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1. Program Description

This Procurement Card (ProCard) Manual applies to CSUSM (State), CSUSM Foundation (Foundation) and CSUSM Corporation (Corporation), collectively referred to as University. There are a few programmatic variances between the entities and noted accordingly. It is the policy of the CSU that procurement cards (ProCard) be used to improve the efficiency, flexibility, and convenience related to low-dollar/high-volume transactions for goods and offsite 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. The ProCard Program provides an expedited method for end-users to procure purchases without the direct involvement of the procurement offices. A ProCard provides benefits that include:

- Streamlines the processes for small dollar orders, reduces invoices and payments,
- Enables employees to be more efficient and focus on their core missions,
- Reduces paperwork and processing times in the employee’s department as well as Procurement and Accounts Payable,
- Generates a rebate for all purchases to the campus,
- Provides cost savings through consolidated payments to US Bank, and
- Enables faster payments to CSU suppliers.

ProCards cannot be used to avoid or circumvent any CSU, CSUSM or CSUSM Corporation 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 suppliers. ProCards are to be used within the same statutes, rules, limits, policies, and procedures as purchases using any other means of payment.

2. Roles and Responsibilities

Fiduciary Responsibility
The Procurement Card represents an official delegation of purchasing authority. Cardholders and Approving Officials have certain fiduciary responsibilities in this regard. It is the Cardholders’ and 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.

Cardholder:
- Ensure all ProCard transactions adhere to the University ProCard procedure as outlined in this manual. **NOTE: Cardholders will be held personally liable for any unauthorized transactions.**
- Keep the ProCard secure at all times.
- Utilize the ProCard for business purpose only (no personal purchases).
- 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 (See section 16 Monthly Reconciliation).
- 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.
• Acknowledge all goods purchased with the ProCard, regardless of value and fund source, are the property of the University.
• Recurring Charges (Cardholder is responsible for ending recurring charges if no longer needed).
• Resolve disputed/fraudulent charges.
• Report of taxable purchases not taxed/properly.
• Retain ProCard documents in the cardholder’s department for 5 (five) years.

Corporation Cardholders using Sponsored Projects funds:
In addition to all responsibilities of Cardholder listed above:
• Purchases made with sponsored projects funds must comply with each individual grant guidelines, restrictions, and procedures.
• Unallowable expenses per the individual grant terms and conditions 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 terms and conditions.
• The Office of Sponsored Projects (OSP) reserves the right to request a suspension or revocation of a card being used for sponsored projects purchases.

Approving Official:
• Confirm supporting documentation is included for each transaction.
• Review charges to ensure that purchases are appropriate and in compliance with this manual, applicable policies, procedures and guidelines.
• Certify that all purchases are or have been used exclusively for official university business.
• Ensure direct reimbursement is not made to Cardholder or any other persons for charges which are transacted on ProCard.
• Ensure duplicative payments do not occur.
• Confirm availability of funds committed.
• Personal charges are not permitted. If personal charges appear on the ProCard Statement, ensure that the Cardholder has reimbursed the University.
• Notify the ProCard Administrator immediately if there is a pending exit of a cardholder.
• Approving Officials may delegate signature authority when necessary. The delegate must meet Approving Official eligibility requirements. A copy of the delegation e-mail must be submitted with the reconciliation packet.
• In the absence (sick, vacation, leave, etc.) of the Cardholder, the Approving Official is responsible for all cardholder responsibilities outlined above.

ProCard Administration (Includes ProCard Administrator, ProCard Auditor and ProCard Coordinator or audit designee):
• Conduct periodic post-audits, to ensure compliance with the CSU procurement credit card policies.
• Communicate via email any item(s) that needs correction and/or completion.
• Report un-corrected findings to the ProCard Program Administrator to enact card suspension or revocation as appropriate to the circumstances.
• Report cardholders who do not submit reconciliation packages to the ProCard Program Administrator to enact card suspension or revocation as appropriate to the circumstances.
• Confirm final card reconciliation and return-of-card process is followed.
• The ProCard Administrator can request and audit records at any time.
Office of Sponsored Projects:
- Audit Sponsored Projects purchases for compliance with grant terms and conditions and other regulations, as applicable.
- All other audit responsibilities listed above as relates to OSP ProCard activity.

