

PROCUREMENT CARD PROGRAM HANDBOOK

Administration and Finance Division

Purchasing Office

June 2015

Table of Contents

WHAT IS A PROCUREMENT CARD?	3
HOW TO GET THE CARD	3
Training /Pass Online Exam	3
Complete CSUSB Procurement Card Program Participant Request Form (Application)	4
Approving Officials	4
Complete CIA and COI forms	
USING YOUR PROCUREMENT CARD	5
Cardholder Responsibility	5
Consequences of Misuse	
Prohibited Purchases – DO NOT PURCHASE	
Restricted Purchases – PURCHASE WITH APPROVAL	
Purchases with Special Requirements	7
Making a Purchase	
Proper Receipts/Invoices	
What to do if Your Card Is Rejected By a Vendor	
PREPARING YOUR MONTHLY REPORT	
Due Dates	
Monthly Statement	9
o Dispute	
·	
o Fraud	9
Chartfield Numbers	9
Itemized Receipts	10
Lost Receipts	
Equipment/Software Purchase Approval Form	10
ProCard Registration Authorization Number	
Public Affairs Logo Approval	11
Memberships	11
Subscriptions	11
Returns	11
Signatures	11
What happens when a statement is submitted	
MAKING CHANGES TO YOUR PROCUREMENT CARD ACCOUNT	12
Increasing Spending Limits	12
Cancelling Your Card	
Replacing Your Card	
Temporary Leave	
Name Changes	
ADDITIONAL INFORMATION	
Year End Deadline	
Sales Tax	
Vendor Gifts	
SAMPLE FORMS	
Receipts	
Lost Receipt Memo – SAMPLE	
1	•

Equipment/Software Purchase Approval Form – SAMPLE	17
Unauthorized Purchase Explanation Certification (for ProCard Transactions) – SAMPLE	
Procurement Card Account Change Form – SAMPLE	19
CONTACTS	20
Purchasing Office	20
Accounts Payable/Travel Office	20
Property Office	20
Public Affairs Office	20
U.S. Bank	20
ProCard Reconciliation and Statement in PeopleSoft	
Reviewing Charges and Entering Adjustments into CSU ProCard Module	
Printing the Statement	vi
Accessing Prior Month Transactions/Statements)

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
- 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
 - o 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
Decorations	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	Food, beverages, alcoholic beverages, bottled water, cutlery, plates, napkins, tea/coffee
related items.	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	Locksmith services, remodeling, hanging blinds, etc.
through Facilities	
Services	
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	Printer, copiers, etc. (These are contracts)
Agreements	
Services which require a	Delivery & set up of rental furniture/equipment, window washing, tree trimming, piano
vendor to come on	moving, on site equipment repair, limousine service, exterior signage, etc. (Due to
campus	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	Including, but not limited to: chemicals, precious metals, ethyl alcohol, narcotics,
inappropriate by the	dangerous drugs, firearms, explosives, and other hazardous materials
Procurement Office	
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	e exceptions where a prohibited item may be allowed. These exceptions must be approved with the

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 (See page 10)	Division V.P.
ALL equipment purchases of \$500 (per unit) or	[Use Equipment/Software Purchase Approval Form
more before tax and shipping	(Sample form on page 17)]
Radios of any kind	University Police Chief
Vehicle repairs	Facilities Services, Automotive
Energy consuming devices; i.e., fans, heaters,	Facilities Services
desk/floor lamps, generators, microwaves,	
refrigerators, etc.	
Doorstops	CPDC, Director
Cleaning supplies and equipment, i.e., desk	Custodial Services, Manager
cleaner, vacuum	
Printed material/clothing to be distributed off	Public Affairs Office, Printing Services (for printed
campus	material)
Clothing: Athletic, Recreational Sports, clothes	Preapproval required by Procurement Director or
for ID purposes, i.e.: staff working	Manager. This statement must be noted on your receipt
commencement, open house, etc.	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	Public Affairs Office
and/or outreach advertisements.	
(Employment recruitment ads DO NOT require	
approval)	
Printing or photocopying services	Printing Services
	(Printing Services has first right of refusal)

Purchases with Special Requirements

Registration for a conference, seminar or	Requires ProCard Registration Authorization Number
workshop for off campus attendance	PRIOR to purchase. (See page 10)
Association memberships	Requires justification (See page 11)
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 cycles 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 <u>General Accounting</u>)
- 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***
 - o **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 <u>660003 (Supplies and Services)</u>; 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 <u>default</u> chartfield number (given on the application form) will be charged. You are <u>NOT</u> permitted to change account numbers after the cutoff date. If your department requires, you may process <u>Transfer of Expenses</u> through <u>General Accounting</u> 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 <u>separate</u> 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 <u>required</u> to be submitted with the report.

