PROCARD MANUAL

Finance and Administrative Services
Procurement & Support Services
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1. Program Contact Information

**US Bank**

24 Hour Customer Service: (800) 344-5696

**Procurement, Contracts & Support Services**

**ProCard Administrator**

Maria Froehle  
Phone: (760) 750-4468  
Fax: (760) 750-3286  
pcard@csusm.edu

**ProCard Auditor**

Bryanna Burns  
Phone: (760) 750-7515  
Fax: (760) 750-3286  
pcardaudit@csusm.edu

2. Legal Reference and Authority

Procurement authority is delegated by the CSU Board of Trustees, the Chancellor and University President to Procurement by the Standing Orders of the Board of Trustees and the policies of the CSU, California State University, Integrated CSU Administrative Manual, Section 5000, General Procurement Requirements, section 5205, 5250 and 5251, Procurement Cards, and Executive Order 760, dated October 16, 2000.

3. Fiduciary Responsibility

The Procurement Card represents an official delegation of purchasing authority. Cardholders and/or approving officials have certain fiduciary responsibilities in this regard. It is the cardholders’ and/or approving officials’ responsibility to ensure that all provisions of University policies and procedures have been followed. A cardholder’s or approving official’s signature (whether or not someone else reconciles the transactions on the cardholder’s behalf) on the ProCard Statement represents personal testimony to that fact.

Signatures on the statement further signify:

a) All purchases have been reviewed and reconciled  
b) All purchases are within the authorized budget of the account being charged  
c) Disputed/fraudulent purchases have been resolved  
d) All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff  
e) No personal purchases have been made or if personal purchases were made in error, reimbursement has been made to the State account before submittal of the reconciliation package.
4. Types of Cards

The Procurement Card Program has two types of procurement cards available to eligible faculty/staff members.

**Procurement Card (ProCard)** This card is issued to an individual and can be used for a variety of vendors to purchase goods, supplies and approved services. A fully executed and approved ProCard Agreement Form (Attachment A) is required to obtain the card.

**Declining Balance ProCard (DB ProCard):** The Declining Balance Procard is a Procurement Card option which is used for a specific vendor as a replacement for the blanket purchase order process when the vendor accepts a visa credit card. The card limits are set to what is expected to be purchased during the fiscal year similar to the blanket purchase order process, but an encumbrance is not created. Each DB ProCard is issued for a specific vendor and cannot be used with any other vendor. Any use of the DB ProCard with a vendor other than the one who the card was issued for will result in suspension and/or revocation of the DB ProCard. All DB ProCards issued must comply with CSU bid limit requirements if applicable and CSU insurance requirements. A fully executed and approved ProCard Agreement Form (Attachment A) is required to obtain the card. DB ProCard limits are increased by submitting a ProCard Agreement Change Form (Attachment B).

Note: Unless otherwise stated, all policies and procedures in this manual apply to both types of cards.

5. Program Description

It is the policy of the CSU that procurement cards be used to improve the efficiency, flexibility and convenience related to purchasing low-dollar/high-volume transactions for goods, supplies and approved services. The ProCard Program distributes low-risk procurement authority throughout the University on a University liability credit card that may be used for certain business related purchases and allows an expedited method for end-users to procure purchases without the direct involvement of the procurement offices. A ProCard provides benefits that include:

a) Streamlines the processes for small dollar orders, reduces invoices and payments;
b) Enables employees to be more efficient and focus on their core missions;
c) Reduce paperwork and processing time in the employee’s department as well as Procurement and Accounting;
d) Generates a rebate for all purchases to the campus;
e) Provides cost savings through consolidated payments to US Bank; and
f) Enables faster payments to CSU vendors.

The **ProCard should be the primary means to obtain approved supplies or services (allowed by ProCard Policy) costing $2,500 or less per transaction** (including tax and shipping).

The use of procurement cards cannot be used to avoid or circumvent any CSU or CSUSM policies or limits. Usage must also comply with all federal and state rules to ensure accountability to the public and fairness and ethical treatment to vendors. **Procurement cards are to be used within the same statutes, rules, limits, policies, and procedures as purchases using any other means of payment.**
6. Conflict of Interest

Cardholders are delegated limited purchasing authority on behalf of the University, and as such, have the responsibility to ensure that purchases made on their ProCard do not fall within the definitions of a conflict of interest.

