruitment ads DO NOT require approval from the Office of Marketing and Communications.	Yes*	Yes*	Yes*	Yes*
Ammunition	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. Seek assistance from Procurement.	No	No	No	No
Appliances	Prohibited	Coffee makers, refrigerators, microwaves, etc. Seek assistance from Procurement.	No	No	No	No
Biologics	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. *Before purchase, apply for formal approval from EH&S. EH&S Reporting Authorization Attach the approved form to your reconciliation in Concur.	Yes*	Yes*	Yes*	Yes*
Books, Textbooks, Digital Books	Restricted	*Allowable: Physical books, physical textbooks (paper books), e-books for individual use on a consumer platform (Kindle for example) for student/faculty use, the Library does not need to be consulted. **Restricted: E -books for shared use with an institutional license – Contact the library's Collection Department librarian for assistance. Subscription to any information resource – Contact the library's Electronic Resources librarian for assistance.	Yes**	Yes**	Yes**	Yes**
Cash Advances (ATM Withdrawals)	Prohibited	This includes money orders, wire transfers, ATM withdrawals, etc.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Cell Phones, Services, Mobile Device Service	Prohibited	Please contact Telecommunications & Network Services (TNS) at (909)537-7450 for assistance.	No	No	No	No
Chemicals	Restricted	Includes but not limited to: chemicals, precious metals, ethyl alcohol and other hazardous materials. All chemicals shall be promptly added to the user's chemical inventory upon receipt. *Before purchase, apply for formal approval from EH&S. EH&S Reporting Authorization Attach the approved form to your reconciliation in Concur.	Yes*	Yes*	Yes*	Yes*
Cleaning Supplies	Restricted	Includes chemical cleaning solutions and equipment, i.e., desk cleaner, vacuums, mops, buckets, etc. *Cleaning solutions and other chemicals, see "Chemicals" section above. *Equipment - Approval required from Custodial Services, Manager: https://www.csusb.edu/department/facilities-services-custodial-services	No	No	Yes*	Yes*
Clothing – CSUSB Logo Wear CSUSB specific sportswear, spirit wear, etc. used for Employee Identification	Prohibited	Includes clothing for identifying employees working at an event on campus, i.e.: staff working commencement, open house, etc. Seek assistance from Procurement. A PO is required.	No	No	No	No
Clothing – Promotional Includes promotional clothing given away	Prohibited	With CSUSB Logo or campus identity. Promotional items are distributed to provide information and/or promote the name or image of the University and are not intended for CSUSB employees. Follow the Hospitality Policy: https://www.csusb.edu/policies/hospitality-policy	No	No	No	No
Clothing – Uniforms For the following department only: • Athletics	Prohibited	Athletic uniforms are the standardized clothing and equipment worn by players or coaches to represent their team during official games, practices, or events. They are designed to create a cohesive and professional appearance, often adhering to specific league or organizational regulations The Department of Athletics' standard process is to purchase uniforms and equipment through its contracted vendor through a Purchase Order.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Clothing – Uniforms For the following departments only: • University Police • Parking Enforcement • Facilities	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 often consist of 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. The department may need to follow the uniform allowance procedure. A Purchase Order may be required.	No	No	No	No
Commencement Regalia for Students/Staff/Faculty	Prohibited	Caps, gowns, honor cords, stoles, tassels, etc. Seek assistance from Procurement. A PO may be required if allowable.	No	No	No	No
Computers, Tablets, iPads		See "Technology Hardware" or "Software" section of this table.				
