



PROCUREMENT CARD PROGRAM HANDBOOK

Administration and Finance Division

Purchasing Office

June 2015

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WHAT IS A PROCUREMENT CARD?

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

Procurement cards provide benefits that include:

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

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

HOW TO GET THE CARD

Training /Pass Online Exam

It is essential to obtain the approval of your Supervisor (or Manager), Approving Official, and Division V.P. prior to considering training for a procurement card.

In order to obtain a procurement card, the applicant must:

- Have access to PeopleSoft Financials
- Complete the Procurement Card Online Training
- Complete a CSUSB Procurement Card Program Participant Request Form
- Complete a Computerized Information Access (CIA Form)
- Complete Conflict of Interest (Form 700).

Access to PeopleSoft requires On-Line Information Security Training and the Intro to CFS – Finance Basic Navigation.

Once you receive approval from your supervisor/s, enroll in and complete the Procurement Card Online Training course which is offered through CMS:

<https://info001.csusb.edu/cms/reg/courseview.php>

Complete CSUSB Procurement Card Program Participant Request Form (Application)

Once exam has been passed, all appropriate training has been completed; the “CSUSB Procurement Card Program Participant Request Form” must be filled out and turned into the Purchasing Office.

The Application Form:

- Default Chartfield String: Provide the chartfield string (at minimum, the Account, Fund, DeptID, and Program) that the majority of your purchases will be charged to.
- Spending Limits: initial amount requested is normally \$100 to a maximum of \$5,000. Your Approving Official may request an increase at a later date if necessary for department needs.
- Single Purchase Limit: applies to each individual transaction made
- Monthly Purchase Limit: applies to all transactions posted against the account during the billing cycle.

You may have the same amount for both limits; however, if your limits are not the same keep them in mind when making purchases to avoid card rejections

Approving Officials

The assigned Approving Official and Alternate Approving Official must be in a supervisory position to the cardholder. They are required to complete Approving Official training and submit an Approving Official Certification form. Approving Officials are responsible for reviewing the cardholder’s monthly procurement transactions to ensure that:

- Purchases are appropriate
- Funding is appropriate and available
- Any purchase of restricted items is appropriately documented
- Cardholder has complied with all Purchasing and Procurement Card procedures
- Approves, signs, and dates cardholder’s statement
- Ensures that cardholder submits report within established deadline schedule

Complete CIA and COI forms

Before receiving the procurement card, applicant must complete the Information Security Training, have Computerized Information Access (CIA) form, Conflict of Interest (COI 700) form in place. Please, contact the CMS Training Office for prerequisites concerning training. Point of contact is provided below:

- Phone Number: 909-537-7270
- Email: cmstrain@csusb.edu
- Website: cms.csusb.edu

USING YOUR PROCUREMENT CARD

Cardholder Responsibility

Use your card appropriately in accordance with:

Procurement Card Handbook: <http://purchasing.csusb.edu/pcard.html>

CSUSB Purchasing Procedures: <http://purchasing.csusb.edu/>

- To ensure the security of your card - Only the cardholder is authorized to make and sign for purchases on his/her card.
- A department head may designate one procurement cardholder to place orders for others within their department.
- Once receiving a procurement card, cardholders are required to:
 - Obtain all documentation for the purchases made on the card
 - Charge appropriate accounts and verify availability of funds
 - Prepare and submit a monthly report to Purchasing
 - Report must be submitted COMPLETE and ON TIME.
 - Notify Program Administrator of any change: a new Approving Official, a department change, a name change, etc. (See "Making Changes to Your Procurement Card Account")

Consequences of Misuse

- **If you fail to submit your statement and/ or all required approval and/or documentation 5 business days after statement is due, your account will be suspended until all documents are received.** Should five (5) late or incomplete statements be received within the fiscal year, your account will be suspended for 30 days. Should an invoice/receipt be lost or misplaced, you will be required to submit a Lost Receipt Memo. All Lost Receipt Memos will be logged for further review.
- **If a prohibited purchase is made,** your card will be suspended for further review on said purchase(s). You will be required to submit an Unauthorized Purchase Explanation/Certification Form. Once a determination has been made on circumstances of the purchase(s), your card may be reinstated. Note: Depending upon the circumstances of your purchase, your card may be suspended for 30 days, and you may be required to reimburse the university out of your own personal funds.
- **If there are excessive issues with a cardholder, the card may be revoked.** You and your Approving Official will be notified in writing. You may appeal the revocation of the card to the Director of Procurement and Support Services or designee. All appeals must be in writing and submitted within two weeks of notification.

Prohibited Purchases – **DO NOT PURCHASE**

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

Note: There may be a few rare exceptions where a prohibited item may be allowed. **These exceptions must be approved with the Procurement Director in advance.** If you have an unusual circumstance, please contact the Program Administrator in the Purchasing Office. Your situation will be reviewed on an individual basis. The decision of the Procurement Director is final.

