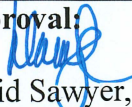




Subject: Procurement Card Policy & Procedure	Division/Area: Business & Finance/Financial & Support Services	Effective Date: 04/21/2023 Issue Date: 03/15/2023 Review Date: 03/01/2023
	Policy Stat ID: 12651115 – Procurement Cards (University Liability Cards)	Approval:  David Sawyer, Director, Procurement & Contracts

Procurement Card Policy & Procedures Manual

A: Purpose

The purpose of this manual is to provide information on how to:

- Obtain a Procurement and/or Travel Procurement Card
- Use a Procurement and/or Travel Procurement Card in compliance with University guidelines
- Complete the monthly reconciliation of the Procurement and/or Travel Procurement Card statement within Concur

B: Quick Reference Guide

Procurement Card Administration

To contact Procurement & Contract Services regarding the Procurement and/or Travel Procurement Card(s), please email: procurement@csustan.edu

How to contact US Bank Visa Payment Services

- Customer Service: 1-800-344-5696
- Lost or Stolen Card: 1-800-344-5696

Billing Cycle

The Billing Cycle for both the Procurement and Travel Procurement Cards ends on the 20th of the month unless the 20th falls on a Saturday, Sunday, or Holiday, then the billing cycle will end on the next business day.

C: Definitions:

Administrator:

An individual responsible for the daily management and operation of the Procurement Card Program at each CSU campus or location.

Cardholder:

The named individual to whom the Procurement Card is issued and whose name appears on the card.

Approver/Approving Official:

An individual(s) at a supervisory level who has signature authority and is responsible for reviewing and/or approving purchases made by the Cardholder. Approvers may not be in a subordinate relationship to the cardholder. *Approvers may not delegate the responsibility for reviewing and/or approving purchases made by the Cardholder unless an Executive in Charge (EIC) has been designated.* (EIC delegation must follow University procedures)

Conflict-of-Interest:

- It is unlawful for any person to utilize any information, not a matter of public record, that is received by that person by reason of their employment by, or contractual relationship with, the Trustees, the California State University, or an auxiliary organization of the California State University, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.
- Consulting agreements must be in compliance with Conflict-of-Interest requirements as specified in Policy: Special Processing Requirements for Contracts, Section "Consulting Agreements".
- No CSU employee may make or participate in the making of any decision in which the employee has a personal financial interest.
- Employees designated in the CSU Conflict of Interest Code must disqualify themselves from making or participating in a decision which would have a material effect on a personal financial interest.
- Employees designated in the CSU Conflict of Interest Code may not accept any gift of more than \$250 in any calendar year from any source which is disclosable in the CSU Conflict of Interest Code. In addition, such employees must disclose gifts totaling \$50 or more from any single source during any one reporting period on [California Form 700, Statement of Economic Interest](#).

Delegation of Authority:

The individual with authority to act on behalf of the President with varied levels of authority in line with the University's Delegations and Financial Delegations and Authority.

Dot-Com:

A company that relies largely or exclusively on internet commerce

D: Background & Procedure

The Procurement and Travel Card Program is administered by the Procurement & Contract Services Department. The type of credit card issued by the University under the Procurement Card program is a US Bank Visa card. Cards will be issued to the approved individuals through the US Bank Corporation. The campus has two types of cards available; a Procurement Card that can be used by Stanislaus State employees who have been given designated authority to purchase goods for University use and a Travel Procurement Card that can be used by Stanislaus State employees to travel on University business. The Cardholder is authorized to purchase directly on behalf of Stanislaus State. The monthly bill for the card is paid by Stanislaus State directly to US Bank.

The Procurement Card gives employees the ability to charge purchases thus eliminating purchase requisitions, check requests, and employee reimbursements. This provides departments with greater convenience, control, and flexibility. There are specialized procedures that Cardholders must follow, but once familiar with these procedures, the Procurement Card is the most efficient and cost-effective way to make purchases. The Travel Procurement Card offers a timely and reliable way to pay for travel. It eliminates the need to pay for travel personally and then seek reimbursement. Purchases must comply with the University's Travel Policies and Procedures. Failure to abide by the Procurement and Travel Procurement Card Policy and Procedures set forth in this Handbook violates Stanislaus State Contracting and Purchasing Policy.

[CSU Procurement Policy #12651115](#) establishes minimum standards for use of Procurement Cards to ensure appropriate safeguards are in place.

The Procurement Card should be the primary means to obtain approved supplies or services (allowed by Procurement Card Manual) consistent with the cardholders' allowable per transaction limits (including tax and shipping). Cardholders are encouraged to use the Procurement Card for such purchases to achieve cost savings for the University and improve processing time.

Cardholder Obligation

Cardholders and their Approving Officials have been granted limited authorization to purchase on behalf of Stanislaus State. Authority to purchase goods and services has been delegated from the Chancellor's Office to the President and to the University's Procurement & Contract Services Department. The Procurement & Contract Services Department has further delegated limited purchasing authorization to individuals in departments outside the Procurement & Contract Services Department with the Procurement Card.

The Procurement & Contract Services Department has implemented internal controls as required by the Chancellor's Office that mitigate procurement abuses, comply with Trustee policy, ensure observance of good business practices, and provide appropriate checks and balances.