Conference/Seminar Registration Fee	Restricted	Conference/Seminar registration fees may only be charged to the Universal Card issued to the employee who will be attending the event. These transactions must be categorized and reconciled as a "Travel" expense report. *Conference/Seminar registrations may **NOT** be completed by a delegate (an individual other than the attendee) using their Universal Card. Paying conference/seminar registration fees on behalf of another employee or traveler is **NOT** permitted.	Yes*	Yes*	Yes*	Yes*
Consultants, Consulting Services, Guest Speakers	Prohibited	Consultants and guest speakers require an Independent Contractor Review. Seek assistance from Procurement. A PO may be required.	No	No	No	No
Décor – Office	Prohibited	Decorative items including, but not limited to: plants, artwork, paintings, wallpaper, accessories, lamps, etc. Seek assistance from Procurement. For decorations for events, see "Hospitality" section for more information.	No	No	No	No
Deposits	Prohibited	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. **Note:** An individual traveling on university business may reserve a single hotel for business related travel. See Travel for assistance.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Donations	Prohibited	Donations of any kind.	No	No	No	No
Doorstops	Prohibited	Due to fire code, doorstops are not allowable.	No	No	No	No
Dry Cleaning	Restricted	Only for rental regalia, tablecloths used at tabling events, and flags.	Yes	Yes	No	No
Education Verification *Sponsored Programs Use Only	Restricted	Fees are charges for conducting screenings to verify a person's background. For scholarships, these fees may cover validating a student's degree, GPA, and academic history. For employment matters, such as validation of criminal history and employment verification, contact Human Resources.	No	No	No	Yes*
Energy Consuming Devices	Prohibited	Includes fans, heaters, desk/floor lamps, generators, microwaves, refrigerators, etc.	No	No	No	No
Equipment – Minor Equipment	Restricted	Refers to minor instructional equipment refers to small-scale, low-cost tools or materials used in teaching or educational settings to support instruction or learning activities. These items are typically inexpensive and easily replaced, often used on a daily basis in classrooms, labs, or other educational environments. Examples include: • Whiteboards, markers, and erasers • Projectors and small audiovisual equipment • Teaching aids such as models or educational kits • Classroom tools like scissors, rulers, staplers, calculators, paper writing tablets • Lab glassware, beakers, or test tubes for science experiments • Fitness equipment used in physical education, such as balls, bats or cones *All equipment purchases must not cost more than $500 or more per item before tax and shipping. If your purchase includes an item that is specifically prohibited under this procedure, the more stringent requirement will take precedence and must be followed. Any purchase exceeding $500.00 - Seek assistance from Procurement. A PO is required.	Yes*	Yes*	Yes*	Yes*

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Equipment – Other **Facilities Use Only**	Restricted	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. *Facilities use only. *All equipment purchases must not cost more than $500 or more per item before tax and shipping. If your purchase includes an item that is specifically prohibited under this procedure, the more stringent requirement will take precedence and must be followed. Any purchase exceeding $500.00 - Seek assistance from Procurement. A PO is required.	Yes*	Yes*	Yes*	Yes*
Exhibition, Trade Shows, Vendor Fairs	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 products or services to potential customers, clients, or other businesses. Seek assistance from Procurement.	No	No	No	No
Explosives	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
Facilities Services	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.	No	No	No	No
Fees **Fines, late fees, penalties, interest, and finance charges**	Prohibited	• **Fines:** A fine is a monetary penalty imposed for violating a rule, regulation, or law. • **Late fees:** Late fees are charges imposed for failing to make a payment by the due date. • **Penalties:** Penalties are additional charges or punishments imposed for not complying with terms, conditions, or agreements. • **Traffic Violations**: Any penalties related to vehicle operation, including parking tickets or moving violations. • **Interest:** Interest is the cost of borrowing money or the return on investment, typically calculated as a percentage of the principal amount. • **Finance charges:** Finance charges are fees imposed for borrowing money or using credit, including interest and other charges.