

FAS Process
Improvements
ProCard

What's New?!

ProCard
Manual

Updated
Training
Materials

Consolidated
Forms

- Agreement
- Lack of Itemized Receipt
- Fraudulent Charge

Website

Program Description

Applies to: CSUSM (State), The Foundation, and The CSUSM Corporation

Purpose: efficiency, flexibility and convenience related to low-dollar/high-volume transactions for goods and offsite services

Program Contact Information

US Bank

**24 Hour Customer Service:
(800) 344-5696**

CSUSM/Foundation ProCard Administrator

Barbara Sainz
(760) 750-4449
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CSUSM Corporation ProCard Administrator

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CSUSM Corporation ProCard Coordinator

Justin Cox
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Roles and Responsibilities

All ProCardholders

- **Comply** with the CSUSM ProCard Manual
- Utilize the ProCard for **business purpose only**
- May not authorize anyone other than the cardholder to make purchases
- Complete required **training** prior to use of the card
- **State the business purpose** for each purchase during reconciliation
- Reconcile the ProCard timely
- Include all required **supporting documentation** with reconciliation
- Obtain required **pre-approvals or exceptions** *prior* to purchase
- Have not and will not seek a duplicate reimbursement



Roles and Responsibilities

Sponsored Projects ProCardholder

- Purchases made with sponsored projects funds **must comply with each individual grant** guidelines, restrictions, and procedures.
- Unallowable expenses per the individual grant guidelines may not be made, even if listed as allowable in this ProCard Manual.
- It is considered an audit finding if purchases are made that are considered unallowable per the individual grant guidelines.

Sponsored Projects Analysts reserve the right to request a suspension or revocation of a card being used for sponsored projects purchases.

Roles and Responsibilities

Approving Official

- Substantiate purchases and business purpose
- Confirm supporting documentation is included and accurate
- Ensure duplicative payments do not occur
- Complete cardholder responsibilities if the cardholder is unable to do so

See ProCard Manual for complete list of responsibilities





Roles and Responsibilities

ProCard Administration

- Conduct periodic reconciliation audits
- Communicate via email any item(s) that needs correction and/or completion
- Report un-corrected findings to the ProCard Administrator to enact card suspension or revocation as appropriate to the circumstances
- Report cardholders who do not submit reconciliation packages to the ProCard Administrator to enact card suspension or revocation as appropriate to the circumstances
- **Office of Sponsored Projects:** Audit sponsored projects purchases against grant regulations

The ProCard Administrator can request and audit records at any time

Signatures certify:

- Within relevant policy, procedure, guidelines and sponsored project (when applicable)
- Available funding
- Disputed/fraudulent purchases have been resolved
- Business purpose only
- No personal purchases

Types of Cards

Procurement Card (ProCard)

Eligible entity: CSUSM (all entities)