Conflict of Interest

Purchases, which result in any conflict of interest or that result in personal gain, are a violation of CSU policies and procedures. Cardholders have limited delegated purchasing authority on behalf



of the University, and as such, have the responsibility to ensure that purchases made on their Procurement Card do not fall within the definitions of a conflict of interest or personal gain.

Any person who willfully violates the general prohibition is guilty of a misdemeanor. [Gov't Code § 91000](#).

NOTE: This prohibition applies to all CSU employees. A gift, gratuity, rebate (not issued in the name of University), kickback, rewards points/credit, or other incentive provided to a Cardholder to influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with the Director, Procurement & Contract Services, or his/her designee.

Conflict of interest purchases can be subject to Cardholder suspension, revocation of the Procurement Card and reporting of the conflict-of-interest violation to the appropriate approval authority for review for and action.

As a Cardholder, you are responsible for ensuring all your transactions follow State and Federal laws, including conflict of interest laws and any potential impact your purchase may have on personal financial interests. When preparing to procure a good or approved service on behalf of the University, The question should always be asked, "Is the purchase appropriate for the University, can it go on a Procurement Card, and does it have a valid academic or business purpose?"

Eligibility

To be eligible for a Procurement Card the requestor must be employed by the University as a part-time or full-time employee with an appointment of six (6) months or greater with a defined business need.

Temporary employees from outside temporary staffing agencies, Retired Faculty/Staff, Volunteers, and Student Assistants are not eligible for a University Procurement Card.

Procurement Card (PCard) Administrator

The Procurement Card Administrator provides support to campus departments participating in the Procurement Card Program by:

- Providing information to Cardholders and approving officials regarding the program
- Taking appropriate action for Procurement Card violations and application of consistent consequences for such violations
- Establishing and maintaining the Procurement Card Program
- Distribution and interpretation of applicable State and University policies
- Training compliance
- Auditing and reviewing

Program Administration

Procurement & Contract Services and Accounting each have management responsibilities regarding the Procurement Card program.

Procurement & Contract Services is responsible for the issuance of cards, training, maintenance of the accounts and auditing the statements for accuracy. All authorized individuals will receive their Procurement Card from Procurement & Contract Services personnel. Cardholder's will be notified when their card is available.

Prior to Procurement & Contract Services issuing a Procurement Card to an eligible University employee, the Cardholder must complete the Procurement Cardholder Agreement, Form 700 (if applicable) and mandatory training. Additionally, the University employee must present their campus photo ID when picking up their card.

The Procurement Card Administrator or Travel Procurement Card Auditor may follow-up with Cardholders to clear disputed charges, to review supporting documents for completeness, to obtain outstanding statements and other documentation.

Accounting is responsible for the monthly payment process, use tax review, and monthly Procurement Card clearing account reconciliation.

Obtaining a Procurement and/or Travel Procurement Card

Description	Cardholder	Approving Official
Procurement Card Cardholder Agreement	X	X
Cardholder Training (Annual)	X	X
Form 700 Certification		X
Avoiding Conflicts of Interest Training (Annual)		X

Steps for obtaining a US Bank Procurement and/or Travel Card (x = required)

Note: Form 700 Certification is not required for all Cardholders as the Form 700 is related to specific roles on campus. Please contact Human Resources to see if Form 700 is required for any prospective Cardholder and/or Approving Official.

The [Cardholder Application and Cardholder Agreement](#) form can be found on the Campus Procurement Card website.

Once the Cardholder Application and Agreement is received, the Procurement Card Program Administrator will order the Procurement Card and email the applicant a meeting request for the next scheduled training session. The Cardholder must attend the mandatory Procurement Card training prior to the Procurement Card being issued. The Cardholder's Approving Official must certify their annual Conflict of Interest certification is on file with Human Resources, as well as



certify that the annual “Avoiding Conflicts of Interest” training has been completed for the Cardholder to obtain their card.

Cardholder’s Acknowledgement of Responsibilities Form

The Stanislaus State Procurement Card Cardholder Agreement and Stanislaus State Travel Procurement Card Cardholder Agreement outlines the responsibilities of the Cardholder. Please read it closely. If you agree to adhere to the guidelines in the document, please complete the e-signature process. If you have questions, contact the Procurement Card Program Administrator or see Roles and Responsibilities in your CSU Stanislaus/U.S. Bank Cardholder Agreement guidelines. The Procurement Card Program Administrator will review your Cardholder Agreement to determine that the application is complete and has the proper signatures prior to requesting a new account set-up from U.S. Bank.

Receipt of your Procurement Card

Once the employee and the Approving Official have completed the required Procurement Card Trainings, and applicable documents, the Procurement Card will be issued to the Cardholder.

Activating your Procurement Card

You must activate your new Procurement Card before it can be used. To do so follow these instructions:

- Immediately sign the back of your new card
- Activate your new card by calling the number on the activation sticker affixed to the card. Cards need to be activated within the same month they are ordered to avoid any card cancellations.
- The U.S. Bank automated activation line will prompt you to enter the following:
 - Your card’s 16-digit card number
 - The zip code for your card’s mailing address is 95382 and the last 4 digits of the campus social security number is 5382 (We do not provide your SS and/or personal information)
 - Your office phone number, including area code

Note: The mailing address for your card is One University Circle, Turlock, CA. 95382. You will need this address for online and phone purchases.

