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Program Contact Information
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 5250 and 5251, Procurement Cards, and Executive Order 760, dated October 16, 2000.

Program Description
It is the intention of CSUSM Corporation that ProCards be used to improve the efficiency, flexibility and convenience related to purchasing low-dollar/high-volume transactions for goods, supplies, and conference registration. The ProCard Program distributes low-risk procurement authority throughout CSUSM Corporation on a CSUSM Corporation liability credit card that may be used for certain business purchases and allows an expedited method for end-users to procure purchases.

The use of ProCards cannot avoid or circumvent any CSU or CSUSM Corporation policies or procedures. Usage must also comply with all federal and state rules to ensure accountability, 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.

Fiduciary Responsibility
Since 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 CSUSM Corporation policies and procedures have been followed. A cardholder’s and approving official’s signature on the ProCard Statement form represents personal testimony to that fact.

Conflict of Interest
Cardholders have limited delegated purchasing authority on behalf of CSUSM Corporation, 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. See CSUSM Corporation Conflict of Interest Policy for employees and interested parties for additional information. Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with the ProCard Administrator.

Participation Overview
Card Issuance
- Cards are issued to permanent employees and long-term temporary employees with a position appointment of at least six months.
- The Cardholder must complete a ProCard Agreement/Change Form and obtain all necessary signatures.
- The credit card is issued to CSUSM Corporation in an individual's name.
- The card will be issued to Cardholder upon completion of mandatory training scheduled by the ProCard...
Coordinator.

Approving Officials
All Cardholders must have a designated Approving Official. The Approving Official is the individual who supervises the Cardholder and/or has been delegated fiscal authority. The approving official cannot be the Cardholder, a subordinate, or a peer of the Cardholder.

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

Purchase Limits
• Single transaction limit is $2,500 (inclusive of all taxes and shipping charges) and the monthly limit is $10,000, unless otherwise approved.
• Request for an temporary increase to the single transaction or monthly charge limit must be sent via email to corpccard@csusm.edu. The request must include the approval from Cardholder’s Approving Official and further approval will be required from:
  o The Office of Sponsored Projects (for grant related activity (85xxx projects) or
  o ProCard Administrator, for non-grant related activity (81xxx or 86xxx projects)
before the ProCard Coordinator can process the increase request. Once the request has been processed, the cardholder may proceed with their purchase(s).
• Purchase limit requests and related approvals must be included in the ProCard Reconciliation packet.
• Permanent single transaction and/or permanent monthly increases are approved on a case by case basis. Cardholder must complete and submit a ProCard Agreement/Change Form to request these increases. CSUSM Corporation ProCard Administrator or Office of Sponsored Projects, where applicable, will make final determination and approval while ensuring compliance with the CSUSM Corporation Procurement Policy. The ProCard Administrator or Office of Sponsored Projects, where applicable, reserves the right to deny requests.

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.
• Confirm that all purchases have been reviewed, reconciled, and are within the authorized budget of the chartfield being charged.
• Resolve all disputed/fraudulent purchases.
• No personal purchases have been made or if personal purchases were made in error, reimbursement has been made to the account before submittal of the reconciliation package.
• Ensure direct reimbursement is not made to Cardholder or any other persons for charges which are transacted on ProCard.
• Complete the ProCard Agreement/Change Form if there are any changes to their name, Approving Official, phone number, default chartfield string, or permanent purchase limits.
• If purchasing a commodity, the employee receiving the commodity must acknowledge that it is CSUSM Corporation property and it will not leave the campus without the approval of the fiscal authority.
• Comply with CSUSM Corporation purchasing policies (see page 10) for purchase of goods, supplies and services. Cardholders will be held personally liable for any unauthorized transactions which violate CSUSM Corporation Procurement Policy.
• Report any taxable purchases that were not taxed by the vendor or if tax was less than 7.75%. See page 11 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.
CSUSM Corporation shall not pay surcharges to California vendors to use a credit card.
Vendors from outside of California may impose a surcharge; however it is CSUSM Corporation'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 in the Reconciliation Guide.
- Cardholders may have subordinates or other individuals assist in the administration of the accounts, but the Cardholder may not delegate the authority of the use of the card or signing of statements.
- Comply with the Accessible Technology Initiative. IITS can help you to determine if a VPAT and/or an E&IT form are required. When applicable, a VPAT and/or an E&IT form must be attached to your reconciliation package. For more information, visit the Accessible Technology Initiative website.
- File annually – Conflict of Interest Form pursuant to COI Policy