Declining Balance ProCard (DB ProCard) *Eligible Entity: State*

Event Planner ProCard (EP ProCard) *Eligible Entity: State*

Eligibility Requirements

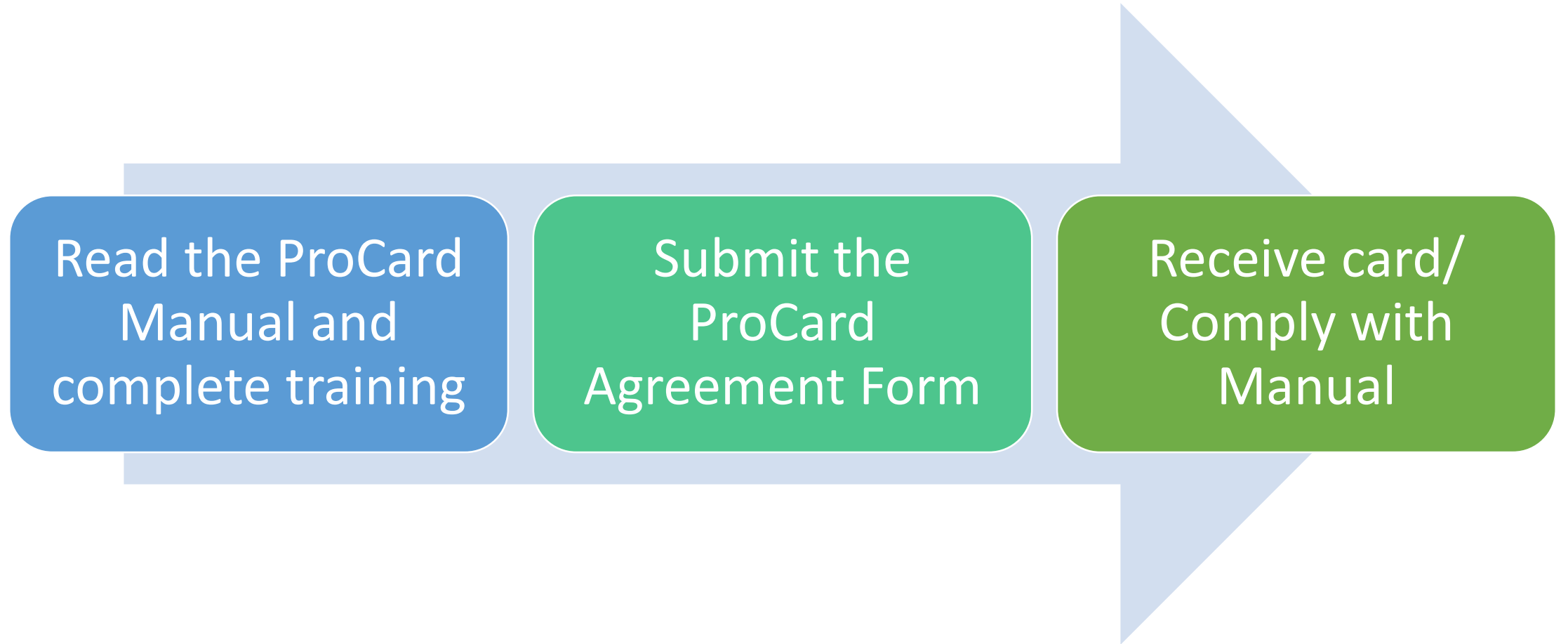
Cardholder

- 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
 - Emergency Hires

Approving Official

- Supervises the cardholder or has been delegated the authority to certify that the purchases made by the Cardholder are appropriate
- Completed online training for ProCard and Audit
- May not be the Cardholder or a subordinate or peer of the Cardholder
- Must have fiscal authority for the default ChartField string being used

Card Issuance



Purchase Limits

- **Single transaction limit:**
 - State/Foundation: \$4,500 (inclusive of all taxes and shipping charges)
 - Corporation: \$2,500
- **Monthly limit:**
 - State/Foundation: \$20,000
 - Corporation: \$10,000

Personal Purchases

Personal purchases are not permitted.

- Cardholders must immediately notify the approver and reimburse the University if the card has been used for personal items in error.
- The following documentation is required with the reconciliation package:
 - 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.

Repeated violations will result in an immediate revocation of the ProCard and disciplinary action if applicable.

Prohibited Purchases

- **State/Foundation:** Illegal Drugs/Narcotics
- **Corporation:** All Drugs/Narcotics
- Firearms (including ammunition)
- Personal Purchases
- Cash advances, money orders, wire transfers, raffle prizes, or other cash equivalents
- Intentional splitting of transactions

Pre-approvals & Supporting Documentation

| Purchase Type | Restriction Type | Exception/Pre-Approval Requirement | Supporting Documentation |
|--|------------------|---|--|
| Hazardous Materials | Restricted | Purchase through Campus Marketplace | Invoice indicates purchase through Campus Marketplace |
| Animals | Restricted | Instruction-related or using sponsored projects funding | Invoice stating instruction-related use. For sponsored projects, approved Institutional Animal Care and Use Committee (IACUC) protocol and active project number. OSP will check congruency between protocol and proposal. |
| IT Hardware | Restricted | See Section 10. IITS Pre-approvals Requirements | Note networked printer on invoice, if applicable. Attach Technology Order Request approval. |
| IT Software | Pre-approval | See Section 10. IITS Pre-approvals Requirements | IITS Approved ITR, Per Section 10 IITS Pre-approvals Requirements. Any agreement must be negotiated and signed by Procurement. |
| Conference Registration (when travel will occur) | Pre-approval | Approved Travel Authorization per CSUSM Travel Guidelines | None |

Pre-approvals & Supporting Documentation (cont.)

| Purchase Type | Restriction Type | Exception/Pre-Approval Requirement | Supporting Documentation |
|--|--|---|--|
| Alcoholic Beverages | Pre-approval | Must follow the Public Relations Policy (as applicable to funding source) and Alcohol Use on Campus Policy | Alcoholic Beverage Use on Campus form |
| Mail & Shipping | Pre-approval | Request approval from Distribution Services at distributionservices@csusm.edu | Attach Distribution Services email approval |
| Logo (CSUSM, CSUSM Corporation or The Foundation name, logo, or icon) | CORPORATION FUNDS ONLY Pre-approval | Follett Bookstore first right of refusal | Quote or first right of refusal from Follett |
| Pre-Paid debit cards Residential Education, Resident Assistant student programming | CORPORATION FUNDS ONLY Pre-approval | As required by Corporation Prepaid Debit Card Procedure | Itemized receipt including identification of prepaid debit card as noted in Corporation Prepaid Debit Card Procedure |
| Gift Cards | Pre-approval | As required by Gift Card Guidelines | The ProCard reconciliation must include the gift card purchase pre-approval, itemized purchase receipt, Hospitality Form, Gift Card log and event/flyer for the purpose of the purchase. |