'Conflict of Interest' is defined as follows:
"No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest." Gov't Code § 87100.

Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 9100.  

- NOTE: This prohibition applies to all CSU employees.

A gift, gratuity, rebate (not issued in the name of the University), kickback, rewards points/credit, or other incentive provided to a cardholder to influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase. Conflict of interest purchases can subject the cardholder to suspension or revocation of the procurement card and reporting of the conflict of interest violation to the appropriate manager for review.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with the ProCard Administrator.

7. Cardholder Requirement

Cards are granted to permanent employees and long-term, University employed, temporary employees with a position appointment of at least six months. The following are not eligible for the CSUSM Procard:

- Short term temporary employees (under six months)
- Staffing agency employees
- Retired Faculty/Staff
- Volunteers
- Student Assistants
- Auxiliary Employees

- NOTE: Auxiliaries may have their own Procurement Card Program and requirements for Auxiliary Employees.

8. Card Issuance

a) The Cardholder must complete the Procard Agreement, obtain all necessary signatures and send agreement to Procurement Services, Attn: ProCard Administrator. (Attachment A)

b) The credit card is issued to the University in an individual's name.

c) Card will be issued to Cardholder upon completion of mandatory training. Training will be set up by the ProCard Administrator.

d) The University is responsible for all payments.

e) Cardholder will be required to complete a California Form 700 (Statement of Economic Interests) on an annual basis. Human Resources will contact cardholders regarding the required forms and reporting.
f) Cardholder will be required to complete Conflict of Interest online training. Human Resources will contact cardholder regarding the required training.

g) Cardholders may have subordinates or other individuals assisting them in the administration of the card accounts, but the Cardholder may not delegate the authority of the use of the card or signing of statements.

9. Approving Officials

All Cardholders must have a designated Approving Official. The Approving Official is the individual who supervises the Cardholder or has been delegated the authority to certify that the purchases made by the Cardholder are appropriate.

- May not be the Cardholder or a subordinate or peer of the Cardholder.
- Must have fiscal authority for the default chartfield string of the Cardholder.

To change an Approving Official, Cardholder must complete and submit a ProCard Agreement Change Form via inter-office mail or via email to pcard@csusm.edu. (Attachment B)

By signing the ProCard Agreement, Cardholder and Approving Official verify that they have read, understand and accept their responsibilities as outlined in this manual.

10. Purchase Limits

a) Single transaction limit is $2,500 (inclusive of all taxes and shipping charges).

b) Request for an individual increase to the single transaction limit must be done via email to pcard@csusm.edu with a “Cc” to the Approving Official. Cardholder must wait for approval from the ProCard Administrator before proceeding with their purchase.

c) Permanent single purchase increases are approved on a case by case basis. Cardholder must complete and submit a ProCard Agreement Change Form via inter-office mail or via email to pcard@csusm.edu. (Attachment B)

d) Monthly limit is $10,000.

e) To request an increase to the monthly limit either temporarily or permanently the Cardholder must complete and submit a ProCard Agreement Change Form via inter-office mail or via email to pcard@csusm.edu. (Attachment B)

f) All permanent increases will be reviewed yearly for appropriateness.

ProCard Administrator will make final determination and approval while ensuring compliance with CSU policy and procedure. ProCard Administrator reserves the right to deny any requests.

11. ChartField Changes

To change the default ChartField Cardholder must complete and submit a ProCard Agreement Change Form via inter-office mail or via email to pcard@csusm.edu. (Attachment B)

12. Name or Telephone Number Changes

A change to the Cardholder’s last name or telephone number may be requested by an email from the Cardholder or Approving Official. Or, a ProCard Agreement Change Form signed by the Approving Official may also be submitted via inter-office mail or via email to pcard@csusm.edu. (Attachment B)
13. Approving Official Responsibilities

Following the Close of each Statement Cycle:

- Compare the ProCard Statement with all documentation received from the Cardholder.
- Review charges to ensure that purchases are appropriate and in compliance with current Procurement & Support Services Policies & Procedures.
- Certify that all purchases are to be, or have been used exclusively for official University business.
- Ensure that no prohibited items have been purchased and any purchases of restricted items are appropriately documented.
- Confirm availability of funds committed.
- If personal charges appear on the ProCard Statement, ensure that the cardholder immediately reimburses the university and attaches the following information to their reconciliation:
  - A copy of the memo explaining how/why the transaction occurred and how it will be prevented in the future.
  - A copy of the State Deposit Form stamped by Student Financial Services.
  - Original receipt.
- Sign and date the ProCard Statement by the 10th of the month following the statement cycle end date.
- In the absence of the Cardholder, the Approving Official is held responsible.
  - Approvers may have subordinates or other individuals assisting them in the administration of their reviewer activities, however the Approving Official is responsible for what the Cardholder has purchased once they sign the statement unless corrective actions have been made and that action is noted on the statement. Please carefully review to ensure all charges comply with ProCard policies before signing the ProCard statement.

Absences

- In circumstances where the Approving Officer is out of the office during the reconciliation period, s/he can delegate their responsibilities to another Supervisor, College Dean or Division Head with signing authority for their department in PeopleSoft.
- This delegation must be done up the organizational chart and cannot be given to a cardholder they have signature authority over or someone without appropriate PeopleSoft Delegation of Authority.
- A copy of the delegation email must be submitted with the package.

14. Cardholder Responsibilities

Card Usage

- Ensure appropriate use of the ProCard as outlined in this manual.
- Secure ProCard. Keep locked in desk drawer, file cabinet, etc.
- Assure charges to card are made solely by the Cardholder. Do not loan the card or card number to another individual. Note: DB ProCards can be used by those individual(s) identified on the ProCard Agreement Form (Attachment A).
- Never use the ProCard for personal use or for items of a personal nature.
- If purchase is a commodity, the employee receiving the commodity must acknowledge that it is University property and it will not leave the campus at anytime without the prior approval of the department's Property Administrator and must comply with CSUSM property policies and
procedures.

- Comply with Cal State San Marcos Procurement & Support Services Policy & Procedure for purchase of goods, supplies and services. **Note:** Cardholders will be held personally liable for any inappropriate or unauthorized transactions made by them which violates CSUSM Procurement Card Policy.

- Report any taxable purchases that were not taxed by the vendor. See Attachment D for more information on taxable purchases and completing the Tax Accrual Form.

- Ensure no surcharges are assessed. A surcharge (sometimes referred to as a 'convenience fee') is defined as a charge or fee added to a purchase because a consumer decides to use a credit card as the method of payment. California state law prohibits California retailers from imposing a surcharge. More information can be found in California Civil Code Section 1748.1.
  
  - The University shall not pay any surcharge to California vendors because a credit card is used as the method of payment.
  - If you encounter a vendor who insists on adding the surcharge, email the vendor information including business name, contact number, and contact name to pcard@csusm.edu.
  - Vendors from outside of California may impose a surcharge; however, it is the University's preference to not pay the surcharge. If a local vendor can be found that does not impose a surcharge, that vendor should be used.

- Complete all reconciliation procedures and follow audit guidelines as detailed below.

**Restricted Purchases**

**The ProCard is strictly UNAUTHORIZED for the procurement of the following items. Purchasing restricted items will result in a material finding.**

- Alcoholic Beverages or any related items (without special approval)
- Animals (except for instruction-related purposes)
- Cash advances, money orders, wire transfers, gift cards, raffle prizes or other cash equivalent items
- Illegal Drugs/Narcotics
- Hazardous Materials (except for items procured using State Contracts)
- Firearms (including ammunition)
- Intentional splitting transactions to circumvent the dollar limitation (making multiple purchases for the same commodity).
- Fines, late fees, penalties, interest and finance charges
- Personal purchases - If a personal purchase is accidently made, immediately reimburse the University.
  - Reimburse the University via the State Deposit Form (https://www.csusm.edu/sfs/sfsdocs/Universal%20Deposit%20Form.xlsx) and attach copy of receipt to Audit reconciliation package.
- Travel (hotel, overnight car rental, gasoline, airline or food)

**Catering Services**
• Catering food on campus must adhere to hospitality policy and is allowed on procard: UARSC approved caterers may be utilized. Approved Caterers are located here: https://www.csusm.edu/uarsc/commservices/approvedvendor/)

Required Documentation Prior to Purchase

The following documentation must be submitted with the ProCard reconciliation package. Lack of the following documentation will result in a material finding.