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Fees **H1B Fees and Permanent Resident Status Fees** *Restricted to College of Extended and Global Education - International Education use only	Restricted	**Payment of Fees and H-1 B Petitions** • **Fraud Detection and Prevention Fee** - Payment of this fee is required by statute. • **Basic Petition (Form 1-129) Filing Fee** - Although a limited exemption exists, given the fee's current amount and risks associated with non-compliance, a campus should ordinarily pay the basic filing fee. • **Premium Processing Fee** - Campuses should not pay this fee. A campus should pay this fee if, and only if: (i) the need for premium processing is a direct result of a delay caused by the campus itself; or (ii) premium processing is needed to address an immediate and express business need of the campus. – Document this in the comments section. **Purchase Order Required:** Note the following payments are considered "services" and require a PO when necessary. Do not use the Universal Card: • **Attorney Fees** - Campuses should not pay any attorney fees or costs. A campus should pay such fees and costs if, and only of: (i) the attorney is preparing and/or filing the H-1 B petition on behalf of the Campus; or (ii) the attorney is providing legal advice to the campus regarding the preparation of filing of the H-1 B petition. See coded memorandum entitled "Clarification of CSU practice for H-1B and Permanent Resident Status Fees and Hiring of F-1/OPT Individuals" for more information.	Yes*	Yes*	Yes*	Yes*
Fees **Submission Fees** **Expense Type: General Supplies**	Restricted	Submission fees are charges that authors, often faculty members or researchers, pay to academic journals or publishers when submitting their manuscripts for consideration. These fees are distinct from other costs associated with publishing, such as Article Processing Charges (APCs) or page charges, which are typically paid after an article has been accepted for publication. *Submission fees are primarily associated with academic publishing and are generally intended for academic use only. If a contract needs to be signed, please contact Procurement and Contracts for guidance.	Yes*	Yes*	Yes*	Yes*

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
		Domestic Payees: • Universal Card use is allowable. **International Payees:** • Due to tax reporting and potential withholding requirements, all international payments must be processed through the Direct Pay system via Accounts Payable. Do not use your Universal card for these transactions. For assistance, please contact the Accounts Payable department.				
Fees **Licenses, Permits and Taxes**	Restricted	Universal cards may be used to pay for the following types of governmental fees: ***Licenses:** • Business licenses • Professional or trade licenses – Required for individuals in professions such as law, medicine or accounting (CPA) • Health licenses ***Facilities and Environmental Health and Safety Permits and Fees:** • Regulatory permits required for facility operations or services, for example, elevator permits, building permits, etc. • California Department of Motor Vehicles (DMV) Fees • Environmental Fees • Fire Inspection Fees ***Taxes:** As required by General Accounting, for example Payroll Taxes, Property Taxes, Sales/Use tax submissions. • Property taxes • Sales taxes **Exclusions – Do not pay:** • Software licenses are not covered under this category. Contract Procurement for assistance. • Fines and Penalties – See Fees Fines, late fees, penalties, interest, and finance charges in this matrix. • Early Termination Fees Contact Procurement for assistance. This policy ensures that Universal cards are only used for necessary and allowable fees related to the legal and operational compliance of the organization.	Yes*	Yes*	Yes*	Yes*
Firearms	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

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Flowers	Restricted	Floral arrangements as expression of sympathy, congratulations, thanks, celebration, etc. ***Hospitality:** See the Hospitality Policy for more information regarding hospitality expenses.	No	Yes*	Yes*	Yes*
Food - Sustenance • Athletics • Childcare Center • Basic Needs • Student Health Center • Department of Housing and Residential Education Use only **Food – Instructional Laboratory Use** • Laboratory • ISPP Dietetic Internship Program **Expense Type: Food Supplies**	Restricted	***Sustenance:** This is for sustenance only and limited to specific departments. For example, athletics meals for players when competing and during practice, childcare center for snacks for the children, basic needs for the Obershaw Den, student health center for students with health conditions only. If food was provided to a specific student(s), the reconciliation should include the names of the student(s). If the purchase was made for the "Obershaw Den" or the "Athletics Snacks Fueling Station", the students