Card Limits

The Procurement and/or Travel Card Limits for all new Cardholders is listed below. Level Two requires appropriate business justification and must be requested by the Approving Official and approved by the Director, Procurement & Contract Services.

Level One (Procurement/Travel Card)	Level Two (Procurement/Travel Card)
Single Transaction Limit #1: \$2,500	Single Transaction Limit #2: \$5,000
Monthly Limit #1: \$5,000	Monthly Limit #2: \$10,000

Note: For existing Procurement & Travel Cardholders, Procurement & Contract Services will complete an annual review of the Cardholder's usage and reserves the right to reduce higher level spending limits to a lower spending limit (based upon the previous 12 months spending data) to appropriately manage University open credit liability. Except for the Emergency Operations Center and Facilities Emergency Cards, no spending limit will permanently exceed the Level Two spending limit listed above unless a specific business case can be made for the permanent limit.

Exceptions to Default Procurement Card Limits

Exceptions to Procurement Card transaction limits for temporary increases may be requested in writing by Cardholders and must be approved by the Cardholders Approving Official (as outlined in the Campus Delegation of Authority) and the Director of Procurement & Contract Services, or designee. The final decision to allow temporary exceptions above the default single transaction limit and/or above the monthly transaction limit resides with the Director of Procurement & Contract Services or designee. A sound business justification is required and must be in the best interest of the institution. All increases, temporary or permanent, shall be documented in the Cardholders file.

Business Goals

As a state agency, the University is required to meet Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) annual goals. The State of California requires the University spend a minimum 25% of our business with Certified SB suppliers and a minimum of 3% with DVBE suppliers. When you are making purchases using the Procurement Card, please solicit California Certified SB and/or DVBE companies whenever possible.

A link to the [California SB/DVBE suppliers](#) website is located here and on the Procurement & Contract Services website.

NOTE: Travel Procurement Cardholders, please skip to page 18 and continue reading

The Procurement Card (PCard) Process

The Procurement Card Program is comprised of the process and participant procedures described below.

Purchases

The authorized Cardholder within the department uses their PCard to purchase needed goods and authorized services. Cardholders should submit the associated merchant receipt (and other documentation, as required) to the PCard Administrator. Transaction information is received from US Bank and uploaded into the Concur system daily.

Notification of transactions available for reconciliation are emailed by the Concur system to the Cardholder as they become available for reconciliation.

Approvals

Transaction cycles end on the 20th of the month. At the conclusion of each cycle, the Procurement Cardholders will be notified by email that their monthly statement is available for reconciliation/adjustments, however reconciliation should be done as transactions are incurred to ensure PCard deadlines are met. Reconciliation/adjustments must be completed by the deadline stated in the email notification or the PCard holder may incur a violation.

Cardholder Roles and Responsibilities

The role of a Cardholder is to make purchases in accordance with the regulations established by California State University (CSU) system wide policy and rules/guidelines specific to Stanislaus State. The purpose of the regulations, policy and rules are to ensure accountability to the public and fairness to merchants.

- Complete required training, which includes:
 - PCard training conducted by the Procurement Card Administrator
 - Mandatory refresher training every fiscal year (cardholders will receive a notification from the Procurement Card Administrator with training schedule)
- Sign Cardholder Agreement
- Ensure that both CSU system wide policy and Stanislaus State requirements for use of the Procurement Card Program are followed
- Maintain finalized merchant itemized receipts, or documentation for every transaction and attach to the monthly Concur reconciliation
- The documentation/receipt should include:
 - merchant's name
 - purchase date
 - description / quantity of items purchased
 - cost per item
 - total cost of order
 - Cardholder name
- If the documentation/receipt is lost, or if the merchant did not provide documentation/receipts, the Cardholder must contact the merchant directly to request it.
 - If the documentation cannot be obtained, the Cardholder must complete the electronic Missing Receipt Affidavit in Concur.
- Reconcile each month's statement by including a detailed description of each transaction in the space provided in Concur and checking to ensure the appropriate chart string has been input
 - The Cardholder should indicate the business purpose for each hospitality purchase, a list of attendees, and the campus hospitality form.

Tax

If the transaction is for a taxable good, sales tax must be entered in the appropriate location in Concur. Please check out-of-state charges carefully, as most out-of-state merchants do not include tax. As a state agency, the University is required to pay tax for all tangible goods purchased, this is considered “use tax”. Use tax will be reported by the Procurement Card Administrator to Accounting for proper financial reporting.

Card Security

Always protect the card to prevent unauthorized use. The PCard should be kept in a secure location that is under lock and key (i.e., drawer, file cabinet, storage location).

Do not share or authorize others to use your PCard.

Notify the Procurement Card Administrator immediately if you as a Cardholder transfer to a new department, have a leave of absence/medical leave, or terminate employment with the University.

In addition to the responsibilities above, the Cardholder is required to resolve inadvertent personal purchases, duplicate transactions, and fraudulent charges. It is possible a Cardholder might make an inadvertent personal purchase on their PCard. When notification of the transaction appears in Concur and/or the Cardholder realizes the mistake, they must immediately notify their Approving Official and take immediate steps to rectify the situation.