Hospitality Form

• The following list includes but may not be limited to items that require an approved Hospitality Form prior to purchase. More information can be found here: https://www.csusm.edu/procurement/procurementservices/hospitality.html
  o Food, beverage, food preparation items (cups, silverware, etc)
  o Awards are any items purchased to be given to faculty and staff for recognition.
  o Promotional items are anything with the University’s name, logo or icon to be given away.
  o Giveaways (gifts) are classified as something of value given or bestowed upon an individual, group or entity with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose.
    ➢ Note: Items purchased for the express purpose of being given to a specific individual as a gift cannot be bought on a ProCard out of general operating funds.

E&IT Form

• See below regarding IITS Software and Hardware Purchases.

Tax Accrual Form

• CSUSM is required to pay tax on all taxable purchases, even if not charged tax by the vendor.
• If you can hold it in your hand, it is taxable.
• When a taxable purchase has not been charged tax, the Cardholder must report this amount.
  o A Tax Accrual Form must be submitted and the confirming email attached to the reconciliation package for the period in question.
  o Refer to Attachment D for more information on taxable purchases and completing the Tax Accrual Form.
• Shipping/freight charges alone are not taxable but shipping and handling charges are taxable.
• Subscriptions, memberships, ebooks, downloaded music and software are not taxable.

CSUSM trademarked product - University Store

• The University Store has the first right of refusal for production of all CSUSM trademarked product, both emblematic and non-emblematic. Should the University Store decline to fulfill the order, an outside vendor may be used. More information and quote requests can be found here: http://www.csusm.edu/uarsc/businessop/licensing_trademark/index.html. The quote or notice of first right of refusal must be included in ProCard reconciliation package.

Executed Agreement

• When an agreement is required for the purchase, the agreement must be executed by Procurement prior to the purchase. Per Delegation of Authority, documents requiring a signature that binds the University must be signed by Procurement & Support Services delegated representatives. The signed agreement must be submitted with the ProCard reconciliation
Required Pre-approvals

The following approvals are required prior to purchase. Include the pre-approval with the audit reconciliation package. Continued failure to obtain pre-approvals may result in an Audit Finding.

IITS Software and Hardware Purchase

- All computers and related items need IITS approval. Submit request to iitsapproval@csusm.edu. Include IITS approval with the PCard reconciliation package. Note: E&IT and VPAT may also be required.
- Items included in this restriction are:
  - Desktop, Laptop/notebook computers
  - Tablets (i.e. iPads, Microsoft Surface, Kindle Fire, Samsung, etc.)
  - Software
  - Online IT services such as Survey Monkey, Zoomerang, GoToMyPC, Constant Contact, Log Me In, etc. (Online subscriptions to magazines, journals, and newspapers are not restricted)
  - Online storage/cloud services such as Box, iCloud, Amazon Cloud Drive, Google Drive, etc. (University provided Box for business accounts are provided by IITS with unlimited storage)
  - Web Hosting Costs
  - Monitors, televisions, and projectors
  - Networked Printers/copiers (Note on invoice if networked)
- **Computer peripherals/consumable supplies are allowed without prior approval from IITS.** (i.e. writable media, removable storage, cables, toner, keyboards, mice, etc.)

Postage/Postal Services (USPS, UPS, FedEx, etc) - Does not apply to Distribution Services.

Distribution Services Supports all academic & administrative mail service needs of the University. In the event Distribution Services is unable to support the request, alternative postage/postal services may be purchased with Distributions Services prior approval. Include the preapproval in the PCard reconciliation package.

Helpful Tips

- On-Campus Catering – On Campus Catering is allowable using the ProCard only when utilizing an Approved Caterer. Approved Caterers can be found here: Approved Caterers are located 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.

- 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.

Delivery Information

- Deliveries must be shipped to one of the approved receiving docks listed below. Due to liability issues, no other ship-to location is acceptable.
- Deliveries and commodity orders require the following “ship to” address format:

  CSUSM – Cardholder Name
  Dept., Bldg., Room #
  441 La Moree Road
  San Marcos, CA 92078-5017

  Note: This is also the billing address when placing online orders. Use of any other address will cause transaction to decline.