participating cannot individually be identified, so no listing is required. ***Food - Laboratory Use** In a laboratory setting, various food items are used for purposes other than human consumption. These items serve multiple roles, such as being used in experiments or as culture media for microorganisms. These food items are selected and prepared under controlled conditions to ensure they meet the specific needs of the research being conducted, whether it's supporting microbial growth, or serving as a substrate for chemical reactions. ***Food – Instructional Use** Food items are frequently used in educational settings to illustrate scientific principles, conduct experiments, and engage students in hands-on learning. Food items are used extensively in scientific experiments, psychology, and physiology to explore various phenomena, understand biological processes, and investigate human behavior and health. Food can also be related to training, particularly in dietary education and culinary arts. These applications provide hands-on experiences that are essential for understanding nutrition, developing culinary skills, and learning about food science. **Travel Meals:** This section does not apply to meals while traveling. Please refer to the Travel policy. **Hospitality:** Does not include any hospitality expenses. See the Hospitality Policy for more information regarding hospitality expenses.	Yes*	Yes*	Yes*	Yes*

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Fuel – Campus Equipment	Prohibited	Fuel for campus gas powered equipment. For example: • Landscaping and Grounds Maintenance Equipment • Power Generators • Construction and Heavy Equipment Fuel can be obtained from the Facilities Department. Please contact Facilities for assistance in gaining access to the campus fueling station.	No	No	No	No
Fuel – Campus Fleet Vehicles Only • Gasoline • Electric • Diesel	Restricted	*Fuel purchases are allowable for all campus owned fleet vehicles. This includes vehicles owned by UPD, Parking, Facilities, etc. Fuel can be obtained from the Facilities Department at a lower cost than retail. Please contact Facilities for assistance in gaining access to the campus fueling station.	Yes*	Yes*	Yes*	Yes*
Fuel – Personal Vehicles	Prohibited	Fueling a personal vehicle used during travel is prohibited. Please file a mileage claim in Concur. Seek assistance from the Travel Department.	No	No	No	No
Fuel – Rental Vehicles for Business Travel • Diesel • Electric • Gasoline	Restricted	*Refueling a rental vehicle while on business travel is allowable. Charge this cost to the "Travel" category in Concur. Fueling a personal vehicle used during travel is prohibited. Please file a mileage claim in Concur. Seek assistance from the Travel Department.	Yes*	Yes*	Yes*	Yes*
Furniture	Prohibited	"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. Seek assistance from Procurement.	No	No	No	No
Gift Cards/Gift Certificates	Prohibited	Gift cards are considered cash equivalent items. These are tax reportable to the recipient. Please contact Procurement for assistance.	No	No	No	No
Gifts, Greeting Cards	Prohibited	Personal gifts of any kind, e.g., retirement gifts, mugs, pen sets, etc. See Hospitality policy for more information.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Lasers	Restricted	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. *Allowable: Handheld presentation-style laser pointer devices rated at Class II or lower. This would cover all consumer-grade devices such as laser pointers and pens which often operate at or below Class II (unregulated). Does not require EH&S Reporting form. **Unallowable: Class III or IV which have the potential for generating radiation fields, causing burns or other harmful health effects and often require advanced engineering interlocks, eye protection, and training. **Before purchase, apply for formal approval from EH&S. EH&S Reporting Authorization **Seek assistance from Procurement. A PO is required.	Yes*	Yes*	Yes*	Yes*
Lease & Rental Agreements	Prohibited	Building rentals/leases, venue and hotel banquet room rentals, equipment lease agreements, etc. Seek assistance from Procurement. Requires a PO or a formalized contract.	No	No	No	No
Lottery Tickets	Prohibited	Lottery tickets are a form of entry into a game of chance, usually run by a government or licensed organization, where participants have the chance to win cash prizes or other rewards.	No	No	No	No
Maintenance Agreements	Prohibited	Printer, Copiers, HVAC, Elevators, etc. Requires a PO or a formalized contract. Seek assistance from Procurement. A PO is required.	No	No	No	No