Restricted Purchases – PURCHASE WITH APPROVAL

Restricted Item(s)	Requires Written Approval PRIOR to purchase from:
Equipment <i>(See page 10)</i> ALL equipment purchases of \$500 (per unit) or more before tax and shipping	Division V.P. [Use Equipment/Software Purchase Approval Form <i>(Sample form on page 17)</i>]
Radios of any kind	University Police Chief
Vehicle repairs	Facilities Services, Automotive
Energy consuming devices; i.e., fans, heaters, desk/floor lamps, generators, microwaves, refrigerators, etc.	Facilities Services
Doorstops	CPDC, Director
Cleaning supplies and equipment, i.e., desk cleaner, vacuum	Custodial Services, Manager
Printed material/clothing to be distributed off campus	Public Affairs Office, Printing Services (for printed material)
Clothing: Athletic, Recreational Sports, clothes for ID purposes, i.e.: staff working commencement, open house, etc.	Preapproval required by Procurement Director or Manager. This statement must be noted on your receipt when submitted with your report: "Remain property of the State".
Signage within a building in public areas, such as: hallways, lobby, etc.	CPDC, Director
Advertisements that promote campus programs and/or outreach advertisements. <i>(Employment recruitment ads DO NOT require approval)</i>	Public Affairs Office
Printing or photocopying services	Printing Services <i>(Printing Services has first right of refusal)</i>

Purchases with Special Requirements

Registration for a conference, seminar or workshop for off campus attendance	Requires ProCard Registration Authorization Number PRIOR to purchase. <i>(See page 10)</i>
Association memberships	Requires justification <i>(See page 11)</i>
DVDs	Any DVD purchase must include captioning (open or closed) and audio description, or department must have captioning provided at department's expense to comply with Section 508 1194.24 (c and d) Video and Multi-media Products (Rehabilitation Act). Please refer to the following link for more information: http://www.access-board.gov/sec508/guide/1194.24.htm Must specify in ProCard report that DVDs are for instructional use.

Making a Purchase

Before making a purchase, verify that the service or merchandise that you are ordering is not on the Restricted or Prohibited list and follow the steps below:

- Use reputable companies
- Obtain a proper receipt *(See samples on page 15)*
- Obtain receipts for CREDITS, as well as charges.

Proper Receipts/Invoices

Receipts must be itemized and include:

- Name and address of vendor (Email, or web address is acceptable as address)
- Description of each commodity or service purchased
- Quantity of each item purchased
- Unit price
- Sales tax amount
- Shipping charges, if applicable
- Total purchase amount

If a vendor is not willing or able to give proper receipts, do not do business with that vendor in the future - find a vendor that will give a proper receipt.

What to do if Your Card Is Rejected By a Vendor

Contact the Program Administrator if your card is rejected when making a purchase; it may be due to one of the following reasons:

- You may have exceeded your single purchase limit.
- You may have exceeded your 30-day purchase limit for the billing cycle.
- Certain merchant types have been blocked from use. If the merchant you are trying to use is identified in one of the following areas, your transaction will be rejected: airlines, airports, hotel, motel, caterers, restaurants, bars, or medical services.
- Sometimes the three digit code on back of your card is required.

If you wish to contact US Bank directly, please call 1-800-344-5696. Be prepared to give the customer service representative your Procurement Card number, social security number, mother's maiden name (as they were given to you when you received your card, NOT your own personal information), the name of the vendor with which you attempted to make your purchase, and the dollar amount of the attempted purchase.

If you have exceeded any of your transaction limits and it is an emergency (i.e., health or safety issue), contact the Program Administrator in Purchasing.

PREPARING YOUR MONTHLY REPORT

Due Dates

The billing cycle closes on the 15th of the month unless the 15th falls on a weekend, in which case the billing cycle then closes on the Monday following. The Purchasing Office will contact you by email to notify you that your statements are available in PeopleSoft to print and make any necessary changes to your chart field strings. The invoice date and due date will also be provided in the email message.

Monthly Statement

- Review all your purchases in PeopleSoft that fall under the invoice date, and make necessary changes to your chartfield strings. *(If you happen to miss the deadline to apply the proper chartfields to your transactions, you will have to do a Transfer of Expenses through **General Accounting**)*
- If you notice a discrepancy on any of your charges that you are not able to resolve, you can do one of the following:
 - **Dispute:** A dispute is usually filed when the vendor and the ProCard holder cannot come to an agreement about an error (charged more, charged twice, etc.). Disputes should be filed within 60 days of the date that the disputed item is posted to your transaction report. *** If you decide to dispute a charge, please check off the "Dispute" box in PeopleSoft for that transaction; it will alert the ProCard Administrator that this charge is being disputed***
 - **Fraud:** A fraudulent charge is a charge not recognized by the ProCard holder. It should be reported immediately to U.S. Bank.

If you wish to file a dispute or report fraud, please contact U.S. Bank 24-Hour Customer Service for Cardholder support at:

(800)344-5696 or (701)461-2042

Chartfield Numbers

All state chartfield numbers may be used with the exception of Capital Outlay (Group II) funds. The default account number for procurement card purchases is **660003 (Supplies and Services)**; however, if you make a purchase other than for supplies and services, please use the appropriate account number. If you fail to change the chartfield number, your **default** chartfield number (given on the application form) will be charged. You are **NOT** permitted to change account numbers after the cutoff date. If your department requires, you may process Transfer of Expenses through **General Accounting** after the charges have been posted.