- Deliveries can also be delivered directly to the Temecula Campus using the following “ship to” address format:

  CSUSM Temecula – Cardholder Name
  Dept., Bldg., Room #
  43890 Margarita Road
  Temecula, CA 92592

Taxable Purchases not Taxed by the Vendor

- CSUSM is required to pay tax on all taxable purchases, even if not charged tax by the vendor.
- If you can hold it in your hand, it is taxable.
- When a taxable purchase has not been charged tax, the Cardholder must report this amount.
  - A Tax Accrual Form must be submitted and the confirming email attached to the reconciliation package for the period in question.
  - Refer to Attachment D for more information on taxable purchases and completing the Tax Accrual Form.

- Shipping/freight charges alone are not taxable but shipping and handling charges are taxable.
• Subscriptions, memberships, ebooks, downloaded music and software are **not** taxable.

**Incorrect Billing**

• Cardholder is to call the vendor immediately to fix the issue.
• If the vendor is unable or unwilling to correct the charges, notify US Bank at (800)344-5696.
• Attach a copy of any relevant documentation to the reconciliation package.
• Ensure all issues are resolved and that credits are posted to the account as appropriate.

**Fraudulent Charges**

• Cardholder is to contact US Bank Customer Service at (800) 344-5696.
• Complete the Fraudulent Charge Documentation Form (Attachment E) confirming that you have contacted the bank.
• Include form confirmation email with your reconciliation package.
• US Bank will send you a Fraud Verification Form that must be completed and returned to them within 15 days to receive your fraudulent charge credit.
• When doing the reconciliation for the period in which the fraudulent charge credit appears, complete the Fraudulent Charge Documentation Form (Attachment E) confirming that you have completed the US Bank Fraud Verification Form and returned it to the bank.
  
  **Note:** All fraudulent charges must be reported to US Bank within 45 days of the transaction date to receive a credit.

**Defective Items**

• If items purchased with the ProCard are found to be defective, contact the vendor for replacement or a credit on the purchase.
• If the vendor refuses to replace the defective item or fails to issue a credit, then the purchase will be considered to be “in dispute.” Notify US Bank at (800) 344-5696.

**Lost Card/ Replacement of Worn Out/Defective Cards**

• Cardholder contacts US Bank Customer Service at (800) 344-5696.
• Email **pcard@csusm.edu** to inform ProCard that a replacement card has been requested.
• US Bank will mail replacement card to ProCard Administrator.
• ProCard Administrator notifies Cardholder when replacement card is received.
• In the case of worn out/defective cards the cardholder is responsible for returning card to ProCard Administrator.

**Cardholder Move/Exit/Voluntarily Terminates Procedure**

*In all circumstances the original ProCard documents must be retained by the department where the charges were incurred for 5 (five) years.* Departments with multiple instances of lack of record retention might lose the ability to participate in the Procurement Card Program.

**Move**

• If Cardholder will still be a cardholder in their new position s/he needs to complete a ProCard Agreement Change Form (Attachment B) and send to ProCard Administrator. If not, the ProCard
must be hand delivered to the ProCard Administrator. A signature must be obtained on the 
orIGINAL ProCard Agreement stating that the card has been returned.

- There will be a final audit of Cardholder’s transactions. The auditor will send an email to the 
Cardholder requesting their transaction files for final review.
- In the absence of the Cardholder, it is the Approving Official’s responsibility to compile monthly 
paperwork upon the close of cycle in accordance with Approving Official Responsibilities in this 
manual. In addition, they are responsible to include any outstanding monthly procurement card 
packages or other documents to the ProCard Auditor or Administrator.
- Auditor will notify Cardholder and their Approving Official upon completion of audit.

Exit

- When a Cardholder exits the University the card must be hand delivered to the Procard 
Administrator. A signature must be obtained on the original ProCard Agreement stating that the 
card has been returned.
- The Cardholder’s account will be terminated.
- There will be a final audit of Cardholder’s transactions. The auditor will send an email to the 
Cardholder requesting their transaction files for final review.
- In the absence of the Cardholder, it is the Approving Official’s responsibility to compile monthly 
paperwork upon the close of cycle in accordance with Approving Official Responsibilities in this 
Manual. In addition, they are responsible to include any outstanding monthly procurement card 
packages or other documents to the ProCard Auditor or Administrator.
- Auditor will notify Cardholder and their Approving Official upon completion of audit.

