



# ***PROCARD MANUAL***

# Table of Contents

<b>Program Contact Information</b> .....	<b>3</b>
<b>Legal Reference and Authority</b> .....	<b>3</b>
<b>Program Description</b> .....	<b>3</b>
<b>Fiduciary Responsibility</b> .....	<b>3</b>
<b>Conflict of Interest</b> .....	<b>3</b>
<b>Participation Overview</b> .....	<b>3</b>
Card Issuance .....	3
Approving Officials .....	4
<b>Cardholder Responsibilities</b> .....	<b>4</b>
Card Usage .....	4
Personal Charges .....	5
Delivery Information .....	5
Taxable Purchases not Taxed by the Vendor.....	5
<b>Approving Official Responsibilities</b> .....	<b>6</b>
<b>Incorrect Billing</b> .....	<b>6</b>
<b>Fraudulent Charges</b> .....	<b>6</b>
<b>Defective Items</b> .....	<b>6</b>
<b>Lost Card/ Replacement of Worn Out/Defective Cards</b> .....	<b>7</b>
<b>Cardholder Move/Exit/Voluntarily Cancellation Procedure</b> .....	<b>7</b>
<b>Reconciliation and Audit</b> .....	<b>7</b>
Itemized Receipts and Invoices.....	7
Monthly Reconciliation.....	8
Monthly Reconciliation-No purchases made .....	8
Auditing.....	8
<b>Suspension/Revocation of ProCard</b> .....	<b>8</b>
<b>Restricted Purchases</b> .....	<b>9</b>
<b>Controlled ProCard Purchases</b> .....	<b>9</b>
<b>Preapproval Requirements</b> .....	<b>9</b>
<b>CSUSM Corporation Purchasing Policies and related documents</b> .....	<b>10</b>
TAX ACCRUAL FORM INSTRUCTIONS .....	11
FRAUDULENT CHARGE DOCUMENTATION FORM INSTRUCTIONS .....	12

## Program Contact Information

### US Bank

24 Hour Customer Services:  
(800) 344 - 5696

### CSUSM Corporation Administrative Office

Phone: (760) 750 – 4700  
Fax: (760) 750 – 4710  
[corppcard@csusm.edu](mailto:corppcard@csusm.edu)

### ProCard Administrator

Janine Prior  
Phone: (760) 750 – 4729  
Fax: (760) 750 – 3286  
[jprior@csusm.edu](mailto:jprior@csusm.edu)

### ProCard Auditor

CSUSM Corporation  
Phone: (760) 750 – 4700  
Fax: (760) 750 – 3286  
[corppcard@csusm.edu](mailto:corppcard@csusm.edu)

## 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, travel and allowed services. 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 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.

## 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 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 Docusign 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 DocuSigning 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 individual increase to the single transaction limit or a temporary monthly increase must be done via email to [corppcard@csusm.edu](mailto:corppcard@csusm.edu). Cardholder must receive approval from their Approving Official before the ProCard Coordinator can process the increase request. Once the request has been processed, the cardholder may proceed with their purchase(s).
- Permanent single transaction and monthly increases are approved on a case by case basis. Cardholder must complete and submit a ProCard Agreement/Change DocuSign Form to request these increases.

CSUSM Corporation ProCard Administrator will make final determination and approval while ensuring compliance with the CSUSM Corporation [Procurement Policy](#). The ProCard Administrator 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 account 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.
- Cardholder must complete the ProCard Agreement/Change DocuSign Form if there are any changes to their name, Approving Official, phone number, or default Chartfield string.
- 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. 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](#).

### 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 if the purchases are considered unallowable.

### 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 both documents.
  - Deliver to CSUSM Cashier’s Office and have CSUSM Cashier stamp the copy for your records.
  - Prepare an email to [corppcard@csusm.edu](mailto: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.
- Direct any questions regarding use of the card, clarification of questionable purchases, etc. to [corppcard@csusm.edu](mailto:corppcard@csusm.edu).