Itemized Receipts

When preparing your monthly report, you are required to:

- Write in any explanations on receipts or separate sheet of paper, as needed
- If the vendor receipt is not clear, i.e., if receipt lists item by product # only, please hand write, next to the number, what the item is, such as “cable” or “hard drive”
- Tape invoices/receipts smaller than a half sheet (8.5 X 5.5) on to a **separate** 8.5 X 11 sheet of paper, so they don’t get lost. The entire top and bottom edge of the receipt must be taped.
- Obtain receipts for **credits (refunds)** as well as charges

All receipts must be originals. Do not submit a faxed copy of the invoice with your report. If copies are submitted, an explanation as to why the original invoice is not available is required to be submitted with the report.

If you cannot obtain a proper receipt for an internet purchase, we will accept an online confirmation as long as the confirmation contains all of the required information including that the amount charged matches the charge on the statement.

Lost Receipts

If you lose a receipt you must complete and submit a **Lost Receipt Memo** (*See sample on page 16*). You, your Approving Official and your Division’s Vice President must sign the memo. Include the memo with the monthly procurement card report. (*See Consequences of Misuse on page 5*).

Equipment/Software Purchase Approval Form

An **Equipment/Software Purchase Approval form** (*See sample on page 17*) is required on any equipment or software totaling a unit cost of \$500.00 or more, BEFORE tax and shipping.

Computers and portable projectors totaling \$500 *including* tax and shipping and other equipment totaling \$2,500 *including* tax and shipping will need to be tagged by the Property Office. To arrange tagging, contact Property at 909-537-5147 or email property@csusb.edu as soon after receipt as possible.

ProCard Registration Authorization Number

The only exception to “no travel” on a ProCard is registration for an event such as a conference, training, convention, seminar, workshop, etc. You must obtain a ProCard Registration Number **PRIOR** to completing any such registration

*****To obtain a ProCard Registration Authorization number, please complete the online form found at <http://travel.csusb.edu/travelAuth/TravAuthReq.aspx> . You should receive an email message from Accounts Payable/Travel providing you with a ProCard Registration Authorization Number. Include a copy of the email message**

with the corresponding monthly report OR enter the ProCard RegistrationAuthorization number into the description of the item in PeopleSoft prior to printing your monthly statement.

Use of the ProCard for *any* other travel expense (including, but not limited to, hotel costs, meal costs, parking, airfare, rental cars, etc.) is **NOT AUTHORIZED**.

Public Affairs Logo Approval

An approval from the Public Affairs office is required when purchasing items with the university name, logo, mascot, and/or emblem. Approval can be obtained by contacting Public Affairs at logo@csusb.edu. When you receive the written approval from Public Affairs (usually sent via email) please submit that with your ProCard report.

Memberships

If a membership is purchased, include the receipt/confirmation with your ProCard report. You must also include a brief membership justification explaining how the membership will benefit the university. Submit your membership justification with your ProCard report.

Subscriptions

In lieu of a receipt you may provide a copy of the renewal notice/invoice. ALL subscriptions must use the University's address for delivery.

Returns

If it becomes necessary to return an item either for exchange or credit to your account:

- Contact the vendor's customer service department. Explain why you want to return the item and ask for an exchange or credit to your account. Have your packing list/receipt/invoice ready with all the information they may ask for.
- If you have requested a credit to your account, ask that a credit receipt be faxed or mailed to you.
- Check your next monthly transaction report to make sure the credit posts to your account. If it has not posted, either follow up with the vendor or file a dispute.

Signatures

Before turning in your ProCard report, make sure to obtain the proper signatures. The report should be signed by both the ProCard holder AND the Approving Official. If in any case the Approving Official is not present to sign, a person in supervisory position (for example, the supervisor of the cardholder's supervisor) from the same department may sign on his/her behalf provided that a formal signature/approval delegation issued by the primary approving official or alternate approving official is also included with the statement.

If in any case, the Approving Official needs to be changed to a different designee, you will need to submit an Account Change form **(see sample on page 19)**

What happens when a statement is submitted

Once a statement is received in Purchasing, it will be date and time stamped and logged to ensure that it was received by the due date and time. All statements are reviewed to ensure completeness. Receipts received are matched against the charges that appear on the statement and are reviewed to ensure that the purchase(s) made are allowable and that all necessary documentation has been submitted as well as ensuring that all purchases made were charged to allowable accounts and signed by the designated Approving Official. Occasionally, additional clarification or documentation from the cardholder may be required.

MAKING CHANGES TO YOUR PROCUREMENT CARD ACCOUNT

Increasing Spending Limits

After you have submitted a minimum of three (3) acceptable monthly reports, and if your department needs require, your Approving Official may request to have your limit(s) raised. The request is to be submitted *(see sample Account Change form on page 19)* by the Approving Official to the Program Administrator stating the cardholders name, department, and the new amount(s) desired. Please note that there are two limits on each account: the credit limit and the single purchase limit. When requesting an increase, your Approving Official should specify which limit requires the increase. It is possible to increase both limits at the same time. Your request will be reviewed and you will be advised if and when your new limit is available to you.

Cancelling Your Card

If you or your Approving Official decides that your card should be canceled, notify the Program Administrator and complete an Account Change form *(see sample on page 19)*.

If you separate from the University or transfer to another department, **turn in your procurement card, Account Change form *(see sample on page 19)*, and any pending reports** to the Program Administrator (SH-125) as soon as possible. However, as cardholder, you are still responsible for making sure that the following is completed:

If you leave in the middle of a billing cycle, designate someone in your former office to complete and submit your report at the end of the cycle. Leave all documentation with this person and give them proper instructions to answer any questions or problems that might arise. Provide their name to the Program Administrator when you turn in your card and be sure your Approving Official also has all the necessary information.