Voluntary Cancellation

A Cardholder, Approving Official, College Dean or Division Head may request a card be cancelled at any 
time. The above procedure will be followed to close out the account.

15. Reconciliation

Monthly Reconciliation

The entire reconciliation package consisting of receipts/invoices, corresponding documents and the 
signed statement are due to the ProCard Auditor (CRA 4600) via intercampus, hand delivered or scanned 
to pcardaudit@csusm.edu by the 10th of the month for the previous month’s transactions. 
Continued failure to submit the package timely may result in an Audit Finding.

- This is required for all ProCard types.
- The ProCard billing cycle runs from the 26th of the month through the 25th of the next month.
- Upon notification of the opening of the reconciliation period the Cardholder will review ProCard 
transactions in PeopleSoft for accuracy, confirming ChartField entries: Account, Fund, Dept ID 
and Program, Class, & Project.
- Update appropriate description of the purchase for each transaction and reconcile all vendor 
receipts or invoices by 4:00 p.m. on the 5th of each month.
- List the Hospitality Form number on the statement for each applicable line item.
- Cardholders may have subordinates or other individuals assisting them in the reconciliation of 
their card accounts, but the Cardholder must sign the statement.
Compile the reconciliation package in the following order:
  o ProCard Statement, with appropriate signatures.
  o Original receipt or invoice (see next section "Itemized Receipts and Invoices") in the same order as they appear on the printed statement with the following attached (if applicable):
    ▪ Tax Accrual Form
    ▪ ProCard Lack of Itemized Receipt
    ▪ Hospitality Form
    ▪ IITS approval and/or E&IT Form
    ▪ University Store Quote or First right of refusal
    ▪ Distribution Services approval to purchase postage/postal services
    ▪ Executed Agreement
    ▪ Fraudulent Charge Documentation Form
    ▪ Copy of State Deposit Form and receipt for personal purchases

**Itemized Receipts and Invoices**

An itemized receipt and/or invoice is required for all transactions.

- The receipt or invoice should include the following information:
  o Name of Vendor
  o Description of purchase.
  o Quantity purchased/unit price per item.
  o Shipping/handling charges, if applicable.
  o Amount of sales tax and total amount. If no sales tax was charged on a taxable purchase, see page 20 (Attachment E) for more information.

- If no receipt is given or the original receipt is lost and a duplicate cannot be obtained, the ProCard Lack of Itemized Receipt form must be completed. (Attachment C).
- Individual receipts or invoices smaller than 8-1/2" x 11" must be taped on an 8-1/2" x 11" sheet of paper to ensure they are not lost.

**Document Retention**

- All ProCard documents are to be retained by the Cardholder or Approving Officer as departmental record for five years.

- The ProCard administrator can request records at any time for:
  o Internal or external audit
  o Public Records Act Request

**Absences**

In circumstances where the Cardholder is out of the office during the reconciliation period, the Approving Official may delegate someone to compile the package. The Approving Official can sign for the Card member and is responsible to ensure compliance with the procedure.

**Monthly Reconciliation-No purchases made**

- Cardholder will receive an email at the beginning of the reconciliation period clearing them for the month. No further action is required.
- If the Cardholder expects a clearing email and does not receive one, they must access the ProCard module in Peoplesoft and review their statement. If no activity is found, please contact the ProCard Auditor.
- If there are fraudulent charges, follow the directions on page 10 and turn in signed statement with your documentation.

16. Audit

Pursuant to Integrated CSU Administrative Manual, Section 5000, General Procurement Requirements, section 5250 and 5251, Procurement Cards, and Executive Order 760, the ProCard Auditor is responsible for ensuring audits of ProCard purchases are performed and compliant with Procurement Card policies and procedures.

- Cardholder transaction files are to be audited monthly.
- Auditor will communicate via email any item(s) that need correction and/or completion.
- Once the audit is complete, Cardholder may pick up their hard copy package from the ProCard Auditor or have it returned via intercampus mail.
- **ProCard Auditor reserves the right to audit at any time.**

Audit Findings

The following scenarios will result in an Audit Finding:

- Failure to produce E&IT documentation when applicable to purchase
- Failure to produce approved Hospitality when applicable to purchase
- Failure to produce Tax Accrual when applicable to purchase
- Lack of University Store Quote or First right of refusal documentation
- Purchase of a restricted item
- Continued failure to obtain pre-approvals per section 14.