Signatures on the statement further signify:
- All purchases have been reviewed and reconciled.
- All purchases are within the authorized budget of the account being charged.
- Disputed/fraudulent purchases have been resolved.
- 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.
- No personal purchases have been made, or if personal purchases were made in error, reimbursement has been made to the appropriate University account before submittal of the reconciliation package.

3. Types of Cards

The Procurement Card Program has three types of procurement cards available to eligible State faculty/staff members and the Corporation has one type of procurement card available, as detailed below. **NOTE:** Unless otherwise stated, all policies and procedures in this manual apply to all types of cards.

**Procurement Card (ProCard)**
*Eligible entity: University (all entities)*
This card is issued to an individual and can be used for a variety of suppliers to purchase goods and offsite services. A fully executed and approved ProCard Agreement Form, and training for the cardholder and approver is required to obtain the card.

**Declining Balance ProCard (DB ProCard)**
*Eligible Entity: State*
The Declining Balance ProCard is a Procurement Card option which is used for a specific supplier as a replacement for the blanket purchase order process when the supplier accepts a 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 supplier and cannot be used with any other supplier. Any use of the DB ProCard with a supplier 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 is required to obtain the card. DB ProCard limits are increased by submitting a ProCard Agreement Form.

**Event Planner ProCard (EP ProCard)**
*Eligible Entity: State*
The Event Planner ProCard is a special Declining Balance ProCard option which is used by staff members who are primarily responsible for planning events on behalf of the University. The card limits are more flexible and are determined by the expected annual department budget for events. The card can be used to pay for catering, venues, and other event planning expenses. All service agreements must be executed by Procurement prior to commitment of monies. Only services directly related to a specific event are
permitted to be paid using an EP ProCard. All purchases must comply with CSU bid limit requirements if applicable and CSU insurance requirements. A fully executed and approved ProCard Agreement Form is required to obtain the card.

4. Eligibility Requirements

Cardholder
Cards are granted to permanent university and auxiliary employees, long-term employees, and temporary employees with a position appointment of at least six months.

The following are not eligible for the University ProCard:
- May not also be the Approving Official
- Short-term Temporary Employees (under six months)
- Staffing Agency Employees
- Retired Faculty/Staff
- Volunteers
- Student Assistants
- Emergency Hires

Approving Official
All Cardholders must have a designated 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.
- Exception: Office of Sponsored Projects do not require Approving Official to have fiscal authority, as long as the cardholder has fiscal authority.

By submitting the ProCard Agreement, Cardholder and Approving Official verify that they have read, understand and accept their responsibilities as outlined in this manual. It is further certified that the Cardholder and Approving Official have reviewed the online training for ProCard and Audit.

5. Card Issuance

- Read the ProCard Manual and complete training.
- Submit the Procard Agreement Form
- The credit card is issued to the University in an individual’s name.
- Cardholder will be contacted by the ProCard Administration once the card is available.
- The University is responsible for all payments.
6. **Purchase Limits**

<table>
<thead>
<tr>
<th></th>
<th>State/Foundation</th>
<th>Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Purchase Limit</td>
<td>$4,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Monthly Purchase Limit</td>
<td>$20,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Temporary increase to the single transaction or monthly charge limit*</td>
<td>Not allowable</td>
<td>Email request to <a href="mailto:corppcard@csusm.edu">corppcard@csusm.edu</a>. Include: Approving Authority’s approval*</td>
</tr>
<tr>
<td>Request changes to the ProCard set up (permanent limit**, default chartfield, cardholder name, telephone or office location changes, or Approving Official)</td>
<td>Submit a ProCard Agreement Form</td>
<td></td>
</tr>
</tbody>
</table>

*Temporary Increases
- Requires approval from the Office of Sponsored Projects (for grant related activity (85xxx projects) or 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.