Maintenance Services	Prohibited	Maintenance services refer to activities performed to ensure the proper functioning, upkeep, and preservation of equipment, machinery, infrastructure, or other assets. 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. 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. Seek assistance from Procurement. A PO is required.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Media, Storage Mediums, DVD's, Video Cassettes, Thumb Drives, Hard Drives	Prohibited	Information and Communication Technology (ICT) and Accessibility & Security review may be required. Seek assistance from Procurement. A PO is required.	No	No	No	No
Medication – For animal consumption *Medications and drugs required for use by the Animal House only.	Restricted	This includes prescription medication, controlled substances and over the counter (OTC) medications specifically for use on animals only. Before purchase, apply for formal approval from EH&S. EH&S Reporting Authorization Attach the approved form to your reconciliation in Concur.	Yes*	Yes*	Yes*	Yes*
Medication – For human consumption	Prohibited	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. Seek assistance from Procurement. A PO is required. For CSUSB authorized first aid kits, contact S.O.S at 1-800-479-7998	No	No	No	No
Memberships – Professional Organization	Restricted	Dues or fees to recognized professional associations that support an employee's official university role or responsibilities. These organizations typically promote industry standards and provide access to resources within a specific profession or discipline. Memberships must have a clear business purpose, directly benefit the university, and comply with applicable CSU and campus policies. *Memberships are for institutional use only and are limited to a one-year term.	Yes*	Yes*	Yes*	Yes*
Memberships – Stores, Retailers (online and physical stores)	Prohibited	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. This includes retail operations like Costco, Sam's Club, etc. *Note that any business unit on campus may use the Universal Card to purchase **GOODS** authorized under the Universal Card handbook from these retailers.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Merchant Services for Credit Card Processing	Restricted	A merchant credit card processing fee is a fee charged by a financial institution or payment processor to merchants for processing credit card transactions. *This category is restricted to the following departments: • Student Financial Services • Student Health Center • University Advancement Seek assistance from the Universal Card Team.	Yes*	Yes*	Yes*	Yes*
Mileage	Prohibited	Fuel cannot be purchased for an individual using their personal vehicle on business related travel. File a travel claim in Concur for mileage reimbursement. Seek assistance from the Travel Department	No	No	No	No
Parking – CSUSB Campus Parking	Prohibited	The Universal Card may not be used to pay for CSUSB campus parking. Use a parking permit or see the Parking Office for parking permit information. Individuals using the Universal Card to pay for parking on campus will be required to reimburse the University.	No	No	No	No
Participant Research Surveys and Crowdsourcing	Restricted	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. *Restricted to specific departments. See Universal Card Team for assistance.	Yes*	Yes*	Yes*	Yes*
Personal Purchases	Prohibited	All personal purchases are disallowed on the Universal Card. Personal purchases refer to transactions made for individual use or consumption, typically for personal enjoyment or necessity. Business-related purchases, on the other hand, are expenses incurred for the operation of the University. Individuals using the Universal Card to pay for personal items will be required to reimburse the University.	No	No	No	No
Personalized Items	Prohibited	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. Seek assistance from Procurement.	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Payment Services aka Digital Payment Platforms, Digital Wallets, Electronic Funds Transfers (EFT), Automated Clearing House (ACH) Examples: PayPal, Venmo, Zelle, Cash App, Apple Pay, Google Pay, etc.	Prohibited	Payment methods for sending and receiving money like PayPal, Zelle, Square, and similar services are officially known as "digital payment platforms" or "digital wallets." These are a type of "electronic funds transfer (EFT) systems" that facilitate online or mobile payments without the need for physical cash or credit card transactions. These services are prohibited.	No	No	No	No
Phone Cards, Long Distance and Pay Phone Calls	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
Physical Exams *Human Resources Use Only	Prohibited	Pre-employment physical exams. A pre-employment physical exam is a medical evaluation that assesses a job candidate's overall health and physical ability to perform specific job duties. It typically includes a review of medical history, a physical examination, and sometimes tests such as drug screenings or assessments of strength, stamina, or hearing. Ensure the medical clinic provides a receipt that does not include the patient's Social Security Number (SSN). If the SSN appears on the invoice, please redact it before submitting the receipt for reconciliation in Concur. PO now required.	No	No	No	No