### 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

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, the Cardholder must report this amount.
  - A Tax Accrual Form must be submitted and the confirming e-mail attached to the reconciliation package for the period in question.
- 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, 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.
- 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 Personal Charges for more information.
- Sign and date the ProCard Statement by the 7th of the month following the statement cycle.
- 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 package.

### 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](mailto:corppcard@csusm.edu) to inform ProCard Administrator 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 the ProCard Administrator.

### 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 Procurement Card Program.

#### Move

- If the Cardholder obtains a new position but will continue to be a cardholder, a ProCard Agreement/Change DocuSign Form must be 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 procurement card packages or other documents due to the ProCard Auditor or Administrator.

#### Exit

- When a Cardholder exits CSUSM Corporation 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 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 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 Auditor 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 next month.
- Upon notification of the opening of the reconciliation period the Cardholder will review ProCard transactions and make necessary adjustments by 4:00pm on the 5<sup>th</sup> of the following month unless another date is specified by the ProCard Administrator. See the Reconciliation Guide for more information
- 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, the Approving Official may delegate someone to compile the package and can sign for the Cardholder.

### Monthly Reconciliation-No purchases made

- If no purchases were made on the ProCard, the cardholder will receive an email at the beginning of the reconciliation period clearing them for the month. No further action is required. Cardholders should access the ProCard module in Peoplesoft if they did not receive one of these emails.

### Auditing

- Cardholder transaction files are to be audited monthly.
- Cardholder will submit monthly packet via electronic form and include a PDF upload of the month.
- Unallowable purchases detailed per individual sponsored project grant guidelines will result in an audit finding.
- Auditor will communicate via email any finding(s) that need correction and when corrections must be completed. The Approving Official and CSUSM Corporation Administrator will be cc'd on all emails.
- **ProCard Auditor reserves the right to audit 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 below (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 packet:
  - The ProCard reconciliation package is due by the 10th of the following month to the ProCard Auditor via web form. For example, the May billing cycle reconciliation packet would be due June 10th.
  - Reconciliation packets not received by the due date are considered outstanding and an audit finding, and the Cardholder will receive an email notification.
  - 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 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](mailto: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 gross violations of the CSUSM Corporation Procurement policies and procedures.**



## 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. A personal purchase may be excused with proper documentation to validate that it was an error.
- Splitting transactions to circumvent the dollar limitation (making multiple purchases for the same commodity).

## Controlled ProCard Purchases

The following items need alternate purchase methods:

- 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.
- Gift Cards must be approved by hospitality and funding source. General Revenue is not allowed for gift card purchases. Call CSUSM Corporation 760-750-4700 to inquire about the purchase of gift cards.

## Preapproval Requirements

- 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 paid to vendors once the Service Agreement is signed. All final payments for services must be made after the services have been rendered.
- Cardholder is responsible to ensure approval from their Approving Official prior to requesting an exception. Approving Official must be cc'd on pre-approval email.
- Cardholder must obtain written approval from CSUSM Corporation **before** initiating the charge for any of the items listed below.
- Approval emails must be attached to the receipt and included in the monthly reconciliation package.

### **The following items must have Pre-Approval:**

- Travel – Refer to the CSUSM Corporation [Travel Policy](#) and [Guidelines](#) 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).
- 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](http://www.csusm.edu/CSUSM_Corporation/licensing.html).
- Cash cards for Residential Education, Resident Assistant student programming.
- Cash Cards for OSP incentive pay (contact [sponsoredprojects@csusm.edu](mailto:sponsoredprojects@csusm.edu))
- 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)

**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](#).
- **Registrations:** No prior approval required. Registrations that involve travel must comply with the CSUSM Corporation [Travel Policy](#) and guidelines (see below for information).
- **Webinars:** On-campus webinars do not require prior approval from ProCard Administrator.
- **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.
- **Services:** Off-campus services only, which do not require a contract, are allowed on ProCard without prior approval from the ProCard Administrator.
- **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.

**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 5<sup>th</sup> of each month

This form is to be used for ProCard purchases where the current tax rate of 7.75% was not applied appropriately.