17. Suspension/Revocation of ProCard

The following violations will result in immediate revocation of the ProCard:

- The use of the ProCard to commit or facilitate an act that is in violation of state or federal law.
- Purchase of restricted items such as illegal drugs, firearms and alcohol.*
  *At the discretion of the Procurement and Support Services Director or AVP a revocation may be reduced to a suspension of 30 or more days.

The following material findings will result in immediate suspension of the ProCard for 30 days:

- Authorizing use of the ProCard by a person other than the Cardholder.
- Cardholder commits three material findings within a six month period.
- Late submittal of ProCard reconciliation package:
  - When a package has been outstanding for over 30 days, the ProCard will be suspended. The suspension will remain in place until all outstanding packages are received.

**Note:** The Director of Procurement and Support Services reserves the right to revoke any Procurement Card at any time for gross violations of the Procurement Card policies and procedures.
## PROCARD AGREEMENT FORM

**CSUSM** (send to ProCard Administrator - procard@csusm.edu)  
**UARSC** (send to UARSC Administrator)

### EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>PRINT CARDHOLDER NAME (First Name, Middle Initial, Last Name)</th>
<th>EMPLOYEE ID#</th>
<th>Position appointment for over 6 months:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Yes  ☐ No (If no, a ProCard cannot be issued) See ProCard Manual Section 7.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE EXTENSION:</th>
<th>EMAIL ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME:</th>
<th>PRINT NAME OF APPROVING OFFICIAL (with fiscal authority for this Dept).</th>
</tr>
</thead>
</table>

### PS DEFAULT

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept.</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
</table>

### Type of Card:

- ☐ ProCard
- ☐ Declining Balance ProCard

#### Single Purchase Limit:

- $2,500

#### Monthly Purchase Limit:

- $10,000

**Note:** Card can only be used by cardholder named above.

#### Total Value for Card Period:

Name and Address of Vendor:

Type of authorized purchases:

### CARDHOLDER SIGNATURE

*I understand all items purchased using a ProCard, regardless of dollar amount, are State Property and must be tracked accordingly.*

*I understand that non-adherence to any responsibilities or procedures outlined in the ProCard Manual may result in the revocation of my cardholder privileges.*

*By signing below, I certify that I have read and understood the ProCard Manual.*

Cardholder Signature: ☒ ____________________________ Date: ________________

### APPROVING OFFICIAL SIGNATURE

- I understand and accept the responsibilities of a ProCard Approving Official, as described in the ProCard Manual.
- I agree to review and approve the Cardholder’s Monthly Transaction Report, overseeing that the transactions are appropriate and in compliance with ProCard policies and that the corresponding documents are accurate, complete, and kept on file in the department for a period of five years.
- I agree to assume the Cardholder’s monthly ProCard responsibilities in the event that he/she is unable to do so.

*By signing below, I hereby grant to the individual listed above fiscal authority to make purchases using a ProCard.*

Approving Official Signature: ☒ ____________________________ Date: ________________

Will this credit card be used for Sponsored Projects?  **Y or N**

UARSC Administrator Signature: ☒ ____________________________ Date: ________________

### PROCARD ADMINISTRATOR SIGNATURE

ProCard Administrator Signature: ☒ ____________________________ Date: ________________

### CARD RETURN

The signatures below indicate the ProCard has been returned to the ProCard Administrator.

Cardholder Signature: ☒ ____________________________ Date: ________________

ProCard Administrator Signature: ☒ ____________________________ Date: ________________
**Attachment B**

**PROCARD AGREEMENT CHANGE FORM**

- [ ] Temporary Monthly Limit Increase
- [ ] Permanent Single Purchase Limit Increase
- [ ] Permanent Monthly Limit Increase
- [ ] Declining Balance ProCard Value Increase
- [ ] New Approving Official
- [ ] Change PS Default Chartfield String
- [ ] Name Change – From: [Indicate new name in “Cardholder Name” below]

Please complete and send to Procurement Services, Attn: ProCard Administrator or send via email to procard@csusm.edu. UARSC please forward to your UARSC Administrator.