7. **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. A personal purchase may be excused one time with proper documentation to validate that it was an error. **Repeated violations will result in an immediate revocation of the ProCard and disciplinary action if applicable.**

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 [CSUSM Deposit Form](#) stamped by Student Financial Services.

8. **Prohibited Purchases**

- **State/Foundation:** Illegal Drugs/Narcotics
- **Corporation:** All Drugs/Narcotics

**All Business Units**
1. Firearms (including ammunition)
2. Personal Purchases
3. Cash advances, money orders, wire transfers, raffle prizes, or other cash equivalents (beyond approved gift cards or pre-paid debit cards)
4. Intentional splitting of transactions to circumvent the dollar limitation (making multiple purchases for the same commodity)

**NOTE:** Repeated incidents may result in revocation of the card and disciplinary action if applicable.
## 9. Purchases requiring additional approvals and required supporting documentation

<table>
<thead>
<tr>
<th>Purchase Type</th>
<th>Restriction Type</th>
<th>Exception/Pre-Approval Requirement</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Materials</td>
<td>Restricted</td>
<td>Purchase through Campus Marketplace</td>
<td>Invoice indicates purchase through Campus Marketplace</td>
</tr>
<tr>
<td>Animals</td>
<td>Restricted</td>
<td>Instruction-related or using Sponsored Projects funding</td>
<td>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.</td>
</tr>
<tr>
<td>IT Hardware</td>
<td>Restricted</td>
<td>See Section 10. IITS Pre-approvals Requirements</td>
<td>IITS Approved ITR, Per Section 10 IITS Pre-approvals Requirements. Any agreement must be negotiated and signed by Procurement.</td>
</tr>
<tr>
<td>IT Software</td>
<td>Pre-approval</td>
<td>See Section 10. IITS Pre-approvals Requirements</td>
<td>None</td>
</tr>
<tr>
<td>Conference Registration (when travel will occur)</td>
<td>Pre-approval</td>
<td>Approved Travel Authorization per CSUSM Travel Guidelines</td>
<td>Pre-Approved Alcoholic Beverage Use on Campus form</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>Pre-approval</td>
<td>Must follow the Public Relations Policy (as applicable to funding source) and Alcohol Use on Campus Policy</td>
<td>None</td>
</tr>
<tr>
<td>Mail &amp; Shipping</td>
<td>Pre-approval</td>
<td>Request approval from Distribution Services at <a href="mailto:distributionservices@csusm.edu">distributionservices@csusm.edu</a></td>
<td>Attach Distribution Services email approval</td>
</tr>
<tr>
<td>Logo (CSUSM, CSUSM Corporation or The Foundation name, logo, or icon)</td>
<td>CORPORATION FUNDS ONLY Pre-approval</td>
<td>Follett Bookstore first right of refusal</td>
<td>Quote or first right of refusal from Follett</td>
</tr>
<tr>
<td>Pre-Paid debit cards Residential Education, Resident Assistant student programming</td>
<td>CORPORATION FUNDS ONLY Pre-approval</td>
<td>As required by Corporation Prepaid Debit Card Procedure</td>
<td>Itemized receipt including identification of prepaid debit card as noted in Corporation Prepaid Debit Card Procedure</td>
</tr>
<tr>
<td>Gift Cards</td>
<td>Pre-approval</td>
<td>As required by Gift Card Guidelines</td>
<td>The ProCard reconciliation must include the gift card purchase pre-approval, itemized purchase receipt, Hospitality Form, Gift Card pre-approval and Gift Card log and event/flyer for the purpose of the purchase.</td>
</tr>
<tr>
<td>Hospitality &amp; Catering</td>
<td>Pre-approval</td>
<td>Approved Hospitality Form with supporting documentation. If catering, must use an approved caterer</td>
<td>Approved Hospitality Form with supporting documentation</td>
</tr>
<tr>
<td>Offsite Services Contracts</td>
<td>Prohibited</td>
<td>NA</td>
<td>Signed agreement</td>
</tr>
<tr>
<td>Leases/Maintenance Agreements</td>
<td>Prohibited</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Onsite Service Contracts</td>
<td>Prohibited</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
10. IITS Pre-approvals Requirements:

- Hardware: IITS orders IT equipment hardware on behalf of the campus. Equipment not purchased by IITS here, may be purchased with ProCard. Items that do not require a formal IT review may be found on the IT Exclusions List.
- Software (including Software-as-a-Service, online subscriptions, webpages, or online services): Software purchases on ProCard are limited and only allowable if all of the following criteria are met:
  - InfoSec Risk Level is “Low” on the ITR Approval;
  - Data Type is “No Sensitive Data” on the ITR Approval; and
  - The cost is less than the ProCard limit.

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

**ITR Approval example:**

```
Information Security Review: Approved
Infosec Risk Level: Low
Data Type: No Sensitive Data
```

**NOTE:** When purchasing software via ProCard, the standard CSU Cancellation language is not applicable. Please reach out to Procurement (procurementservices@csusm.edu) as soon as possible, but not less than ninety (90) days before the annual renewal, if you wish to cancel the software license/subscription.

11. Shipping and Billing

- 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:

<table>
<thead>
<tr>
<th>ProCard Billing and Shipping Address</th>
<th>Temecula Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUSM – Cardholder Name</td>
<td>CSUSM Temecula – Cardholder Name</td>
</tr>
<tr>
<td>Dept, Bldg, Room #</td>
<td>Dept, Bldg, Room#</td>
</tr>
<tr>
<td>441 La Moree Road</td>
<td>43890 Margarita Road</td>
</tr>
<tr>
<td>San Marcos, CA 92078-5017</td>
<td>Temecula, CA 92592</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UVA Front Office Shipping Address</th>
<th>The QUAD Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Village - Cardholder Name</td>
<td>The QUAD - Cardholder Name</td>
</tr>
<tr>
<td>305 Campus View Drive</td>
<td>200 East Barham Drive</td>
</tr>
<tr>
<td>San Marcos, CA 92078</td>
<td>San Marcos, CA 92078</td>
</tr>
</tbody>
</table>

12. Omitted/Incorrect Taxes by the Supplier

- The University is required to pay tax on all taxable purchases, even if not charged tax by the supplier.
• If you can hold it in your hand, it is taxable.
• When a taxable purchase has not been charged tax or the amount of tax charged was incorrect, 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.
• Shipping/freight charges alone are not taxable but shipping and handling charges are taxable.
• Subscriptions, memberships, e-books, downloaded music, prepackaged food and snacks, most health items/supplies, and custom software are not taxable. For further guidance on taxability, please contact the ProCard Administrator.

13. 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.

14. 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.
• Report all fraudulent charges to US Bank within 45 days of the transaction date to receive a credit.

15. Defective Items

• If items purchased with the ProCard are found to be defective, 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.

16. Monthly Reconciliation

**Timeline**

• The billing cycle runs from the 26th of the month through the 25th of the following month (with some exceptions).
• Monthly reconciliations in PeopleSoft must be completed by 4:00 p.m. on the 5th of each month (with some exceptions). Any ChartField changes requested thereafter must be submitted to accounting using the financial transfer process.
• Submit reconciliation package by the 10th of each month (see instructions below). Failure to submit by the 10th of the month may result in a temporary suspension of the card until the reconciliation package has been submitted.
**CFS/PeopleSoft**