In addition, the Cardholder shall immediately contact the merchant to request a credit on the PCard and make arrangements for the transaction to be applied to a personal credit card to correct the inadvertent charge. If the merchant is unwilling to credit the transaction, the Cardholder must immediately reimburse the University by issuing payment to Stanislaus State.

- Submit the payment to the Cashier’s office using the [Cash and Cash Equivalents Transfer Receipt Form](#) to reimburse the correct fund and submit the receipt with your statement to the Procurement Card Administrator if you are responsible to make a payment due to an inadvertent personal purchase.
- Cardholders must contact the Procurement Card Administrator so that notification can be provided to Cashier’s regarding the reimbursement to the University.

Return of Cards

It is the Cardholder's responsibility to turn their University-issued PCard into the Procurement Card Administrator before leaving employment. If you are transferring to a new department and are a Cardholder, you must notify the Procurement Card Administrator prior to transferring. The Procurement Card Administrator will provide the necessary documentation to complete the transfer to the proper department, if appropriate to new role. All receipts associated with any purchases that have been made prior to ending employment or transferring to another department shall be turned into the Approving Official so that the PCard purchases can be properly reconciled at the end of the billing cycle.

Approving Official

The Approving Official is the individual assigned to a Cardholder to ensure compliance with policies that govern the PCard. The Approving Official shall review all transactions monthly prior to approving PCard reconciliation statement. A Cardholder may not function as his or her own Approving Official.

The Approving Official plays a critical role in ensuring the integrity of the PCard program at the department level.

Approving Official - Direct Benefit

Specific attention shall be placed on hospitality related transactions. If the Approving Official is receiving a direct benefit from a transaction on the Cardholder's card, the Approving Official must have the next higher-level approving official approve those transactions.

Example: You are an Approving Official of a Cardholder in your department. The Cardholder has transactions on their card for a lunch/dinner that the Approving Official hosted; these transactions would need to be approved by the next higher Approving Official via the campus [Hospitality Form](#). An Approving Official cannot approve transactions that they directly benefit from.

Approving Official Responsibilities

Complete required training. PCard training must be conducted by the Procurement Card Administrator. In addition, a mandatory refresher training will be required every fiscal year (Approving Officials will receive a notification from the Procurement Card Administrator).

- Complete the "Avoiding Conflict of Interest" training that must be conducted through CSU Learn (Avoiding Conflicts of Interest)
 - In addition, a mandatory refresher training will be required every 2 years (Approving Officials will receive a notification from CSU Learn)
- Monitor all transactions for appropriateness and compliance with applicable policies of purchase for their assigned Cardholders
- Ensure appropriate documentation for every transaction is reviewed for each purchase
- The Approving Official is also responsible to make sure the Cardholder submits all required documentation with the statement
 - Valid source of documentation varies and shall include either: a receipt; itemized credit card transaction slip from the merchant; or invoice for all transactions
 - A list of attendees and justification for purchases is provided for purchases that fall under the Hospitality Expenses Procedures
- Identify and rectify possible violations of their assigned Cardholders; evaluate potential misuse of the PCard
- When a Cardholder deliberately makes a personal purchase on the PCard

- These purchases may be fiscal misconduct (employee misuse). The Approving Official shall review the documentation for each transaction and ensure that items purchased are for supporting University Business.
- Take appropriate action if violations are found (see “Approving Official Specific Responsibilities & Required Actions” later in this section)
- The Approving Official shall ensure that all statements are included in the Concur system

If the Approving Official is not available at the time the statement is due, appropriate action shall be taken to acquire a signature consistent with the hierarchy of the department with delegation authority for your department.

Notify the Procurement Card Administrator of changes in department program participants. This includes new Approving Officials, a Cardholder changing departments, a leave of absence/medical leave, or separation from the University. Additionally, this would include leaving a current position or transferring to a different department. A Cardholder’s account must be always up to date.

Approving Official Required Actions

The Approving Official must audit/review assigned Cardholder’s transactions for compliance to applicable policies and possible violations. If a violation from card use, or program process is found to be non-compliant, the Approving Official must take the appropriate and immediate action as outlined below:

- If an Approving Official is unable to determine what the purchase is the Approving Official shall ask the Cardholder to provide a description and reason in Concur for the purchase.
- If the Approving Official discovers a Cardholder may be purchasing personal items and not reporting this immediately as an inadvertent purchase, the Approving Official must immediately report suspected employee misuse to the Director of Procurement & Contract Services, Procurement Card Administrator, and the Vice President of the division.

NOTE: The department, and employee, are liable for all purchases made by the Cardholder, including misuse. If the Approving Official suspects that a Cardholder is making inappropriate purchases, they must act quickly to protect department funds.

- If a restricted item is purchased without prior authorization from either the Director of Procurement & Contract Services or Manager of Procurement & Contract Services, the Approving Official shall notify the Procurement Card Administrator immediately upon discovery.
- If a prohibited purchase is discovered, the Approving Official shall notify the Procurement Card Administrator immediately upon discovery.
- The Approving Official shall be notified of Cardholder’s audit findings such as: late statements, missing documentation and prohibited or restricted purchases. It is the Approving Officials responsibility to ensure that these audit finding are not repeated.

