



ProCard Training

CSUSM Corporation

ProCard Contact Information

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US Bank

(800) 344 – 5696

Contact for:

- Fraud
- Stolen or Lost Card

CSUSM Corporation

corppcard@csusm.edu

(760) 750-4700

Contact for:

- Declined Transactions
- Limit increases
- Notification of fraud or lost/ stolen card
- Most questions

Visit the [CSUSM Corporation ProCard Website](#) for all forms, web forms, and resources.

Purchase Limits & Limit Increases

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- ▶ Single transaction limit: \$2,500
- ▶ Monthly limit: \$10,000

To request a single transaction limit increase, email corppcard@csusm.edu with an amount and approval from the Approving Official.

Do not split charges above \$2,500 into smaller transactions; this will result in an audit finding.

Summary of Cardholder Responsibilities

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- ▶ Understand the ProCard Manual
- ▶ Do not loan the ProCard
- ▶ Do not save the Card on any online accounts such as Amazon.com
- ▶ No personal purchases
- ▶ Comply with all CSUSM Corporation policies, including the Procurement and Hospitality policies
- ▶ Report taxable purchases
- ▶ Complete reconciliation packets every month that charges are made

Sponsored Projects ProCard Use

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- ▶ Purchases 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 the 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 because of any misuse of the ProCard with grant funds

Personal Charges

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If a personal charge occurs on the ProCard, complete the following:

1. Prepare a [Deposit Form](#) and funds to reimburse CSUSM Corporation for the personal expense (cash, credit card, or personal check made payable to CSUSM Corporation).
2. Make a copy of the charge receipt & deposit slip.
3. Deliver to CSUSM Cashier's Office and have CSUSM Cashier stamp the copies for your records.
4. Prepare an email to corppcard@csusm.edu and the Approving Official explaining how/why the transaction occurred and how it will be prevented in the future. Attach a copy of the Deposit Form stamped by the CSUSM Cashier's Office to the email.

Deliveries

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ProCard Billing Address for online orders

CSUSM Corporation

441 La Moree Road

San Marcos, CA 92078-5017

Shipping Address for Central Office and Campus Departments

CSUSM – Cardholder Name Dept., Bldg., Rm #

441 La Moree Road

San Marcos, CA 92078-5017

Shipments *must* be sent to CSUSM, CSUSM Housing facilities, or CSUSM Temecula. Orders may not be sent to any other addresses.

Fraud & Lost/Stolen Cards

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If a ProCard needs to be replaced because of fraud, because it was lost or stolen, or because it is damaged, complete the following:

Fraudulent Charges

1. Contact US Bank Customer Service at (800) 344-5696.
2. Complete the [Fraudulent Charge Documentation Form](#), confirming that you have contacted the bank.
3. Include form confirmation email with your reconciliation package.
4. 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. Keep a copy of your form with your reconciliation package.

Lost/ Replacement Card

1. Contact US Bank Customer Service at (800) 344-5696.
2. Email corppcard@csusm.edu to inform notify that a replacement card has been requested.
3. ProCard Administrator notifies Cardholder when replacement card is received.
4. In the case of worn out/defective cards the cardholder is responsible for returning card to the ProCard Administrator.

Monthly Reconciliation

Billing periods are between the 26th of the month to the 25th of the following month. (ex. March 26th – April 25th).

Approving authority must sign the ProCard statement procured from CFS.

Reconciliation timeline:

On the
25th

- Billing cycle closes
- Cardholder is notified that the reconciliation period is open

By the 5th

- Review the billing cycle's transactions
- Make necessary adjustments in CFS to any transactions

By the 10th

- Compile reconciliation packet receipts and documentation
- Submit reconciliation packet to CSUSM Corporation for audit

Restricted Purchases

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Sponsored Projects related purchases may have more restrictions based on the grant guidelines.

- ▶ Cash advances, money orders, wire transfers, raffle prizes or other cash equivalent items
- ▶ Drugs/Narcotics – legal or illegal
- ▶ Firearms and ammunition
- ▶ Personal purchases including consulting services.
- ▶ Splitting transactions to circumvent the dollar limitation (making multiple purchases for the same commodity).

Tax Accrual & Reporting

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CSUSM Corporation is required to pay tax on all taxable purchases, 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 by submitting a Tax Accrual Form (Wufoo).
 - ▶ The confirming e-mail sent after submitting this form should be attached to the reconciliation package for the period in question.
- ▶ Shipping/freight charges alone are not taxable but shipping and **handling** charges are taxable.
- ▶ Subscriptions, memberships, ebooks, downloaded music and software are not taxable.



Questions?

Visit the [CSUSM Corporation ProCard Website](#) for:

- Most up to date ProCard Manual
- Reconciliation Form
- Reconciliation Guide
- Lack of Itemized Receipt Form
- Tax Accrual Form
- Fraudulent Charge Form

Contact:

corppcard@csusm.edu

760-750-4770