<table>
<thead>
<tr>
<th>CARDHOLDER NAME (First, Middle Initial, Last)</th>
<th>EMPLOYEE ID#</th>
<th>PHONE EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>NAME OF NEW APPROVING OFFICIAL (with fiscal authority for this dept.)</td>
<td></td>
</tr>
</tbody>
</table>

**PS DEFAULT**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept.</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
</table>

**LIMIT INCREASE REQUEST**

- [ ] DB ProCard

- [ ] Temporary
  - Term: (3 month maximum)
  - Monthly Purchase Increase Requested:

- [ ] Permanent
  - Single Purchase Increase Requested:
  - Monthly Purchase Increase Requested:

Reason for limit increase:

- [ ] I understand this changes my Approving Official.
- [ ] I understand this request increases my single/monthly/yearly purchase limit. Permanent increases will be reviewed annually for appropriateness by the ProCard Administrator.
- [ ] I understand a new card will be issued in my new name.
- [ ] I understand this changes my Default Chartfield String.

I understand that non-adherence to any responsibilities or procedures outlined in the ProCard Manual may result in the revocation of my Cardholder privileges.

Cardholder Signature: [Signature] Date: ______________

**APPROVING OFFICIAL**

- I understand and accept the responsibilities of a ProCard Approving Official, as described in the ProCard Manual.
- I agree to review and approve the Cardholder’s Monthly Transaction Report, overseeing that the transactions are appropriate and in compliance with ProCard policies and that the corresponding documents are accurate, complete, and kept on file in the department for a period of five years.
- I agree to assume the Cardholder’s monthly ProCard responsibilities in the event that he/she is unable to do so.

By signing below, I hereby grant to the individual listed above fiscal authority to make purchases using a ProCard.

Approving Official Signature: [Signature] Date: ______________

**PROCARD ADMINISTRATOR**

ProCard Administrator Signature: [Signature] Date: ______________
Please complete and attach to ProCard Statement

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>PRINT CARDHOLDER NAME (First Name, Middle Initial, Last Name)</th>
<th>PHONE EXTENSION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**VENDOR NAME:**

**PURCHASE DATE:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description of Items Purchased</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Reason for lack of receipt (must be completed):

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

<table>
<thead>
<tr>
<th>Cardholder Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approving Official Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment D

TAX ACCRUAL FORM INSTRUCTIONS

For use when reporting taxable purchases that were not charged tax at the point of sale.
Tax accrual information due by the 5th of each month

1. Access the ProCard Tax Accrual Form: [http://www.csusm.edu/procurement/tax_accrual_form.html](http://www.csusm.edu/procurement/tax_accrual_form.html)
2. Cardholder Name: enter your name as it appears on your ProCard.
3. Email: enter your email address.
4. Vendor Name: enter vendor name as it appears on your receipt.
5. Date of Purchase: enter the date the purchase was made.
6. Taxable Receipt Total: enter the total cost of all taxable items not taxed by the vendor.
7. Tax Amount (8%): multiply taxable receipt total by .08 for total tax due.
10. DeptID Code: enter 4-digit Department ID Code portion of ChartField string.
11. Class, Project, Program Code: if applicable, fill in these corresponding codes.
12. Submit Tax Accrual Form: click this button if the information you input is correct and is ready to be submitted.
13. Reset Form: if necessary, click this button to clear all fields and start over.
14. Confirmation will be sent to your email address.
15. Attach confirmation to Reconciliation package

**REMEMBER!! If you can hold it in your hand, it is taxable!!!**

- Shipping charges alone are not taxable.
- Shipping/handling charges are taxable.
- Subscriptions, membership, ebooks and downloaded music and software are not taxable.

Please direct any questions regarding this form to accounting@csusm.edu.
FRAUDULENT CHARGE DOCUMENTATION FORM INSTRUCTIONS

As you answer the questions, depending on your answer a different question will pop up. Follow the form all the way through. Below is the complete flow chart for the Fraudulent Charge Documentation form:

Access the Fraudulent Charge Documentation Form here:
http://www.csusm.edu/procurement/fraudulentchargedocumentationform.html

Please direct any questions regarding this form to procard@csusm.edu.

ProCard Manual
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