Postage and Shipping *Allowable for Mailroom use only.	Restricted	Postage Stamps, metered mail or shipping costs.	Yes*	Yes*	Yes*	Yes*
Printed Material or Photocopying Services	Prohibited	The Printing Services Department has the first right of refusal. See Printing Services for assistance. A PO is required when the Printing Services Department cannot accommodate.	No	No	No	No
Radios	Prohibited	In this case, radios are described as 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

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Raffle Prizes	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
Research Specimens	Prohibited	Living or deceased. Seek assistance from Procurement. A PO is required.	No	No	No	No
Security Systems	Prohibited	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	No
Services	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 repair, limousine/bus service, exterior signage, etc. There are specific insurance requirements for services, which require a PO. Guest speakers, trainers, musicians, consultants, piano tuners, entertainers, etc. are not allowed on the Universal Card. Seek assistance from Procurement. A PO and an Independent Contractor Analysis is required.	No	No	No	No
Shipping Insurance	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
Signage	Prohibited	Including within a building in public areas, such as hallways, lobby, etc. Seek assistance from Procurement. A PO may be required	No	No	No	No

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Software and Software Subscriptions	Restricted	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. * An approved ICT Review form is required for all software purchases for reconciliation. *Seek assistance from Procurement	No*	Yes*	Yes*	Yes*
Splitting of Purchases	Prohibited	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. Splitting of purchases to circumvent credit limitations is prohibited.	No	No	No	No
Sponsorships	Prohibited	Sponsorships are typically transactional. A sponsor provides financial or in-kind support to an organization or event in exchange for specific benefits, such as advertising, brand visibility, or access to an audience. Sponsorship agreements are usually formalized through contracts that specify the rights and obligations of both parties. Seek assistance from Accounts Payable. If using State funds you must use a trust fund that allows for such expenses. SB001 may not be used for sponsorships and state funds do not typically allow for sponsorships. Use the Payment Request Form. For auxiliary funds, use the Payment Request Form.	No	No	No	No
Subscriptions/ Publications	Restricted	This category is defined as paper or digital magazine subscriptions, newspaper subscriptions, periodicals, and newsletters only. *Exclusions: Online library access and digital applications (apps), software and licenses will require a Purchase Order. An Information and Communication Technology (ICT) Accessibility & Security Review may be required. Contact Accessible Technology Services with questions.	Yes*	Yes*	Yes*	Yes*

Commodity	Status	Comments	STATE	PHIL	UEC	SPA
Technology Hardware	Restricted	Technology hardware includes, but is not limited to, computers, desktops, laptops, tablets, servers, storage devices, hard drives, USB drives, memory cards, motherboards, processors, memory, graphics cards, mobile devices, printers, scanners, copy machines, monitors, etc. Computer accessories such as batteries, cables, docking stations, ink and toner, keyboards, computer mice, trackballs and trackpads and USB hubs may be purchased through CSUBuy punchout suppliers. *Seek assistance from Procurement	No*	Yes	Yes	Yes
Tours, Sightseeing, Points of Interest, Field Trips Includes: • Museums • Cathedrals & Religious Sites • Historical Landmarks • Factories & Facilities • Nature Tours • City Sightseeing • Cultural and Art Installations • Theme Parks and Recreation Centers • Tickets to enrichment activities	Prohibited	Purchasing guided or self-guided tours and/or field trips —such as tours and/or field trips of cathedrals, museums, facilities, factories, theme parks or sightseeing tours of cities and local points of interest is not allowed on the Universal Card. These expenses must be processed through a Purchase Order and may require involvement with Risk Management. Please seek assistance from the Procurement and Contracts office.	No	No	No	No

APPENDIX – A: CONCUR EXPENSE TYPE

Due to all campuses sharing the same Concur instance, all expense types will appear in the system. Users are responsible for selecting expense types carefully and should consult the Universal Card Handbook to ensure charges are allowable on the Universal Card.