Pre-approvals & Supporting Documentation (cont.)

| Purchase Type | Restriction Type | Exception/Pre-Approval Requirement | Supporting Documentation |
|-------------------------------|--|--|---|
| Hospitality & Catering | Pre-approval/ Must use approved Caterers | Approved Hospitality Form with supporting documentation. If catering, must use an approved caterer | Approved Hospitality Form with supporting documentation |
| Offsite Services Contracts | Pre-approval | If there is a contract or agreement, it must be signed by Procurement | Signed agreement |
| Leases/Maintenance Agreements | Prohibited | NA | NA |
| Onsite Service Contracts | Prohibited | NA | NA |

IITS Pre-Approval Requirements

- Hardware
- Software
- **iPhones, Android phones, and other cellular devices** including cellular network cards require a Technology Order Request.

An Information Technology Review (ITR) form is required when purchasing any [Information and Computer Technology \(ICT\)](#) item regardless of price.

Shipping and Billing

| ProCard Billing and Shipping Address | Temecula Shipping Address |
|---|---|
| CSUSM - Cardholder Name Dept, Bldg, Room # 441 La Moree Road San Marcos, CA 92078-5017 | CSUSM Temecula - Cardholder Name Dept, Bldg, Room# 43890 Margarita Road Temecula, CA 92592 |
| | |
| UVA Front Office Shipping Address | The QUAD Shipping Address |
| University Village - Cardholder Name 305 Campus View Drive San Marcos, CA 92078 | The QUAD - Cardholder Name 200 East Barham Drive San Marcos, CA 92078 |

Omitted/Incorrect Taxes by the Supplier

- CSUSM is required to pay tax on all taxable purchases, even if not charged tax or charged incorrect tax by the supplier.
- A Tax Accrual Form must be submitted and the confirming email attached to the reconciliation package for the period in question.

Incorrect Billing

- Cardholder is to call the supplier immediately to fix the issue.
- If the supplier 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

Contact

Contact US Bank Customer Service at (800) 344-5696.

Complete

Complete the Fraudulent Charge Documentation Form

Include

Include form confirmation email with your reconciliation package

Complete

Complete US Bank Fraud Verification Form that must be completed and returned to them within 15 days

Report

Report all fraudulent charges to US Bank within 45 days of the transaction date to receive a credit

Defective Items

Contact the supplier for replacement or a credit on the purchase.

If the supplier refuses to replace the defective item or fails to issue a credit, the purchase will be considered “in dispute.”
Notify US Bank at (800) 344-5696.



Monthly Reconciliation

- Billing cycle ends: 25th of each month (with some exceptions)
- Review ProCard transactions in PeopleSoft by the 5th of each month
 - Confirm or update ChartField
 - Update description with business purpose of purchase
- Submit approved monthly reconciliation packets by the 10th of each month
- Include all required supporting documentation

Move/
Account Closure/
University Exit

Move: Complete ProCard Agreement Form indicating if the account is being closed or if the account is being transferred to the new department. Include the new Approving Official, if applicable.

Voluntary Account Closure & University Exit: Complete the ProCard Agreement Form indicating the request to close the account. Cardholder must destroy the card.

In all circumstances, the original ProCard Reconciliation Packages and any other related documents must be retained by the department where the charges were incurred for five (5) years.

Legal Reference and Authority

- Executive Order 760 - Procurement Cards
- CSU Contracts and Procurement Policy
- When applicable:
 - Hospitality guidelines
 - Gift Card guidelines
 - IITS Guidelines
 - Travel Guidelines
 - Alcohol guidelines and policies
 - Public Relations Policies
 - Participant Incentive Policy
 - Sponsored Projects rules and regulations

Conflict of Interest

No public employee at any level of state or local government shall make, participate in making, or in any way attempt to use their official position to influence a governmental [CSU] decision in which they know or have reason to know they have a financial interest (*Gov't Code § 87100*).

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

Training

- Please contact your ProCard Administrator for additional training

The image features a landscape of snow-capped mountains under a bright sky. A prominent, dark blue horizontal band runs across the middle of the frame, serving as a background for the text. The word "Questions?" is written in a clean, white, sans-serif font, centered within this blue band.

Questions?