If you transfer to another department and your new department requires you to have a procurement card, a new card can be issued after turning in the card from the old department

and completion of a new application, as well as confirmation of submittal of an updated CIA to the Information Security Office.

Replacing Your Card

It is your responsibility as cardholder to initiate the process of replacing your card if necessary.

Lost or Stolen Cards

- Contact U.S. Bank immediately at 1-800-344-5696.
- Notify Procurement Card Program Administrator immediately.

When your card is reported lost or stolen, a new card will be issued. Replacement cards will be mailed to the Purchasing Office. The Program Administrator will notify you when your card is ready to be picked up.

Worn Out/Defective Cards

- If your card needs to be replaced because it is worn out or defective, please email Myra Vigil at mvigil@csusb.edu.

Temporary Leave

If you are going to be on a temporary leave, sabbatical or away from campus for an extended length of time, please notify the Program Administrator. Your card will be suspended until you return.

Name Changes

Please see the Program Administrator immediately if you have changed your name with the University. Please bring in a copy of your completed Employee Action Request form (received from Human Resources) and an Account Change form (*see sample on page 19*), with your social security number blacked out. The Program Administrator will initiate having another card issued with your new name.

An Account Change form should also be submitted to the Purchasing Office to change your department contact information. (*See sample on page 19*)

ADDITIONAL INFORMATION

Year End Deadline

Only transactions posted to the account by the close of the June statement will be processed. Transactions posted or purchases made after the close of the June statement, typically June 15, will be posted to the next fiscal year. While purchases may continue to be made after the close of the June billing statement, they should be made cautiously. In the event that the budget is not passed by the Legislature and signed by the Governor by July 1, then purchasing against General Fund (SB001) may be limited.

Sales Tax

The University is required to pay sales tax on all taxable items purchased even if the vendor does not collect the tax. Accounts Payable will calculate the sales tax on those purchases where it was not collected and charge your department account. This charge (called Use Tax) may post to your department account a month or two after the purchase is posted.

Vendor Gifts

Cardholders are not permitted to accept gifts of any type from vendors.

SAMPLE FORMS

Receipts



http://www.amazon.com
orders@amazon.com

Amazon.com
549 South Dawson
P.O. Box 81410
Seattle, WA 98108-1310
USA

Toll-Free: (800) 201-7575
Voice: +1 (206) 266-2992
FAX: +1 (206) 266-2950

CSUSB – Department
5500 University Parkway
San Bernardino, CA 92407
United States



549 South Dawson
P.O. Box 81410
Seattle, WA 98108-1310
US +1 (206) 266-2992

CSUSB – Department
5500 University Parkway
San Bernardino, CA 92407
United States



USPS_W

thsh14403/-1-/2500/ind-us/1476346/909/880-5318

Your order of May 18, 2000 (Order ID 002-0477874-0841812)

Qty	Item	Description	Format	Our Price	Total
In This Shipment					
1	Physical Chemistry Using Mathcad (P-4-A14G142)	Noggle, Joseph H.	Paperback	\$25.00	\$25.00
				Subtotal	\$25.00
				Shipping & Handling	3.99
				Order Total	28.99
				<i>Paid via Visa</i>	28.99
				Balance Due	0.00

This shipment completes your order.

You can always check the status of your orders from the "Your Account" link on our homepage.

Thanks for shopping at Amazon.com, and please come again!

This receipt is from a purchase that was ordered online. Notice it has all the required information including company NAME and ADDRESS.

RECEIPT			
7/3/12		2:15 pm	
Sales #98876		Clerk # 4	
1 ea	R007ca 398		299.99
3 ea	KLm78C55 @12.99		38.97
7 ea	HP Keyboards @75.00	525.00	
Subtotal		863.96	
Tax		66.95	
TOTAL		\$930.91	

This is an **unacceptable** receipt because it is missing the vendor name and address and some items are not clearly defined.

RECEIPT			
The Computer House 123 Modern Street Cabletown, CA 12345 (909)555-2468			
7/3/12		2:15 pm	
Sales #98876		Clerk # 4	
<i>Hard drive</i>			
1 ea	R007ca 398		299.99
<i>Cables</i>			
3 ea	KLm78C55 @12.99		38.97
7 ea	HP Keyboards @75.00	525.00	
Subtotal		863.96	
Tax		66.95	
TOTAL		\$930.91	

This is an **acceptable** receipt because it includes the vendor name and address, and includes a handwritten description of the unclear items.

Lost Receipt Memo – SAMPLE



Date: _____
To: Purchasing Office, SH-125
Procurement Card Administrator
From: _____ (Cardholder)
Dept: _____
Subject: **Lost/Missing Receipt Memo for Procurement Card Purchase**

Date of Purchase: _____

Vendor Name: _____

Vendor Address: _____

Qty	Description of item purchased	Unit Price	Extended Price
TAX			
SHIPPING			
TOTAL			

Reason receipt for above-referenced purchase was lost/destroyed:

Please accept this memo as evidence of purchase in the absence of the original receipt.