- The Approving Official shall seek assistance from the Procurement Card Administrator if the required documentation is not submitted. If the Cardholder repeats this action month after month the Cardholder's account will be suspended and placed under review until all statements and overdue documents are received by Procurement & Contract Services.
- When an employee transfers to another department, has a leave of absence/medical leave, or terminates employment with the University, the Approving Official shall notify Procurement & Contract Services and ensure the Cardholder provides all receipts for any purchases that transpired during the monthly billing cycle.
- If a Cardholder name needs to be added or updated, the PCard Request/Update form must be submitted.
 - If there is an Approving Official change, the current Approving Official will submit any via the [PCard Application and Cardholder Agreement Form](#).

Procurement Card Administrator Audit Process

A Notice of Violations will be issued for violations on the PCard rules and regulations. Violation points will be issued, and the "Three Point Rule" will be used to administer the process. Violation points are subject to a 12-month rolling cycle.

Example: if a Cardholder is assessed a violation in May, the violation point remains on their record and does not roll off until the following May.

Violations (*for additional information, please see Appendix A*)

The PCard must never be used to purchase items for personal use or for non-University purposes even if the Cardholder intends to reimburse the University. The Cardholder shall be held personally liable for any fraudulent or personal use of the PCard.

A Cardholder who commits a violation with the PCard, as defined below, or uses the PCard in an inappropriate manner, will be assessed a Notice of Violation. The Notice of Violation process can subject the Cardholder to disciplinary action including possible card revocation. The Cardholder will abide by the University policies of conduct. The following items are examples of violations of the PCard program and are strictly prohibited.

- | | |
|---|---|
| <ul style="list-style-type: none">• After-The-Fact Invoices• Amazon purchases outside of campus Amazon Business account• Booths and/or Tabletop Events with agreements• Campus Services that include agreements• Cash Advances• Cash Type Transactions | <ul style="list-style-type: none">• Cell Phone monthly bills (must be paid by OIT)• Cellular phones/devices (Equipment)• Contracts, Rental Agreements, Maintenance Agreements or Services• Custodial/Janitorial supplies• Deposits (must be reviewed by Procurement/Contract Services personnel in advance) |
|---|---|

- | | |
|--|--|
| <ul style="list-style-type: none">• Documentation Failure• Equipment purchases• Failure to provide TAR approval for Procurement/Contract Services IT Acquisitions• Furniture – Modular or Panel Systems• Gasoline• Gift Certificates (must be approved in advance)• Household Appliances• Industrial Gas Suppliers• Intentional and Multiple Unintentional Fraud or Misuse• Late Statement• Medicine/Drugs/Pharmaceuticals• Missing Receipts• Non-compliance to University's policies and procedures | <ul style="list-style-type: none">• PayPal (prior approval needed)• Personal Purchase (as identified in this manual)• Phone Cards• Reoccurring Charges• Reoccurring services not on the approved list• Sharing PCard (as identified in this manual)• Space Agreements• Splitting orders• Staples purchases outside campus Staples Business account for office supplies• Travel (Airline tickets, trains, buses, hotels, rental cars, shuttles, meals, and entertainment)• Vehicles (Rentals or leases of cars, vans, buses, or trucks) |
|--|--|

The Approving Official will be notified, along with the Procurement Card Administrator, of any Cardholder who does not turn in receipts/documentation in five (5) business days or does not turn in a signed statement within the timeframe set forth.

Note: After the fifth business day, the Procurement Card Administrator will notify the Cardholder that their reconciliation statement is due immediately. The Cardholder's PCard will be suspended until all documentation is received.

Unauthorized or Inappropriate Card Use

All purchases on the PCard shall follow Procurement & Contract Services policy and Hospitality Expense Procedures. Departments that are contemplating purchases related to official functions, gifts, flowers, alcohol, memberships, contributions, and/or other sensitive items should refer to these policies for clarification.

Late Statement

Late statements will receive an email notification (Audit Finding). It is the Cardholder's responsibility to submit their statement within five (5) business days.

Two (2) late statements in a row will result in a 30-day suspension of card privileges. IF YOUR CARD IS SUSPENDED, YOU MUST RETAKE THE PCARD TRAINING.

Fraud and Misuse

Any unauthorized transaction placed on the PCard is considered fraud and/or misuse. Any fraud/misuse of the card identified will be documented on a monthly report. The Director of Procurement & Contract Services, or the Procurement Card Administrator, must notify the Dean, Director, AVP or VP of the department.

Unauthorized use of the card may result in suspension or revocation of card privileges or other disciplinary action. If the card is misused, and a suspension of the card is established, a 30-day suspension of card privileges will be enforced. If the Cardholder has chronic misuse of the PCard, the card will be revoked for a minimum of one (1) year.

Procurement & Contract Services is designated as having primary responsibility for the enforcement of PCard procedures and University policy.

Procurement & Contract Services has the authority to impose sanctions due to misuse of the PCard. If a Cardholder does not adhere to policy, the Procurement Card Administrator will provide the Cardholder a warning of the misuse, suspending the PCard for a limited period, or by revoking the Cardholder's privileges.

Audit findings are placed in a file for periodic review by Procurement & Contract Services. Personnel may, at their discretion, require additional information from the Approving Official and or Cardholder regarding violations and may notify the Manager, Chair, or Administrator of the department.