**Sponsored Projects ProCard Use**

- 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.

**Personal Charges**

- If personal charges occur and you are unable to void the transaction with the vendor you must follow these steps to immediately reimburse CSUSM Corporation for the cost of the transaction:
  - Prepare a Deposit Form (cash, credit card, or personal check made payable to CSUSM Corporation).
  - Make a copy of the Deposit Form.
  - Deliver form and make payment at CSUSM Cashier's Office and have CSUSM Cashier stamp the copy for your records.
  - 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 and the receipt to the email.
- Direct any questions regarding use of the card, clarification of questionable purchases, etc. to corppcard@csusm.edu
- Include a copy of the Deposit Form and receipt in reconciliation packet.

**Delivery Information**

- Deliveries must be shipped to one of the approved receiving docks(addresses). Due to liability issues, no other ship-to location is acceptable. Deliveries and commodity orders use one of the following “ship to” addresses:
  - **ProCard Billing Address for online orders**
    - CSUSM Corporation
    - 441 La Moree Road
    - San Marcos, CA 92078-5017
  - **Central Office and Campus Departments**
    - CSUSM – Cardholder Name Dept., Bldg., Rm #
    - 441 La Moree Road
    - San Marcos, CA 92078-5017
  - **Temecula Campus**
    - CSUSM Temecula – Cardholder Name Dept., Bldg., Rm #
    - 43890 Margarita Road
    - Temecula, CA 92592
  - **Temecula Campus**
    - UVA Front Office
    - University Village - Cardholder Name
    - 305 Campus View Drive
    - San Marcos, CA 92078
  - **The QUAD Front Office**
The QUAD - Cardholder Name
200 East Barham Drive
San Marcos, CA 92078

**Taxable Purchases not Taxed by the Vendor**
- 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 or has been charged less than 7.75%, the Cardholder must report this amount.
  - A Tax Accrual Form must be submitted and the confirming e-mail attached to the receipt for reconciliation package.
- Refer to page 11 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, event tickets, and downloaded music and software are not taxable.

**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 CSUSM Corporation purchasing policies (see page 10 for CSUSM Corporation purchasing policies).
- Certify that all purchases are to be, or have been used exclusively for official CSUSM Corporation business.
- Ensure that no prohibited items have been purchased and any purchases of restricted items are appropriately documented.
- Ensure direct reimbursement is not made to Cardholder or any other persons for charges which are transacted on ProCard.
- Confirm availability of funds committed.
- If personal charges appear on the ProCard Statement, ensure that the Cardholder has reimbursed CSUSM Corporation and proper documentation is attached (see page 5 for Personal Charges).
- Sign and date the ProCard Statement.
- Notify the ProCard Administrator immediately if there is a pending exit of a cardholder.
- 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 approval form unless corrective actions have been made and that action is noted on the statement.
- Cardholders with Sponsored Projects purchases will obtain final review and approval from the CSUSM Corporation Office of Sponsored Projects (OSP).

**Absences**
- If the Approving Official is out during the reconciliation period, s/he can delegate their responsibilities to another Supervisor, College Dean or Division Head with signing authority for their department. This delegation cannot be given to a cardholder.
- A copy of the delegation e-mail must be submitted with the reconciliation packet.