Cardholder's Signature

Approving Official's Signature

Vice President's Signature

Equipment/Software Purchase Approval Form – SAMPLE



Equipment/Software Purchase Approval Form

Requester: _____
 Department: _____
 Phone: _____
 E-mail: _____

Date: _____
 Requisition ID: _____
 or check if ProCard purchase: ☐

Name or description of equipment/software requested:

Why is the purchase of this equipment/software essential at this time?

Estimated Total Costs

Qty	Unit	Description	Unit price	Extended Price
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Subtotal:	0.00
			Sales Tax:	
			Shipping:	
			TOTAL:	0.00

Suggested Vendor: _____

Account Type: State % _____ Auxiliary % _____ Fund: _____

•Requester Signature: _____ Date: _____

•ITC Review: For computing equipment including, but not limited to, servers, desktops, tablets, and notebooks, and excluding parts, an Information Technology Consultant (ITC) shall review request and sign below:

Printed Name	Signature	Date

Signatures below indicate approval:

•Department Chair/Manager:

Printed Name	Signature	Date

•College Dean/Director:

Printed Name	Signature	Date

•Division Vice President:

Printed Name	Signature	Date

04/2015

Unauthorized Purchase Explanation Certification (for ProCard Transactions) – SAMPLE



Unauthorized Purchase Explanation/Certification (UPEC) For Procurement Card Transactions

Please complete and submit with Corresponding ProCard Report.

Cardholder Name (Please print): _____ Today's Date: _____

Department: _____ Coyote ID: _____

Vendor Name: _____ Date of Transaction/Delivery: _____

Please provide detailed facts regarding this situation by answering the following as they apply: What was purchased? Why was prohibited item/service purchased? (Or why was restricted item/service purchased without prior authorization?) Was this an emergency situation (i.e., health or human safety were at risk? If so, please detail the facts.

Lists of prohibited and restricted items are located in the Procurement Card Handbook. Please see <http://purchasing.csusb.edu/forms/pchandbook.pdf>. This Unauthorized Purchase Explanation/Certification for Procurement Card Transactions is required whenever a procurement card is used to purchase an item/service that is prohibited, a restricted item/service is purchased without prior authorization from the appropriate manager or director, or when a procurement card is used for non-University related purposes. Please note that when a procurement card is used for non-University purposes, the cardholder must reimburse the University for the total amount charged and provide proof to the ProCard Administrator that the reimbursement has been completed.

Initial acknowledgement:

The following certification must be signed by the individual responsible for the unauthorized purchase. This is necessary in the event of the state Auditor does not approve the purchase and requires that the individual be personally liable for the purchase.

"I hereby certify that I am the individual responsible for the unauthorized purchase, that I inspected the merchandise or services listed above, and there is no exception as to quantity or quality."

Signature of Cardholder

Date

I have reviewed and discussed the information above with the cardholder.

Signature of Approving Official

Date

Purchasing Office Use Only

Reviewed By (Manager or Director): _____ Date: _____ University reimbursement required? YES NO

Logged By: _____ Date: _____ Fiscal Year: _____ Proof of reimbursement received ☐

Procurement Card Account Change Form – SAMPLE



Procurement Card Account Change Form

Use this form to make revisions to an existing ProCard account.

Mark and complete appropriate areas and return to Purchasing (SH-125) as soon as possible.

Cardholder Name: _____ Coyote ID: _____

- ☐ **Name Change:** New name (Please print) _____
Please staple a copy of your completed Employee Action Request form (from Human Resources) to this form before submitting to Purchasing.
- ☐ **Department Contact Information Change:**
New department phone number (909)537- _____ New email address: _____@csusb.edu
- ☐ **Limit Change:** New Single Purchase Limit: \$ _____ New Credit Limit: \$ _____
☐ **Temporary change to expire on** ____/____/____ ☐ **Permanent Change**
- ☐ **Approving Official (AO) Change:**
Current AO (Please print name): _____ Title: _____
New AO (Please print name): _____ Title: _____

It is required that the assigned Approving Official be in a supervisory position in order to sign off on the procurement card statement report. The Approving Official reviews the cardholder's monthly procurement transactions in order to ensure that:

- Purchases are appropriate
- Funding is appropriate and available
- Any purchase of restricted items is appropriately documented
- Cardholder has complied with all Purchasing and Procurement Card procedures
- Approves, signs, and dates cardholder's statement
- Ensures that cardholder's submits report within established deadline schedule

I understand and accept the responsibilities of Approving Official for the Procurement Card holder listed above. I agree to adhere to the policies and procedures stated in the Procurement Card Handbook.

New Approving Official Signature: _____ **Date:** _____

I certify that the above referenced New Approving Official understands and accepts the role and responsibility as described in the Procurement Card Handbook.

Division Vice President Signature: _____ **Date:** _____

- ☐ **Cancel Procurement Card Account**
Please submit your card along with this form. See "Cancelling Your Card" section of Procurement Card Handbook for additional instructions.

Revision request approval (Changes will not be made without the signatures below)

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department.

