

PCard Approver Checklist

- Ensure the US Bank Cardholder Activity Report (CAR) is for the current cycle.
- Ensure that you are an authorized approver for the CAR (per Cardholder Agreement Form).
- Ensure that a csustan.edu email address was used for the order.
- Ensure that the Ship To address is the University's address.
- All invoices are attached to the PCard Packet (in the order that they are listed on CAR) to support the transaction.
- Check vendor name to ensure it is the correct vendor as listed on CAR.
- Check to make sure that the dollar amounts match.
- If multiple invoices from same vendor, check invoice numbers to make sure that they are not duplicates.
- Check for any splitting of transactions to circumvent PCard Cardholder purchase transaction limits (e.g., two invoices for the same vendor on the same day, etc.).
- Ask questions if you see purchases that could be travel related (e.g., parking, out of town meals, etc.).
- Review chart string coding for accuracy.
- Ensure purchase complies with "Acceptable PCard Uses" and does not fall under any "Unacceptable PCard Uses" listed below.

The Hospitality Form is required for:

- All purchases for food and/or drink and must include a list of attendees.
 - Food cannot be for employees of the same department/campus.
 - Purchases using Grant Funds (CXXXX must have an agenda)
- Gifts - must use Trust or Foundation campus program funds (TMXXX, A9XXX), if allowed.
- Ensure that the account listed is 660837 (Hospitality) or 660846 (Search Expense), whichever is appropriate.
- All purchases referenced above must include the appropriate/correct signature(s) for the department/purchase.

Note: The Hospitality Form is NOT required for food provided as part of a campus program, such as for children in the childcare center, participants of sports camps, etc.

Cardholder Printed Name _____ Cycle Date _____

Reviewer Name _____
Printed Signature

ACCEPTABLE PCARD USES

The CSU Stanislaus PCard is for business use only. The following types of purchases are acceptable:

1. **Subscriptions** - Subscriptions must be sent only to the University address, not the subscriber's home address.
2. **Dues & Memberships** - For professional organizations only. Recreational clubs such as travel, sports and entertainment, memberships for personal use and **donations are not** authorized.
3. **Advertising** - Display advertisement, recruitments posted online through services such as the Chronicle of Higher Education. *Note: All recruitment for staff positions must go through Human Resources.*
4. **Conference Registration & Training** - For faculty, staff and student employees only. If conference attendance requires that travel take place, an authorized Concur Travel Request must be completed PRIOR to the date of the travel event.
5. **Goods** - Goods or merchandise that does not qualify as a restricted item and are within your spending limits. These might be items you would have used petty cash, or a direct pay reimbursement for prior to obtaining a PCard. Examples would be building maintenance supplies, safety supplies, electrical supplies, etc.
6. **Food/Catering** - Stanislaus State has an **exclusive** contract for our food/dining/catering needs with **Chartwells**, both on campus and within a 15-mile radius of campus. Chartwells requires all charges to be paid using PCard. A Hospitality Form must be completed and signed for all Chartwells purchases, prior to the date of the event, unless the purchase is for a campus program as referenced above.
7. **Service and Repairs** - Off-campus low risk services such as dry cleaning.
8. **Equipment costing less than \$500 and that does not have the ability to hold sensitive data such as electronic devices (with the exception of OIT-approved computers purchased from Dell through the Campus Marketplace and other allowable equipment purchased through the Campus Marketplace up to a total of \$2500). No other computer purchases are allowed.** – Tax and shipping must be included as part of the purchase price. If you have equipment tagged and placed on inventory for security reasons, please notify Property Control at (209) 667-3538 (or extension 3538).

UNACCEPTABLE PCARD USES

The following types of purchases are unacceptable:

1. **Personal use**
2. **Services and repairs.** Very limited exceptions can be made by special permission.
 - Service or Repairs involving risk are not allowed unless special permission has been granted in advance by the PCard Coordinator or the PCard Program Administrator.
 - Any vendor that comes on campus must have a current certificate of insurance on file **PRIOR** to **any** work being performed. The Cardholder is responsible for obtaining the certificate and attaching it to the receipt at the time their PCard account is reconciled. Insurance requirements are located at <http://www.csustan.edu/RiskManagement/>
 - You may contact the CSU Stanislaus Risk Manager if you need assistance or clarification on any insurance requirements.
 - Services and repairs not involving risk and in circumstances where the vendor **does not come on campus** such as dry cleaning or sending an item to a manufacturer for repair, are allowed without a certificate of insurance.
3. **Capital purchases** (Items over \$5,000 that need to be depreciated)
4. **Travel and entertainment (T&E).** Travel related expenses such as airfare, rental car, hotel for travel, fuel purchases related to travel, alcoholic beverages, restaurants, theatres, and clubs are not permitted. Travel Cards can be obtained by a department for CSU Stanislaus travel. Contact the PCard Program Administrator for more information.
5. **Firearms, explosives, radioactive materials, controlled substances**
6. **Food** (*unless it is in accordance with the University Hospitality Policy*). See "Acceptable PCard Uses" above.
7. **Gifts, gift cards, flowers, parties, etc.** (*unless it's in accordance with the University Hospitality Policy*)
8. **Donations**
9. **Transactions that circumvent established controls**
10. **Purchases for other departments**
11. **Splitting of purchase to circumvent transaction limits**
12. **Cash advances/Travelers checks**
13. **Purchases of construction and construction related services** (require approval from General Counsel)
14. **Minor and Major capital outlay**
15. **Architect & engineer services**
16. **Purchase of electronics costing less than \$500 that can hold sensitive data**, such as iPads/tablets, etc. (with the exception of OIT-approved computers purchased from Dell through the Campus Marketplace and other allowable equipment purchased through the Campus Marketplace).
17. **Purchases of equipment items costing \$500 or more and have a useful life of one year or more** (with the exception of OIT-approved computers purchased from Dell through the Campus Marketplace and other allowable equipment purchased through the Campus Marketplace up to a total of \$2500). No other computer purchases are allowed). (See below for more information). For questions on what constitutes equipment, please call Property Control at

extension 3986. Note: Exceptions can be made with special permission. Please contact the PCard Program Administrator with questions.

18. **Printing, copying, and related services** are *not* to be purchased off-campus. All copying and printing needs must be submitted to the campus Print Shop (Reprographics). If the Print Shop is unable to meet requested custom printing specifications, they will either submit quote requests to appropriate off-campus printers or submit the request to Procurement & Contract Services, whichever is appropriate per CSU Procurement Policies. For more info regarding the bid process, see CSU Policy Section 5000 – Contracts and Procurement:
<http://www.calstate.edu/icsuam/documents/Section5000.pdf>.
19. **Amazon Prime Memberships** are prohibited from being purchased.
20. **Supplies that are available from a CSU partner (contracted supplier), such as Staples for office supplies**, should not be bought from the other suppliers unless unavailable from the University's contracted supplier. We receive deeply discounted pricing from competitively bid and negotiated agreements and receive supplier incentives as well!
21. **Paying People is prohibited using a PCard** (e.g., honoraria, independent contractors, etc.).

REFERENCE INFORMATION:

PCard Policy & Procedure Handbook:

<https://www.csustan.edu/financial-support-services-gateway/staff-faculty/buying-paying-policies>

CSU Contracts and Procurement Policy:

<https://cyou.calstate.edu/Policies/icsuam/Pages/Section-5000.aspx>

Hospitality Quick Reference:

<https://www.csustan.edu/financial-support-services-gateway/staff-faculty/buying-paying-resources>