ProCard Helpful Tips

- On-Campus Catering – On Campus Catering is allowable using the ProCard only when utilizing an Approved Caterer. The list of Approved Caterers can be found here: https://www.csusm.edu/uarsc/commservices/approvedvendor/

- Registrations – All prepaid registrations must be identified on the 262 Travel Expense Claim Form in box 12. No other travel related expenses (i.e. airfare, lodging, mileage, etc.) can be put on a ProCard.

- Enterprise Car Rentals - For day trips only, are allowed on ProCard. This includes related expenses such as fuel, tolls and parking. The cardholder must comply with CSUSM travel policies and procedures.

- Memberships, Subscriptions or Sponsorships – State policy requires that all subscriptions, memberships and sponsorships be held in the name of the University and not the individual.

- Services - Off campus services only, which do not require a contract, are allowed on ProCard. Services on campus require a written contract and insurance which can be facilitated through Procurement.

- Student activities (i.e. entrance fees, Sprinter tickets, etc.) – Must be paid for out of student fees and the charges are reconciled to an appropriate chartfield string on the ProCard statement. Note: Please indicate that these are charged to student fees on the invoice and any transactions that involve travel must be approved by the Travel Desk and follow the CSUSM travel procedures.

- Anything being given as a gift or gratis to a student needs an approved hospitality form.

- iPhones, Android phones, and other cellular devices including cellular network cards do not require preapproval but IITS Telephone Services can assist with acquiring them and the associated service plans.

- Recurring charges are allowed on ProCard. It is the department’s responsibility to know what recurring charges have been authorized, the billing schedule and to cancel them if the services are no longer needed.

- Campus Marketplace – All new ProCard holders are automatically registered with Campus Marketplace as a purchaser. We highly encourage the purchase of all campus materials through the Campus Marketplace whenever possible. For more information including Training Guides, FAQs, Supplier Listing, and the Transfer Cart Authorization Form please go to: http://www.csusm.edu/procurement/procurementservices/campusmarketplace.html
  
  Note: Campus Marketplace is for work related items, paid for with your ProCard, and delivered to the University. Campus Marketplace is not for personal items.