Cardholder's Signature: _____ Date: _____

Approving Official Signature: _____ Date: _____

Purchasing Office Use Only

Completed by: _____ Date: _____

CONTACTS

Purchasing Office

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

Accounts Payable/Travel Office

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

Property Office

Property Office, Ext. 75147, email: property@csusb.edu
<http://property.csusb.edu>

Public Affairs Office

For logo approvals and requests contact: logo@csusb.edu
Main number: Ext. 75007

U.S. Bank

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

To review your transactions, visit AccessOnline:
<https://access.usbank.com/cpsApp1/index.jsp?src=homedropdown>

24-Hour Fraud Department:
800-523-9078
701-461-2042 Collect

ProCard Reconciliation and Statement in PeopleSoft

Reviewing Charges and Entering Adjustments into CSU ProCard Module

1. Login to the Finance System. For instructions see “CFS/Data Warehouse Login using CSYOU” document on the CMS Support web page (http://cms.csusb.edu/support/how_to.jsp) under the Consolidated Financial System (CFS) and Data Warehouse section:

CSUSB HOME | MAP & DIRECTIONS | CONTACT CSUSB | DIRECTORY | INDEX

Quick Links Go Search CSUSB

Division of Information Resources & Technology

Common Management Systems

HOME SUPPORT TRAINING

SUPPORT
How to...
CMS FAQs
Contact List
User Guides
MyCoyote eHelp

MYCOYOTE
Access MyCoyote
MyCoyote eHelp

TUTORIALS
Student Self-Service
Faculty Self-Service
Employee Self-Service

How to ...
This "How to" page is designed to provide you with general information about processes including procedures and forms to gain access to on Campus Databases. [\[Expand All\]](#)

Consolidated Financial System (CFS) and Data Warehouse

CFS General		
Topic	File	Size
CFS/Data Warehouse Login using CSYOU		3.40 MB
Finance v9.0 Navigation Guide		1.10 MB
COA OLD to NEW ACCOUNT SEARCH Query		0.98 MB
Public Query Name Change		104 KB
CFS Forums		13 KB
How to Add CSU websites as Trusted Sites		8 KB
Additional User Guides		11.7 KB

CFS 9.0 - New Philanthropic Bus. Unit Information		
Topic	File	Size
General memo to Campus Finance Users 6-22-11		32 KB
SBFDN to SBPHL Chartfield String Translation		297 KB

2. Navigate: Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment

ORACLE

Favorites ▾ Main Menu ▾

Search Menu:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- General Ledger
- Purchasing
- Suppliers
- Customers
- Set Up Financials/Supply Chain
- Reporting Tools
- PeopleTools
- Tree Manager
- Commitment Control
- CSU Administer Integration
- CSU BU Derivation
- CSU Claims Processing
- CSU ProCard**
 - Use & Inquiry**
 - ProCard Adjustment
 - ProCard Completed Inquiry
- CSU State & SW Report
- Supplier Contracts
- eProcurement
- Services Procurement
- My Personalizations

3. Enter

- Business Unit = **SBCMP**
- Origin begins with: **USB**
- Last Name begins with: [cardholder last name]
- First Name begins with: [cardholder first name]
- Click **Search**

[Favorites](#) > [Main Menu](#) > [CSU ProCard](#) > [Use & Inquiry](#) > [ProCard Adjustment](#)

ORACLE

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit: =

Origin: begins with

Invoice Date: =

Last Name: begins with

First Name: begins with

Invoice Number: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Optional Step:

- Click [Save Search Criteria](#)
- Enter a unique name for the search
- Click **Save**

ProCard Adjustment

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

Business Unit: = SBCMP
 Origin: begins with USB
 Invoice Date: =
 Last Name: begins with Marlowe
 First Name: begins with P
 Invoice Number: begins with

[Save](#) [Return to Advanced Search](#)

- You'll be advised that the save was successful. Click **"Return to Advanced Search"**

ProCard Adjustment

Save Search As

Search saved as PMarlowe PCard.

[Return to Advanced Search](#)

- Note that you now have a "Use Saved Search" box above the Business Unit on the search page:

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Use Saved Search: PMarlowe PCard ▼

Business Unit:	= ▼	SBCMP	🔍
Origin:	begins with ▼	USB	🔍
Invoice Date:	= ▼		📅
Last Name:	begins with ▼	Marlowe	
First Name:	begins with ▼	P	
Invoice Number:	begins with ▼		

☐ **Case Sensitive**

Search

Clear

[Basic Search](#)

📄

[Save Search Criteria](#)

[Delete Saved Search](#)

- The next time you visit this page, you can use the dropdown menu to pick this saved search

5. After clicking Search. Click on the row with the current invoice date in the search results

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Use Saved Search: PMarlowe PCard ▼

Business Unit: = ▼ SBCMP

Origin: begins with ▼ USB


Invoice Date: = ▼

Last Name: begins with ▼ Marlowe

First Name: begins with ▼ P

Invoice Number: begins with ▼

☐ Case Sensitive

Search **Clear** Basic Search  Save Search Criteria Delete Saved Search

Search Results


View All First 1 of 1 Last

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SBCMP	USB	03/18/2014	MARLOWE	PHILIP	PC03140013	000008592

6. The ProCard Adjustment page shows the first transaction. If more than one transaction has been made during the billing cycle, click View All or click the right arrow to scroll through the transactions.
7. Review all transactions. Note that in this example, there are 26 individual transactions.