**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, 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. Keep a copy of your form with your reconciliation package.
Note: Fraudulent charges must be reported to US Bank within 45 days of the transaction 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 corppcard@csusm.edu to inform ProCard Administrator that a replacement card has been requested.
- US bank will mail replacement card to CSUSM Corporation to the attention of the ProCard Administrator.
- ProCard Administrator or ProCard Coordinator will notify Cardholder when replacement card is received.
- In the case of worn out/defective cards the Cardholder is responsible for destroying the card.

Cardholder Move/Exit/Voluntarily Cancellation 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 ProCard Program.

Move
- If the Cardholder obtains a new position but will continue to be a cardholder, a ProCard Agreement/Change Form must completed.
- 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 ProCard Reconciliation packets or other documents due to the ProCard Coordinator or Administrator.

Exit
- When a Cardholder exits CSUSM Corporation or CSUSM and is no longer considered an employee, the ProCard must be returned to the ProCard Administrator.
- The Cardholder’s account will be terminated by the ProCard Coordinator.
- There will be a final audit of Cardholder’s transactions. The coordinator 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 ProCard Reconciliation packets or other documents to the ProCard Coordinator or Administrator.
- ProCard Coordinator will notify Cardholder and their Approving Official upon completion of a final 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.

Reconciliation and Audit
Pursuant to Integrated CSU Administrative Manual, Section 5000, General Procurement Requirements, section 5250 and 5251, Procurement Cards, and Executive Order 760, dated October 16, 2000, the ProCard Coordinator is responsible for ensuring post-audits of ProCard purchases are performed and compliant with procurement policies and procedures. Failure to comply with procurement policy may result in suspension or revocation of the ProCard.

**Itemized Receipts and Invoices**

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

- The receipt or invoice should include the following information:
  - Name of Vendor.
  - Description of purchase.
  - Quantity purchased/unit price per item.
  - Shipping/handling charges, if applicable.
  - Amount of sales tax and total amount. If no sales tax was charged on a taxable purchase, see page 11 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.

- 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.

**Monthly Reconciliation**

- The ProCard billing cycle runs from the 26th of the month through the 25th of the following month (with some exceptions).
- Upon notification of the opening of the reconciliation period the Cardholder will have access to review ProCard transactions in PeopleSoft for:
  - Accuracy, confirming chartfield required for all entries includes: Account, Fund, Department and Project and that account selected is appropriate for the charge. **Your CSUSM Corporation ProCard may only be used for charges to SMURS Business Unit chartfields when reconciling in PeopleSoft.**
  - Detailed description of the purchase for each transaction.

- Monthly reconciliations in PeopleSoft must be completed by **4:00 pm on the 5th of each month (with some exceptions)**. Any chartfield changes thereafter must be submitted to accounting using the financial transfer process.

- Compile the reconciliation package in the following order:
  - ProCard Statement, with appropriate signatures having fiscal authority over the funding source.
  - All itemized receipts, invoices and other required supporting documentation in **the same order as they appear on the printed statement**.

- The entire reconciliation package must be submitted by the 10th of the month for the previous month’s transactions for audit using the Wufoo form located on the [CSUSM Corporation ProCard webpage](#).

- All ProCard documents are to be retained by the Cardholder or Approving Official as departmental record for five years.
- In circumstances where the Cardholder is out of the office during the reconciliation period, it is the cardholder’s responsibility to notify the ProCard Coordinator or Administrator and submit promptly upon his/her return.

**Monthly Reconciliation-No purchases made**

- If no purchases were made on the ProCard, no further action is required.

**Auditing**

- Cardholder transaction files are subject to audit monthly.
- Cardholder will submit monthly packet via electronic form and include a PDF upload of the statement sheet and all supporting documentation.
• Unallowable purchases, late submissions, missing receipts, lack of approval from fiscal authority and/or OSP, missing tax accrual forms, and missing backup documentation will result in an audit finding.
• Coordinator will communicate via email any finding(s) that need correction. The Approving Official and CSUSM Corporation Administrator will be cc’d on all emails.
• Corrections must be inserted in the ProCard Reconciliation packet in order of the transaction list (statement) and resubmitted via the submission link for proper tracking.
• ProCard Administrator or Coordinator may request and audit records at any time.