If you cannot obtain a proper receipt for an <u>internet purchase</u>, 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 <u>NOT AUTHORIZED</u>.

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 you 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



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 Sales #98876	2:15 pm Clerk # 4			
1 ea R007ca 398	299.99			
3 ea KLm78C55 @12.99	38.97			
7 ea HP Keyboards @75.00 52	5.00			
Subtotal	863.96			
Тах	66.95			
TOTAL	\$930.91			

RECEIPT				
The Computer House 123 Modem Street Cabletown, CA 12345 (909)555-2468				
7/3/12	2:15 pm			
Sales #98876	Clerk # 4			
Hard drive				
1 ea R007ca 398	299.99			
Cables				
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 <u>unacceptable</u> receipt because it is missing the vendor name and address and some items are not clearly defined.

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

<u>Lost Receipt Memo – SAMPLE</u>



To:	Purchasing Office, SH-125			
	Procurement Card Administrator			
From:		dholder)		
Dept:				
Subject:	Lost/Missing Receipt Memo for Procurent	ost/Missing Receipt Memo for Procurement Card Purchase		
Date of Pu	rchase:			
/endor Na	me:			
Vendor Ad	dress:			
Qty	Description of item purchased	Unit Price	Extended Price	
		TAX		
		SHIPPING		
		TOTAL		
		ı		
eason rece	ipt for above-referenced purchase was lost/d	estroyed:		
	of this memo as evidence of purchase in the ab	sence of the original r	eceint.	
	ot this memo as evidence of purchase in the ab	sence of the original r	eceipt.	
	ot this memo as evidence of purchase in the ab	sence of the original r	eceipt.	
ease acce		sence of the original r proving Official's Signat		

Equipment/Software Purchase Approval Form – SAMPLE

SAIN DEKIN	ARDINO	Equipment/So			
Requester:			Date:		
Department:			Requisition ID:		_
Phone: E-mail:			or check if ProCa	rd purchase:	
E-IIIdii.					
Name or descr	iption of equipment/sof	ftware requested:			
		_			
Why is the pur	chase of this equipment	t/software essential at this time	:?		
	Fotal Costs			Heis exists	Constant Date
Qty Unit	Description			Unit price	Extended Pric
					0.0
					0.0
					0.0
					0.0
					0.0
					0.0
				Subtotal:	0.0
	dor:			Sales Tax:	
Suggested Ver				Shipping:	
Suggested Ver				TOTAL:	0.0
	State %	Auxiliary % Fund:			
	State %	Auxiliary % Fund:			
Account Type:		Auxiliary % Fund:		Date:	
Account Type Requester Si TC Review: F	gnature: or computing equipment in	including, but not limited to, serve		_	cluding parts, a
	gnature: or computing equipment in			_	cluding parts, a
•Requester Si •ITC Review: Finformation Tec	gnature: or computing equipment in thnology Consultant (ITC) sl	including, but not limited to, serve		_	cluding parts, a
•Requester Si •ITC Review: Finformation Tec Printed Name Signatures bel	gnature: or computing equipment in thnology Consultant (ITC) sl ow indicate approval:	including, but not limited to, server shall review request and sign below		_	
•Requester Si •ITC Review: Finformation Tec Printed Name Signatures bel	gnature: or computing equipment in thnology Consultant (ITC) sl	including, but not limited to, server shall review request and sign below		_	
•Requester Si •ITC Review: Finformation Tec Printed Name Signatures bel	gnature: or computing equipment in thnology Consultant (ITC) sl ow indicate approval: Chair/Manager:	including, but not limited to, server shall review request and sign below		_	
•Requester Si •ITC Review: F Information Tec Printed Name Signatures bel •Department	gnature: or computing equipment in thnology Consultant (ITC) sl ow indicate approval: Chair/Manager:	including, but not limited to, server shall review request and sign below Signature		_	Date
• Requester Si • ITC Review: F Information Tec Printed Name Signatures bel • Department Printed Name	gnature: or computing equipment in thnology Consultant (ITC) sl ow indicate approval: Chair/Manager:	including, but not limited to, server shall review request and sign below Signature Signature		_	Date Date
• Requester Si • ITC Review: F Information Tec Printed Name Signatures bel • Department Printed Name	gnature: or computing equipment in thnology Consultant (ITC) sl low indicate approval: Chair/Manager: e n/Director:	including, but not limited to, server shall review request and sign below Signature		_	Date

<u>Unauthorized Purchase Explanation Certification (for ProCard Transactions) – SAMPLE</u>