To verify appropriate tax, use the following formula:

The Amount of Taxable Items x .0775 = Tax  
For example: \$100 x .0775 = \$7.75

In the rare event you were charged too much tax (more than 7.75%) please do not complete this form. You must contact the vendor and request a credit for the overpayment of tax.

Tax Issue \*

### Cardholder Information

Cardholder Name: \*

Email: \*

### Purchase Information

Vendor Name: \*

Dont use special characters (e.g. periods, commas, asterisks, etc.)

Date of Purchase: \*  /  /    
MM DD YYYY

### Funding Information

Please select a Business Unit \*

Acct Code: \*   
Must be between 6 and 6 characters. Currently Used: 0 characters.

Fund Code: \*   
Must be between 5 and 5 characters. Currently Used: 0 characters.

DeptID Code: \*   
Must be between 4 and 4 characters. Currently Used: 0 characters.

Project Code:   
Must be between 5 and 6 characters. Currently Used: 0 characters.

Program Code:   
Must be between 5 and 5 characters. Currently Used: 0 characters.

Class Code:   
Must be between 5 and 5 characters. Currently Used: 0 characters.

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. Acct Code: enter 6-digit Account Code portion of Chartfield string.
8. Fund Code: enter 5-digit Fund Code portion of Chartfield string.
9. DeptID Code: enter 4-digit Department ID Code portion of Chartfield string.
10. Class, Project, Program Code: if applicable, fill in these corresponding codes.
11. Submit Tax Accrual Form: click this button if the information you input is correct and is ready to be submitted.
12. Reset Form: if necessary, click this button to clear all fields and start over.
13. Confirmation will be sent to your email address.
14. 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](mailto:accounting@csusm.edu).

# FRAUDULENT CHARGE DOCUMENTATION FORM INSTRUCTIONS

### Fraudulent Charge Documentation Form

For each fraudulent charge and fraudulent reversal credit you must complete this form and submit with your reconciliation package.

---

**Cardholder's Name \***

First      Last

**Cardholder's Email \***

**Date of Transaction \***

/ 
  / 
 
MM   DD   YYYY

**Vendor's Name \***

**Amount of Transaction \***

\$

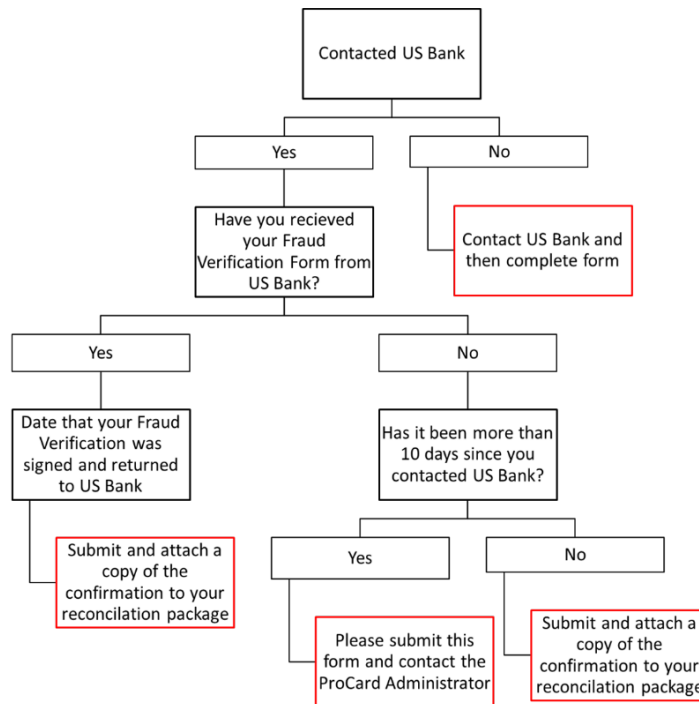
.

Dollars      Cents

**Contacted US Bank \***

▼

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 [corppcardard@csusm.edu](mailto:corppcardard@csusm.edu).