The Human Resources Department may be notified if it is determined to be in the best interest of the University.

Issuance of Notice of Violations

When a violation is identified a notice of violation(s) will be reported as follows:

1. 1st Notice will be issued by the Procurement Card Administrator, and the notice will be sent to the Cardholder and their immediate supervisor, with CC to the Cardholder AVP, the Commercial Operations Administrator and the Director of Procurement.
2. 2nd Notice (Warning Notice) will be issued by the Commercial Operations Administrator and the notice will be sent to the Cardholder, their immediate supervisor, and the Cardholder AVP, with CC to the Division VP, the Director of Procurement and the AVP of Financial Services.
3. 3rd Notice (Revocation Notice) will be issued by the Director of Procurement and the notice will be sent to the Cardholder, their Supervisor, the Cardholder AVP and Division VP, with CC to the AVP of Financial Services and VP of Business & Finance.

Once a Cardholder reaches the 2nd Notice phase, a mandatory re-training must be attended by the Cardholder **and** their Approving Official for the card to remain in good standing. Any



additional points accrued after the re-training has been completed will result in the revocation of the PCard.

Note: If three points are earned in one billing period, a discussion will be held with the Cardholder and their Approving Official to discuss a re-training to allow for continued usage.

PCard Purchasing Best Practices

The Ordering Process

Placing the Order

Orders can be placed in person, by phone, via fax, by mail or through the internet (must adhere to dot.com requirements in restricted category). If the internet is used, make sure it is a secure site or place the order by phone. Internet purchases are not allowed where the Cardholder is agreeing to terms and conditions of the merchant. A requisition will need to be entered for any “terms and conditions” purchases.

Tip: To determine if an internet site is secure, both Internet Explorer and Google will display a closed padlock in the status bar, located at the very bottom of the web browser.

When placing an order, make sure:

- You give your name as it appears on the card
- You give accurate delivery information, to include building and room number
- You request itemized documentation showing description, tax, and cost of each item

If the merchant requests a “billing address,” the merchant is trying to match the information on file at US Bank with the information provided by the Cardholder. The exact billing address is as follows:

- California State University, Stanislaus, One University Circle, Turlock, CA 95382

Documenting Each Transaction

Every transaction must have a valid source document from the merchant. Examples of source documents include:

- An itemized receipt from the merchant
- A packing slip from the delivery
- Order forms for dues, subscriptions, registrations, or similar items
- An invoice showing credit card payment
- An email confirmation from the merchant that states itemized amount, tax, and details of purchase

All source documents should include the following information:

- Merchant identification (Merchant Name)
- Date of purchase
- Description and quantity of each item purchased (write in if not apparent on receipt)
- Total cost of the order
- Per item cost, if available from merchant
- Cardholder name and/or last four digits of card number

Inspecting the Goods

Goods need to be inspected upon arrival by the Cardholder. If there are any problems with the order the Cardholder must contact the merchant immediately.

Returns and Exchanges

Arrangements need to be made directly with the merchant by the Cardholder before shipping an item for return. If a replacement item is sent, the merchant shall credit the returned item and charge a new transaction, unless there is an exchange of like items, e.g., exchange of different colors.

Cash should never be refunded – that would be a merchant violation to issue it and a Cardholder violation to accept it.

If there is a problem with an order, or goods are returned/exchanged, keep sufficient documentation of the transaction (e.g., email communication or log of calls made), including names, dates, and conversation results. This information may be needed for a formal dispute. It is the cardholder's responsibility to ensure compliance with the supplier's return policies and obtain refunds for returned items.

Reconciliation

As the US Bank system feeds into Concur daily. Cardholders will receive automated notices from the Concur system when transaction(s) are available for reconciliation. Cardholders should get into the habit of reconciling when the automated notices arrive to eliminate any end of the period rushes that can result in not enough time being available for the Cardholder to appropriately reconcile. This will also provide the appropriate time for the Approving Official to review and approve the transactions.

What if I have a Dispute or Declined Transaction?

Disputes

If a credit is unobtainable by working directly with the merchant, a formal dispute can be recorded with US Bank in the following scenarios:

- Unauthorized charges, including unauthorized phone or mail order charges
- Difference in dollar amount authorized and amount charged
- Duplicate charges
- Actual Cardholder transaction that Cardholder is challenging for some other reason

- Account not yet credited in CFS (Common Financial System) but where the merchant has issued a credit voucher or said that they will issue a credit
- Merchandise not received
- Merchandise returned
- It is the Cardholder's responsibility to ensure a credit is received and/or the dispute is initiated

Declined Transactions

If an attempt to purchase was made with the PCard and the transaction was declined, contact the Procurement Card Administrator or US Bank Customer Service (1-800-344-5696) for information.

The most common reasons for a declined transaction are:

- Cardholder did not activate the account (Cardholder should activate the account immediately)
- Cardholder has reached one of the transaction limits (per transaction or monthly)
- Merchant is classified under a merchant category code (MCC) blocked from use (Cardholder should ask merchant to identify the company's MCC).
- Merchant requested the billing address and the information provided by the Cardholder does not exactly match that on file with US Bank
- On phone orders, merchant has incorrectly noted the card number and/or expiration date (Cardholder should verify information)
- The transmission between the merchant and US Bank is down (merchant should try again later)



The Travel Procurement Card (TCard) Process

Program Administration

Procurement & Contract Services is responsible for the issuance of cards, training, maintenance of the accounts and auditing the statements for accuracy. All authorized individuals will receive their TCard from Procurement & Contract Services personnel. Cardholder's will be notified when their card is available.