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

Please complete and submit	with Corresponding ProCard Repo	ort.	
Cardholder Name (Please pri	nt):	Today's Date:	
Department:		Coyote ID:	
Vendor Name:		Date of Transaction/Delivery:	
prohibited item/service purch		ng the following as they apply: What was pu /service purchased without prior authorizati f so, please detail the facts.	
http://purchasing.csusb.edu/ Transactions is required when item/service is purchased wit used for non-University relate	Iforms/pchandbook.pdf. This Unau never a procurement card is used to thout prior authorization from the a ed purposes. Please note that wher the University for the total amount of	rement Card Handbook. Please see thorized Purchase Explanation/Certification for purchase an item/service that is prohibited appropriate manager or director, or when a procurement card is used for non-Universicharged and provide proof to the ProCard Administration of the proc	l, a restricted procurement card is sity purposes, the
Initial acknowledgement:			
		le for the unauthorized purchase. This is necessa al be personally liable for the purchase.	ry in the event of the state
"I hereby certify that I am the in there is no exception as to quant	•	ed purchase, that I inspected the merchandise or	services listed above, and
Signature of Cardholder		Date	
I have reviewed and discussed th	he information above with the cardholo	der.	
Signature of Approving Off	ficial	Date	
Purchasing Office Use Only			
Reviewed By (Manager or Direct	tor):Date:	University reimbursement requir	red? YES NO
Logged By: Date:	Fiscal Year:	Proof of reimbursement received □	

<u>Procurement Card Account Change Form – SAMPLE</u>



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.

Cardho	older Name: Coyote ID:	
	Name Change: New name (Please print)	_
	Department Contact Information Change: New department phone number (909)537New email address:@csusb.e	du
	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:	e
	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.	
I hereb	on request approval (Changes will not be made without the signatures below) by approve the revisions referenced above and certify that they are necessary to accomplish the mission and good department.	ıls
Cardho	older's Signature: Date:	_
Approv	ving Official Signature: Date:	_
	Purchasing Office Use Only	_
Comp	pleted 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

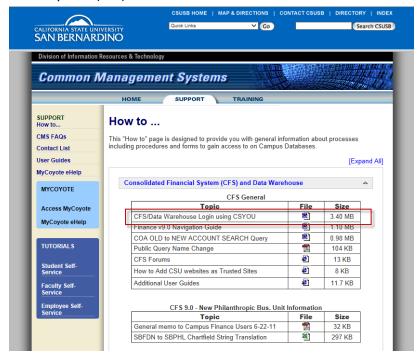
To review your transactions, visit AccessOnline: https://access.usbank.com/cpsApp1/index.jsp?src=homedropdown

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

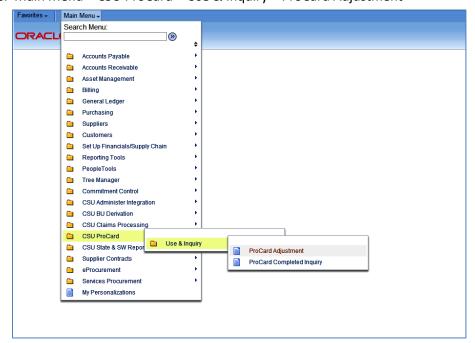
ProCard Reconciliation and Statement in PeopleSoft

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:

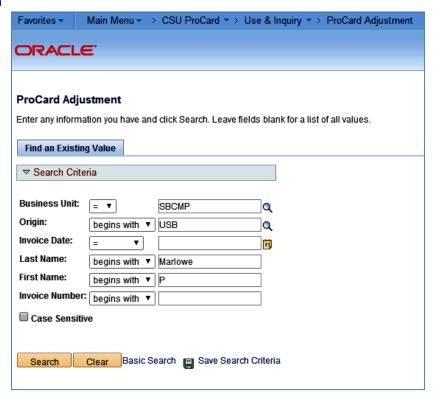


2. Navigate: Main Menu > CSU ProCard > Use & Inquiry > ProCard Adjustment



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

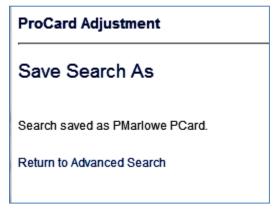


4. Optional Step:

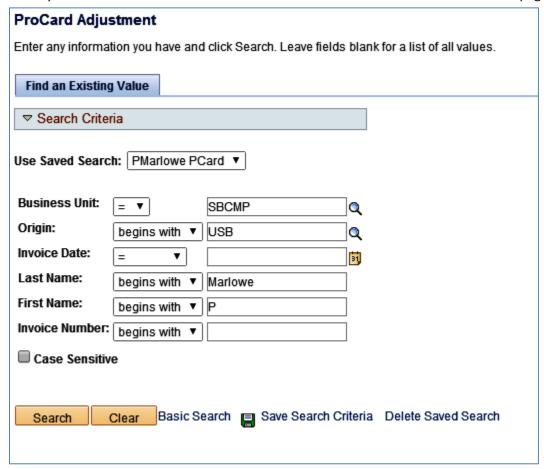
- Click Save Search Criteria
- Enter a unique name for the search
- Click Save