- Upon notification of the opening of the reconciliation period the Cardholder will have access to review ProCard transactions in PeopleSoft for:
  - Accuracy. Confirmation of ChartField for all entries (Account, Fund, and Dept ID) is required.
  - For Foundation and Corporation, Project is also required. Program and Class are optional for all business units.
  - Update the description field of the purchase indicating business purpose in the “CFS ProCard adjustment” menu screen when reconciling supplier receipts or invoices. Ex: Office supplies (pens and paper).
  - If the deadline is missed, note the business purpose on the supporting documentation.
  - **NOTE:** CSUSM State ProCard may only be used for charges to state (SMCMP) and Foundation (SMFND) business unit chartfields in PeopleSoft. CSUSM Corporation ProCard may only be used for charges to Corporation (SMURS) business unit chartfields in PeopleSoft.

**Reconciliation Package Submission**

- Include the ProCard Statement, with appropriate signatures having fiscal authority over the funding source.
- Include all itemized receipts, invoices, and other required supporting documentation in the same order as they appear on the printed statement.
- 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.
- Other Supporting Documentation (Reference Section 9, “Purchases requiring additional approvals and supporting documentation” All prior approvals must be included as supporting documentation.)
- The entire reconciliation package (as defined above) must be submitted by the 10th of the month for the previous month’s transactions for audit using the form located at:
  - Corporation: [https://calstatesanmarcos.wufoo.com/forms/zfmdgao8upecy/](https://calstatesanmarcos.wufoo.com/forms/zfmdgao8upecy/)
- **No Usage:** If no transactions were made, the Cardholder will receive an email from ProCard noting there was no activity for said Cardholder. This validation should be kept with the Cardholder’s records and ensures that fraudulent charges have not impacted the Cardholder account unbeknownst to the Cardholder.

**Record Retention**

All ProCard documents must be retained by the Cardholder or Approving Official as departmental record for five (5) years, and a copy of any additional documentation submitted at the request of the auditor shall be added to the package to ensure the complete package is retained.

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

- Cardholder contacts US Bank Customer Service at (800) 344-5696.
• Inform ProCard Administrator that a replacement card has been requested:
  o State Cardholders email pcard@csusm.edu
  o Corporation Cardholders email corppard@csusm.edu
• 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 destroying the defective card.

18. 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.
• Voluntary Account Closure & University Exit: Complete the ProCard Agreement Form indicating the request to close the account. Cardholder must destroy the card.

19. Program Contact Information

<table>
<thead>
<tr>
<th>US Bank</th>
<th>CSUSM/Foundation ProCard Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Hour Customer Service:</td>
<td>Barbara Sainz</td>
</tr>
<tr>
<td>(800) 344-5696</td>
<td>(760) 750-4449</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pcard@csusm.edu">pcard@csusm.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSUSM Corporation ProCard Administrator</th>
<th>CSUSM Corporation ProCard Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janine Prior</td>
<td>Justin Cox</td>
</tr>
<tr>
<td>Phone: (760) 750 – 4729</td>
<td>Phone: (760) 750 – 4718</td>
</tr>
<tr>
<td><a href="mailto:corppcard@csusm.edu">corppcard@csusm.edu</a></td>
<td><a href="mailto:corppcard@csusm.edu">corppcard@csusm.edu</a></td>
</tr>
</tbody>
</table>

20. Legal Reference and Authority

Procurement authority is delegated by the CSU Board of Trustees, the Chancellor, and the University President to Procurement by the Standing Orders of the Board of Trustees and the policies of the CSU, CSU Contracts and Procurement Policy and Executive Order 760.

21. Conflict of Interest

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

For more information, visit State Human Resources Conflict of Interest webpage or Corporation’s Conflict of Interest Policy.

22. Helpful Resources

• University approved caterers
• Information Technology Review (ITR) for Software Approval Request
• Printing Suppliers: University Printing
- Travel Guidelines
- Gift Card Guidelines
- CSUSM Corporation Purchasing Procedures
- CSUSM Corporation Hospitality Policy
- CSUSM Corporation Procurement
- Campus Marketplace
- Procurement & Contracts
- Procard Agreement Form
- Hospitality Form