ProCard Adjustment

Business Unit: SBCMP **ProCard Origin:** USB **Name:** MARLOWE, PHILIP #000008592

Invoice: PC03140013 **Invoice Date:** 03/18/2014 **Total:** 15,543.55  **Process Monitor**

Transactions Find | View All First 1 of 26 Last

Supplier Name: UNISOURCE-WEST **State:** IL

Transaction Date: 02/26/2014 **Merchandise Amount:** 2,043.76

Description: VRCOA76F7281 WHOLESALE OFFICE SUP VRCOA76F7281

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer

☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Personalize | Find | View All First 1 of 1 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	RT018	D0810	0606			2,043.76

Save **Return to Search**

This record has 26 total transactions

8. If desired, enter a brief description of what was purchased in the Description field of each transaction. This information will print on your statement. It does NOT take the place of a receipt. If you have submitted a formal dispute with the bank on the transaction, check the box next to "Disputed."

ProCard Adjustment

Business Unit: SBCMP ProCard Origin: USB Name: MARLOWE, PHILIP #000008592
 Invoice: PC03140013 Invoice Date: 03/18/2014 Total: 15,543.55 Process Monitor

Transactions Find | View All First 1 of 26 Last

Supplier Name: UNISOURCE-WEST State: IL
 Transaction Date: 02/26/2014 Merchandise Amount: 2,043.76
 Description: Warehouse restock

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☒ Disputed

Distribution Personalize | Find | View All First 1 of 1 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	RT018	D0810	0606			2,043.76

Save Return to Search

9. If you need to split the charges between two State managed accounts.
- Find the transaction that needs to be split
 - Calculate the amount for each chartfield string
 - Enter the chartfield string and/or amount for the first distribution
 - Click the + button at the end of Distribution Line 1

ProCard Adjustment

Business Unit: SBCMP ProCard Origin: USB Name: MARLOWE, PHILIP #000008592
 Invoice: PC03140013 Invoice Date: 03/18/2014 Total: 15,543.55 Process Monitor

Transactions Find | View All First 1 of 26 Last

Supplier Name: UNISOURCE-WEST State: IL
 Transaction Date: 02/26/2014 Merchandise Amount: 2,043.76
 Description: Warehouse restock

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Personalize | Find | View All First 1 of 1 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	RT018	D0810	0606			1000.00

Save Return to Search

- Enter the second chartfield string with the next amount. Add additional lines as necessary. Click the Distribution “View All” to display all the distribution lines for the transaction. The amounts for all of the chartfield strings must total to the full Merchandise Amt.

ProCard Adjustment

Business Unit: SBCMP ProCard Origin: USB Name: MARLOWE, PHILIP #000008592
 Invoice: PC03140013 Invoice Date: 03/18/2014 Total: 15,543.55 [Process Monitor](#)

Transactions Find | View All First 1 of 26 Last

Supplier Name: UNISOURCE-WEST State: IL
 Transaction Date: 02/26/2014 Merchandise Amount: 2,043.76
 Description: Warehouse restock

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Personalize | Find | View 1 of 2 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	RT018	D0810	0606			1,000.00
2 660003	RT083	D0820	0606			1043.76

Save Return to Search

10. As you go and when finished reviewing and updating all transactions, scroll to the bottom of the page and click **Save**

ProCard Adjustment

Business Unit: SBCMP ProCard Origin: USB Name: MARLOWE, PHILIP #000008592
 Invoice: PC03140013 Invoice Date: 03/18/2014 Total: 15,543.55 [Process Monitor](#)

Transactions Find | View All First 26 of 26 Last

Supplier Name: LOWES #01048* State: CA
 Transaction Date: 03/10/2014 Merchandise Amount: 7.06
 Description: creditcard HOME SUPPLY WAREHOUSE STORES creditcard


☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Personalize | Find | View All 1 of 1 Last


*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 660003	RT018	D0810	0606			7.06

Save Return to Search

Printing the Statement

1. Click the printer icon  in the header of the ProCard Adjustment Page.

ProCard Adjustment

Business Unit: SBCMP ProCard Origin: USB Name: MARLOWE, PHILIP #000008592
 Invoice: PC03140013 Invoice Date: 03/18/2014 Total: 15,543.55  Process Monitor

Transactions Find | View All First 26 of 26 Last

Supplier Name: LOWES #01048* State: CA

2. Click the Process Monitor hyperlink. [Optional: You could use Report Manager in the Reporting Tools menu to retrieve the document if you'd prefer.]
3. Click **Refresh** until the run status of CSUP0008 shows Run Status = Success and Distribution Status = Posted
4. Click the Details hyperlink.

Process List | **Server List**

View Process Request For

User ID: 63999999005 Type: Last 1 Days **Refresh**
 Server: Name: Instance: to:
 Run Status: Distribution Status: ☒ Save On Refresh

Process List		Personalize Find View All		First 1 of 1 Last					
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5298494		SQR Report	CSUP0008	63999999005	04/11/2014 3:41:57PM PDT	Success	Posted	Details