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



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



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

ProCard Adjustment Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Use Saved Search: PMarlowe PCard ▼ **Business Unit:** = ▼ SBCMP Q Origin: begins with ▼ USB Q Invoice Date: 31 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

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

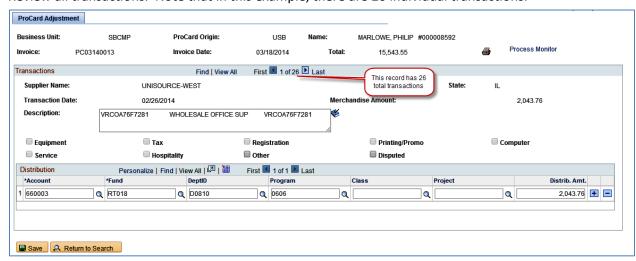
6. The ProCard Adjustment page shows the first transaction. If more than one transaction has been made during the billing cycle, click View All or click the right arrow to scroll through the transactions.

PC03140013

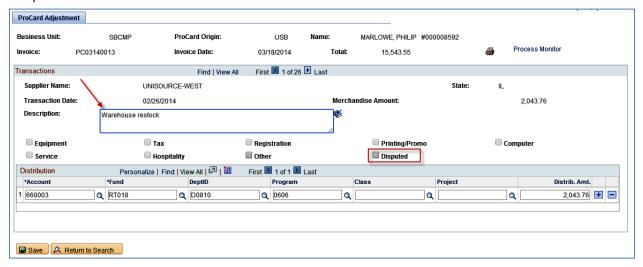
000008592

7. Review all transactions. Note that in this example, there are 26 individual transactions.

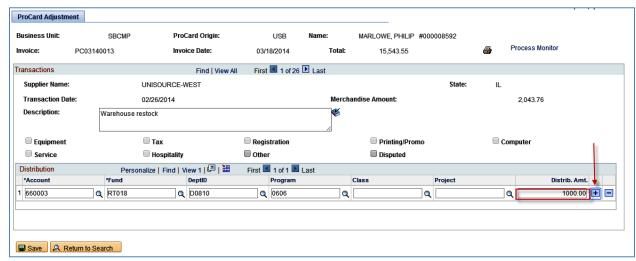
USB 03/18/2014 MARLOWE PHILIP



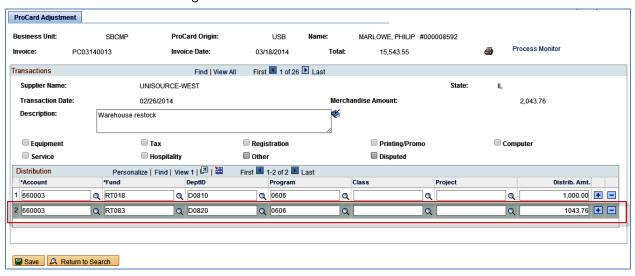
8. If desired, enter a brief description of what was purchased in the Description field of each transaction. This information will print on your statement. It does NOT take the place of a receipt. If you have submitted a formal dispute with the bank on the transaction, check the box next to "Disputed."



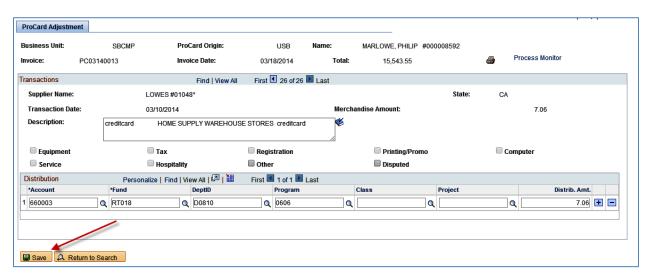
- 9. If you need to split the charges between two State managed accounts.
 - Find the transaction that needs to be split
 - Calculate the amount for each chartfield string
 - Enter the chartfield string and/or amount for the first distribution
 - Click the + button at the end of Distribution Line 1



• 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.