Prior to Procurement & Contract Services releasing a TCard to an eligible University employee, the Cardholder must complete TCard agreement form and mandatory training. Additionally, the University employee must present their campus photo ID when picking up their card.

The Travel Procurement Card Auditor may follow-up with Cardholders to clear disputed charges, to review supporting documents for completeness, and to obtain outstanding statements and other documentation.

The Travel Procurement Card Program is comprised of the process and participant procedures described below:

Procurement Card Administrator

The Procurement Card Administrator provides support to campus departments participating in the Travel Procurement Card Program by:

- Providing information to Cardholders and approving officials regarding the program
- Establishing and maintaining the Procurement Card Program, and
- Distribution and interpretation of applicable State and University policies

Travel Procurement Card Auditor

The Travel Procurement Card Auditor provides support to campus departments participating in the Travel Procurement Card program by:

- Taking appropriate action for TCard violations and application of consistent consequences for such violations

Purchases

The authorized Cardholder uses their card to purchase authorized travel services. Cardholders should submit the associated itemized merchant receipt (and other documentation, as required) to the Travel Card Program Auditor. Transaction information is received from US Bank and uploaded into the Concur system daily.

Notification of transactions available for reconciliation are emailed by the Concur system to the Cardholder as they become available for reconciliation.

Approvals

Transaction cycles end on the 20th of the month. At each cycle's end, the Travel Procurement Cardholders will be emailed that their monthly statement is available for reconciliation/adjustments. Reconciliation/adjustments must be completed by the deadline stated in the email notification.

Cardholder Roles and Responsibilities

The role of a Travel Procurement Cardholder is to make travel purchases in accordance with the regulations established by California State University (CSU) system wide policy ([Travel & Expense Reimbursements ICSUAM 03601.01](#)) and rules/guidelines specific to Stanislaus State. The purpose of the regulations, policy and rules are to ensure accountability to the public and fairness to merchants.

- Complete required training, which includes:
 - TCard training conducted by the Procurement Card Administrator
 - Mandatory refresher training every fiscal year (cardholders will receive a notification from The Procurement Card Administrator with training schedule)
- Sign Cardholder Agreement
- Ensure that both CSU system wide policy and Stanislaus State requirements for use of the TCard Program are followed
- Maintain finalized merchant itemized receipt or documentation for every transaction and attach to the monthly Concur reconciliation
- The documentation/receipt should include merchant's name:
 - Purchase date
 - Description / quantity of items purchased (this information may be handwritten on the receipt)
 - Cost per item
 - Total cost of order
 - Cardholder name
- If the documentation/receipt is lost, or if the merchant did not provide itemized documentation/receipts the Cardholder must contact the merchant directly to request it
 - If the documentation cannot be obtained, the Cardholder must complete the electronic Missing Receipt Affidavit in Concur
- Reconcile each month's statement by including a detailed description of each transaction in the space provided in Concur and checking to ensure the appropriate funding source has been input
 - The Cardholder should indicate the business purpose for each hospitality purchase and a list of attendees, if applicable

Always protect the card to prevent unauthorized use. The TCard should be kept in a secure location that is under lock and key (i.e., drawer, file cabinet, storage location).



Do not share or authorize others to use your TCard.

Notify the Procurement Card Administrator immediately if you transfer to a new department, have a leave of absence, medical leave or terminate employment with the University.

In addition to the responsibilities above, the Cardholder is required to resolve possible inadvertent personal purchases. It is possible that a Cardholder might make an inadvertent personal purchase on their TCard. When notification of the transaction appears in Concur and the Cardholder realizes the mistake, they must immediately notify their Approving Official. In addition, the Cardholder shall immediately contact the merchant to request a credit on the TCard and make arrangements for the transaction to be applied to a personal credit card to correct the inadvertent charge.

If the merchant is unwilling to credit the transaction, the Cardholder must immediately reimburse the University by issuing payment to Stanislaus State. Submit the payment to the Cashier's office using the [Cash and Cash Equivalents Transfer Receipt Form](#) to reimburse the correct fund. Submit the receipt with your statement to the Procurement Card Administrator.. Cardholders must contact the Procurement Card Administrator so that notification can be provided to Cashier's regarding the reimbursement to the University.

Return of Cards

It is the responsibility of the Cardholder to turn their University issued TCard into the Procurement Card Administrator prior to leaving employment. If you are transferring to a new department and are a Cardholder, you must notify the Procurement Card Administrator prior to transferring. The Procurement Card Administrator will provide the necessary documentation to complete the transfer to the proper department if a TCard is needed for the new role. All receipts associated with any purchases that have been made prior to ending employment or transferring to another department shall be turned into the Approving Official so that the TCard purchases can be properly reconciled at the end of the billing cycle.

Approving Official

The Approving Official is the individual assigned to a Cardholder to ensure compliance with policies that govern the TCard. The Approving Official shall review all transactions monthly prior to approving Procurement Card reconciliation statement. A Cardholder may not function as their own Approving Official.