Suspension/Revocation of ProCard
The following violations will result in immediate permanent 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 (see page 9 Restricted Purchases for more information)

The following violations may result in immediate suspension of the ProCard until further notice:
• Personal purchase without immediate reimbursement to CSUSM Corporation fund.
• Authorizing use of the ProCard by a person other than the Cardholder.
• Cardholder commits three violations within a six month period that are classified as a permanent finding. These are reconciliation items that cannot be corrected such as not obtaining required pre-approvals.
• Late submittal of ProCard Reconciliation packet:
  o The ProCard reconciliation package is due by the 10th of the following month to the ProCard Coordinator via web form. For example, the May billing cycle reconciliation packet would be due June 10th.
  o Reconciliation packets not received by the due date are considered outstanding and an audit finding.
  o When a packet has been outstanding for over 30 days, the ProCard will be suspended. The suspension will remain in place until all outstanding packets are received.

After having a ProCard Card suspended three times, the Card may be revoked. When a ProCard is revoked, the Cardholder and Approving Official will be notified. The Cardholder may request an appeal of the revocation of the ProCard to the ProCard Administrator. All appeals must be in writing and submitted within two weeks of notification to corppcard@csusm.edu. All appeals shall receive a written response within 30 days.

Note: CSUSM Corporation reserves the right to revoke any ProCard at any time for violations of the CSUSM Corporation Procurement policies and procedures or other misuse of Card.

Restricted Purchases
See CSUSM Corporation Public Relations Funds Policy for grid of allowable/unallowable expenses
The ProCard is strictly UNAUTHORIZED for the procurement of the following items and will result in immediate revocation of the card:
• Cash advances, money orders, wire transfers, raffle prizes or other cash equivalent items
• Drugs/Narcotics – legal or illegal
• Firearms (including ammunition)
• Personal purchases including consulting services, personal meals, or other purchases not related to the active conduct of official CSU, CSUSM, or CSUSM Corporation business. A personal purchase may be excused with proper documentation to validate that it was an error. Repeated violations will result in revocation of the ProCard.
• Splitting transactions to circumvent the dollar limitation (making multiple purchases for the same commodity).

The following items are prohibited for ProCard purchase other than the circumstances listed below. CSUSM Corporation Executive Director reserves the right to grant exceptions:
• Hazardous Materials (except for items procured using State Contracts)
• Animals (except for instruction-related or allowable Sponsored Projects purpose)
• Fines, late fees, penalties, interest and finance charges
• Leases/Maintenance Agreements: Due to liability, performance, and other factors, all contracts for services are required to be reviewed and signed by CSUSM Corporation. If there is a contract/agreement involved with an information technology purchase, please contact IITS as well.
• Services: A Service Agreement must exist between CSUSM Corporation and a vendor prior to making purchases for services and/or having a vendor on campus or providing services at an off-campus location. The Service Agreement must be signed by the vendor and the Executive Director or designee. Deposits shall be made once the Service Agreement is signed. All final payments for services must be made after the services have been rendered. See CSUSM Corporation Procurement page for more information.