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

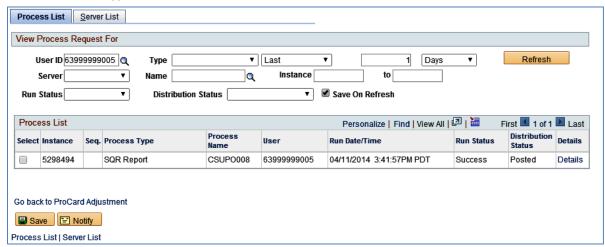


Printing the Statement

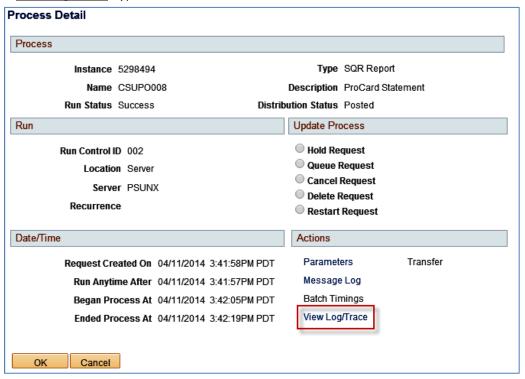
1. Click the printer icon in the header of the ProCard Adjustment Page.



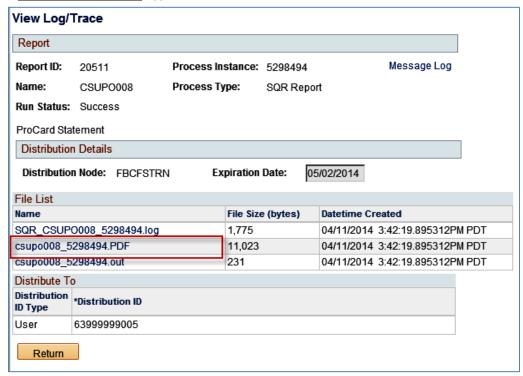
- 2. Click the <u>Process Monitor</u> hyperlink. [Optional: You could use Report Manager in the Reporting Tools menu to retrieve the document if you'd prefer.]
- 3. Click **Refresh** until the run status of CSUPO008 shows Run Status = Success and Distribution Status = Posted
- 4. Click the Details hyperlink.



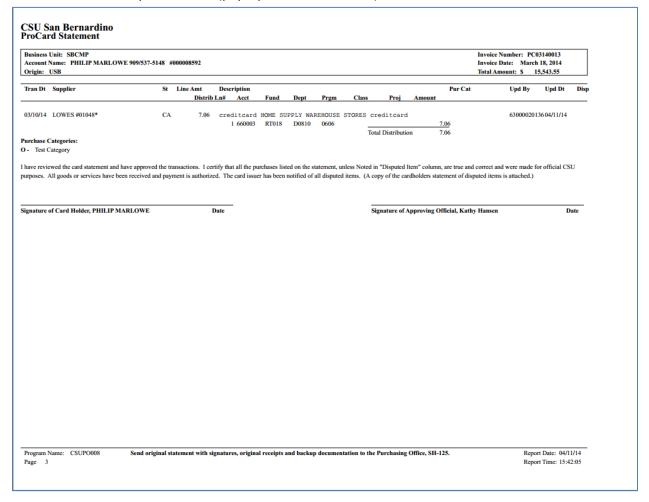
5. Click the View Log/Trace hyperlink



6. Click the csupo008_xxxxx.PDF hyperlink



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

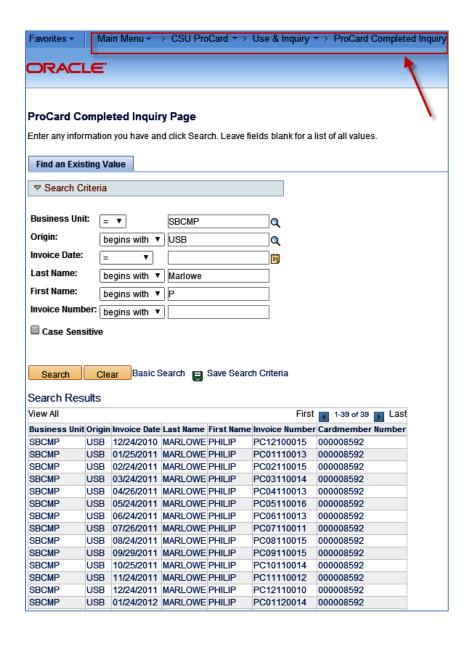


- 8. Print the statement, attach receipts, sign and send to your Approving Official for signature.
- 9. Submit package to the Purchasing Office, SH-125, no later than 5:00pm on the due date.

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]



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