Go back to ProCard Adjustment

Save **Notify**

Process List | Server List

5. Click the [View Log/Trace](#) hyperlink

Process Detail

Process

Instance 5298494

Type SQR Report

Name CSUP0008

Description ProCard Statement

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID 002

☐ Hold Request

Location Server

☐ Queue Request

Server PSUNX

☐ Cancel Request

Recurrence

☐ Delete Request

☐ Restart Request

Date/Time

Actions

Request Created On 04/11/2014 3:41:58PM PDT

Parameters

Run Anytime After 04/11/2014 3:41:57PM PDT

Transfer

Began Process At 04/11/2014 3:42:05PM PDT

Message Log

Ended Process At 04/11/2014 3:42:19PM PDT

Batch Timings

View Log/Trace

OK

Cancel

6. Click the [csupo008_xxxxx.PDF](#) hyperlink

View Log/Trace

Report

Report ID: 20511

Process Instance: 5298494

Message Log

Name: CSUP0008

Process Type: SQR Report

Run Status: Success

ProCard Statement

Distribution Details

Distribution Node: FBCFSTRN

Expiration Date: 05/02/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUP0008_5298494.log	1,775	04/11/2014 3:42:19.895312PM PDT
csupo008_5298494.PDF	11,023	04/11/2014 3:42:19.895312PM PDT
csupo008_5298494.out	231	04/11/2014 3:42:19.895312PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	63999999005

Return

7. Your statement will open as a PDF (pop-ups must be enabled).

CSU San Bernardino ProCard Statement																			
Business Unit: SBCMP Account Name: PHILIP MARLOWE 909/537-5148 #000008592 Origin: USB										Invoice Number: PC03140013 Invoice Date: March 18, 2014 Total Amount: \$ 15,543.55									
Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Prgm	Class	Proj	Amount	Pur Cat	Upd By	Upd Dt	Disp					
03/10/14	LOWES #01048*	CA	7.06	creditcard HOME SUPPLY WAREHOUSE STORES creditcard	1 660003	RT018	D0810	0606		7.06		6300002013604/11/14							
										Total Distribution	7.06								
Purchase Categories: O - Test Category																			
I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)																			
Signature of Card Holder, PHILIP MARLOWE					Date					Signature of Approving Official, Kathy Hansen					Date				
Program Name: CSUPO008 Send original statement with signatures, original receipts and backup documentation to the Purchasing Office, SH-125. Report Date: 04/11/14 Page 3 Report Time: 15:42:05																			

8. Print the statement, attach receipts, sign and send to your Approving Official for signature.
9. Submit package to the Purchasing Office, SH-125, no later than 5:00pm on the due date.

Accessing Prior Month Transactions/Statements

Once the transactions have been processed for payment, they are no longer available to edit and can only be accessed through the ProCard Completed Inquiry page.

1. Navigate: Main Menu > CSU ProCard > Use & Inquiry > ProCard Completed Inquiry
2. Enter the same search criteria used on the Adjustment page:
 - Business Unit = **SBCMP**
 - Origin begins with **USB**
 - Last name begins with [last name of cardholder]
 - First name begins with [first name of cardholder]

Favorites ▾ Main Menu ▾ > CSU ProCard ▾ > Use & Inquiry ▾ > ProCard Completed Inquiry

ORACLE

ProCard Completed Inquiry Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Business Unit: = ▾ SBCMP 🔍

Origin: begins with ▾ USB 🔍


Invoice Date: = ▾ 🔍

Last Name: begins with ▾ Marlowe

First Name: begins with ▾ P

Invoice Number: begins with ▾

☐ Case Sensitive

Search **Clear** Basic Search  Save Search Criteria

Search Results

View All First 1-39 of 39 Last

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SBCMP	USB	12/24/2010	MARLOWE	PHILIP	PC12100015	000008592
SBCMP	USB	01/25/2011	MARLOWE	PHILIP	PC01110013	000008592
SBCMP	USB	02/24/2011	MARLOWE	PHILIP	PC02110015	000008592
SBCMP	USB	03/24/2011	MARLOWE	PHILIP	PC03110014	000008592
SBCMP	USB	04/26/2011	MARLOWE	PHILIP	PC04110013	000008592
SBCMP	USB	05/24/2011	MARLOWE	PHILIP	PC05110016	000008592
SBCMP	USB	06/24/2011	MARLOWE	PHILIP	PC06110013	000008592
SBCMP	USB	07/26/2011	MARLOWE	PHILIP	PC07110011	000008592
SBCMP	USB	08/24/2011	MARLOWE	PHILIP	PC08110015	000008592
SBCMP	USB	09/29/2011	MARLOWE	PHILIP	PC09110015	000008592
SBCMP	USB	10/25/2011	MARLOWE	PHILIP	PC10110014	000008592
SBCMP	USB	11/24/2011	MARLOWE	PHILIP	PC11110012	000008592
SBCMP	USB	12/24/2011	MARLOWE	PHILIP	PC12110010	000008592
SBCMP	USB	01/24/2012	MARLOWE	PHILIP	PC01120014	000008592

3. Note that fields are not available to update. To generate statement, follow steps listed under Printing the Statement, above.

ProCard Completed Inquiry Page

Business Unit: SBCMP **ProCard Origin:** USB **Name:** MARLOWE, PHILIP #000008592
Invoice: PC02140012 **Invoice Date:** 02/18/2014 **Total:** 11,960.02 **Process Monitor**

Transactions Find | View All First 3 of 23 Last

Supplier Name: KELLY 21-SAN BERNARDINO **State:** CA
Transaction Date: 02/10/2014 **Merchandise Amount:** 405.94
Description: 0000821125 WHOLESALE OFFICE SUP 0000821125

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed

Distribution Personalize | Find | View All | First 1 of 1 Last

	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	660003	RT018	D0810	0606			405.94

Return to Search Previous in List Next in List