**Preapproval Requirements**

The following items must have Pre-Approval:

• Gift Cards must follow gift card process. Visit the CSUSM Corporation Gift Card web page for more information.
• Alcohol – Refer to the CSUSM Corporation Public Relations Policy and Alcohol Policy for more information.
• Recurring charges. (Department is required to ensure close out is done when charge term ends).
• Conference Registration – CSUSM Corporation ProCard may be used for conference registration, but no other travel expenses are permitted unless an exemption has been granted by the CSUSM Corporation Executive Director.
  o When purchasing Conference Registration following documentation must be kept and submitted with the ProCard reconciliation packet: registration receipt, conference agenda (if available), and approved Travel Authorization Form.
  o For more information, see CSUSM Travel Webpage and Guidelines.
• Items that bear CSUSM Corporation’s name, logo or icon and are not given away but are used in the standard course of business for a department. Examples include uniforms and signage. Note: Request must include quote from Bookstore per the CSUSM Corporation Licensing and Trademarks procedure. http://www.csusm.edu/CSUSM Corporation/licensing.html
• Prepaid Debit Cards for Residential Education, Resident Assistant student programming.
• Prepaid Debit Cards for OSP incentive pay (contact sponsoredprojects@csusm.edu)

**IITS - Contact IITS prior to purchasing the following items:**

• Desktop, Laptop/notebook computers and Tablets
• 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 Dropbox, iCloud, Amazon Cloud Drive, Google Drive, etc. (University provided Dropbox 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)
• iPhones, Android phones, and other cellular devices including cellular network cards do not require pre-approval but IITS Telephone Services can assist with acquiring them and the service plans.

The following items do not require pre-approval but may have special circumstances

• **Hospitality and Catering:** You must use an approved caterer. Exception: if food is pre-packaged and picked up by an employee. See Approved List.
• **Webinars:** On-campus webinars do not require prior approval.
• **Memberships, Subscriptions or Sponsorships**: No prior approval required. **Exception**- if you are purchasing a sponsorship which requires a contract. **NOTE**: State policy requires that all subscriptions, memberships and sponsorships be held in the name of CSUSM Corporation and not the individual.

• **Printing**: Basic printing services that do not require design or a contract do not require preapproval. CSUSM Corporation recommends reaching out to [FedEx Print and Delivery Services](#) for discounted rates per their agreement with campus.

**CSUSM Corporation Purchasing Policies and related documents**

- [Alcohol Policy](#)
- [Approved Catering List](#)
- [Conflict of Interest Policy](#)
- [FedEx Print and Delivery Services](#)
- [Hospitality Policy](#)
- [Procurement Policy](#)
- [Public Relations Funds Policy](#)
- [Staples Purchasing Guidelines](#)
- [Travel Policy](#) and [Travel Guidelines](#)
**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

<table>
<thead>
<tr>
<th>Form Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Access the ProCard Tax Accrual Form: <a href="http://www.csusm.edu/procurement/tax_accrual_form.html">http://www.csusm.edu/procurement/tax_accrual_form.html</a></td>
</tr>
<tr>
<td><strong>2.</strong> Cardholder Name: enter your name as it appears on your ProCard.</td>
</tr>
<tr>
<td><strong>3.</strong> Email: enter your email address.</td>
</tr>
<tr>
<td><strong>4.</strong> Vendor Name: enter vendor name as it appears on your receipt.</td>
</tr>
<tr>
<td><strong>5.</strong> Date of Purchase: enter the date the purchase was made.</td>
</tr>
<tr>
<td><strong>6.</strong> Taxable Receipt Total: enter the total cost of all taxable items not taxed by the vendor.</td>
</tr>
<tr>
<td><strong>7.</strong> Acct Code: enter 6-digit Account Code portion of Chartfield string.</td>
</tr>
<tr>
<td><strong>8.</strong> Fund Code: enter 5-digit Fund Code portion of Chartfield string.</td>
</tr>
<tr>
<td><strong>9.</strong> DeptID Code: enter 4-digit Department ID Code portion of Chartfield string.</td>
</tr>
<tr>
<td><strong>10.</strong> Project Code: if applicable, fill in these corresponding codes.</td>
</tr>
<tr>
<td><strong>11.</strong> Program Code: if applicable, fill in these corresponding codes.</td>
</tr>
<tr>
<td><strong>12.</strong> Class Code: if applicable, fill in these corresponding codes.</td>
</tr>
</tbody>
</table>

**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](mailto: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:

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