Communications		
Expense Type	**Expense Description**	**Account Code**
Internet/Telephone/Fax		604090
Dues & Licensing		
Expense Type	**Expense Description**	**Account Code**
Local/Federal Gov. Payment	Payments to local municipalities of Federal agencies. Examples include property taxes, permits and licenses (non-IT), etc.	660090
Permits/Licenses (non IT)		660003
Subscription/Publication (non-IT)	Purchase for a certain number of regular deliveries of something (such as issues of a periodical, book, magazine, newspaper, etc.) or for a certain period of access to or use of something (such as an online service) in the name of the university that is non-IT	660003
Employee Benefit		
Expense Type	**Expense Description**	**Account Code**
Memberships (Non-Travel)	Membership fee to join a professional organization.	660003
Training/Professional Dev	Training, workshops, conferences and seminars. Used only for registration fees associated with these events and not for related travel expenses incurred by employees.	660009
Hospitality Expenses		
Expense Type	**Expense Description**	**Account Code**
Alcohol		660003
Awards/Gifts		660003
Catering	Campus Catering (ChartWells)	660003
Meals and Refreshments (NON-ALCOHOLIC)		660003
Other Hospitality	Payment for event décor and event supplies only	660003
Participation Incentive		660003
Promotional Items		660003

IT		
Expense Type	**Expense Description**	**Account Code**
IT Accessories/Supplies	IT-related accessories and supplies, such as mouse, keyboard, cables, etc.	616005
IT Hardware	Non-communication equipment, including laptops/desktops, printers, monitors, etc.	616002
IT Software	IT software or software as a service.	616003
Maintenance, Repair, and Operations		
Expense Type	**Expense Description**	**Account Code**
Facilities Supplies	Consumables related to facility supplies in buildings. Examples include air filters, light bulbs, paint, etc.	660061
Services		
Expense Type	**Expense Description**	**Account Code**
Advertising/Promotional/Media Services	Advertising, including routine personnel vacancy announcements, and marketing and promotional expenses, including the cost of sponsoring a booth at a conference, the purpose of which is to promote educational services and programs of the CSU.	660017
Employee Recruitment	Employee recruitment, such as fees charged by recruiting firms.	660042
Sponsored Programs		
Expense Type	**Expense Description**	**Account Code**
SP - Materials, Supplies and Services	Sponsored Programs materials and supplies that directly benefit the sponsored project.	623001
SP - Off-campus Space Rental -NO F&A	Sponsored Programs off-campus space rental - excluded from the F&A (Indirect) cost calculation.	621001
SP - Participant Support -NO F&A	Sponsored Programs Participant incentives and other similar participant support costs - excluded from the F&A (Indirect) cost calculation.	622002
SP - Participant Support -w/F&A	Sponsored Programs Participant incentives and other similar participant support costs - subject to the F&A (Indirect) cost calculation.	622001
SP - Project Administration Costs/Fees	Used when an external funder has a limitation or prohibition on F&A/indirect costs, but will allow project administration costs or an administrative fee to be charged directly.	662004
SP - Project Facility/Space Costs	Used when an external funder has a limitation or prohibition on F&A/indirect costs, but will allow facility or space use costs to be charged directly. This code is used to record facility/space use costs at a rate not to exceed the federally negotiated facilities rate.	662003

Sponsored Programs		
Expense Type	**Expense Description**	**Account Code**
SP - Subrecipient -NO F&A	To record Sponsored Programs outside entity (including CSU auxiliary organizations) subrecipient expenditures excluded from the F&A (Indirect) cost calculation.	620002
SP - Subrecipient -w/F&A	To record Sponsored Programs outside entity (including CSU auxiliary organizations) subrecipient expenditures subject to the F&A (Indirect) cost calculation.	620001
Supplies (Non-Travel)		
Expense Type	**Expense Description**	**Account Code**
Advertising & Promotional Supplies	Advertising and Promotional materials including flyers, brochures, pamphlets and video, or any similar materials or items, which pertain exclusively to the products.	660017
Food Supplies	Food Sustenance	666003
General Supplies	Consumable items employed in the normal course of business (such as office supplies). Used to record cost of supplies where no other, more specific object code is available.	660003
Lab/Scientific Supplies	Academic science, research or lab supplies. Examples include protective eyewear, face shield, gloves, lab coat, respirator, etc.	660003
Medical Supplies		660003