The Approving Official plays a critical role in ensuring the integrity of the TCard program at the department level.

Approving Official Responsibilities

Complete required training. Procurement Card training must be conducted by the Procurement Card Administrator. In addition, a mandatory refresher training will need to be completed every fiscal year (Approving Officials will receive a notification from the Procurement Card Administrator).

- Complete the “Avoiding Conflict of Interest” training conducted through CSU Learn (Avoiding Conflicts of Interest). In addition, a mandatory refresher training every will be required every two (2) years (Approving Officials will receive a notification from CSU Learn)
- Monitor all transactions for appropriateness and compliance of purchase for their assigned Cardholders
- Ensure appropriate documentation for every transaction is reviewed for each purchase
 - The Approving Official is also responsible to make sure the Cardholder submits all required documentation with the statement
- Valid source of documentation varies and shall include either: a receipt; itemized credit card transaction slip from the merchant, or invoice for all transactions
- Identify possible violations of their assigned Cardholders; evaluate potential misuse of the Procurement Card
- When a Cardholder deliberately makes a personal purchase on the TCard, these purchases may be fiscal misconduct (employee misuse)
 - The Approving Official shall review the documentation for each transaction and ensure that items purchased are for supporting University Business and in compliance with University policies and procedures.
- Take appropriate action if violations are found (see “Approving Official Specific Responsibilities & Required Actions” later in this section)
- The Approving Official shall ensure that all statements are included in the Concur system

If the Approving Official is not available at the time the statement is due, appropriate action shall be taken to acquire a signature consistent with the hierarchy of the department with delegation authority for your department.

Notify the Procurement Card Administrator of changes in department program participants including new Approving Officials, a Cardholder changing departments, leave of absence, medical leave, or separation from the University. Additionally, this would include leaving a current position or transferring to a different department. A Cardholder’s account must be always up to date.

Approving Official Required Actions:

The Approving Official must audit/review assigned Cardholder’s transactions for possible violations. If a violation in card use, or program process is suspected or discovered, the Approving Official must take the appropriate and immediate action as outlined below.

- If Approving Official is unable to determine what the purchase is:
 - The Approving Official shall ask the Cardholder to provide a description and reason in Concur for the purchase
- If the Approving Official discovers that a Cardholder may be purchasing personal items and not reporting this immediately as an inadvertent purchase:

- The Approving Official must immediately report suspected employee misuse to the Director of Procurement & Contract Services, Procurement Card Administrator, and the Vice President of the department.

NOTE: The department, and employee, are liable for all purchases made by the Cardholder, including misuse. If the Approving Official suspects that a Cardholder is making inappropriate purchases, they must act quickly to protect department funds.

- If a prohibited purchase is discovered, the Approving Official shall notify the Procurement Card Administrator immediately
- The Approving Official shall be notified of Cardholder's audit findings such as: late statements, missing documentation, and restricted purchases. It is the Approving Officials responsibility to ensure that these audit finding are not repeated
- The Approving Official shall seek assistance from the Procurement Card Administrator if the required documentation is not submitted. If the Cardholder repeats this action month after month the Cardholder's account will be suspended and placed under review until all statements and overdue documents are received by Procurement & Contract Services
- When an employee transfers to another department, or terminates employment with the University, the Approving Official shall ensure the Cardholder provides all receipts for any purchases that transpired during the monthly billing cycle
- If a Cardholder needs to be added or updated, the Procurement Card Request/Update form must be submitted. If there is an Approving Official change, the current Approving Official will submit any via the [Procurement Card Application and Cardholder Agreement Form](#)

Travel Procurement Card Audit Process

A Notice of Violations will be issued for violations of the TCard policies and procedures. Violation points will be issued, and the "Three Point Rule" will be used to administer the process. Violation points are subject to a 12-month rolling cycle.

For example, if a cardholder is assessed a violation in May, the violation point remains on their record and does not roll off until the following May.

Violations (*for additional information, please see Appendix B*)

The following items are considered violations of the Travel Procurement Card program and are strictly prohibited:

- | | |
|--|--|
| <ul style="list-style-type: none">• Alcoholic beverages• Cash advances/Travelers Checks• Documentation Failure• Fraud or Misuse• Incidentals exceeding the per day allowance | <ul style="list-style-type: none">• International travel to areas on the State Department's Travel Warning list• Late Statement• Meals exceeding per day allowance |
|--|--|

- | | |
|--|---|
| <ul style="list-style-type: none">• Non-compliance with policies and procedures• Non-travel related purchases and expenses• Personal purchases (as identified in this manual)• Personal travel• Sharing your TCard | <ul style="list-style-type: none">• Splitting orders—exceeding single transaction limit• Missing Receipts• Travel expenses that are extravagant and/or not ordinary or reasonable• Travel involving unusual risk (e.g. private planes) |
|--|---|

Note: After the fifth business day, the Travel Procurement Auditor will notify the Cardholder that their reconciliation statement is due immediately. The Cardholder's TCard will be suspended until all documentation is received.

Personal Purchases

If you are responsible for making a payment due to an inadvertent personal purchase on your TCard, Cardholders must contact the Procurement Card Administrator to begin reimbursement to the University.

The use of the TCard for any form of personal purchases (regardless of any intent to repay the University for a Purchase) is expressly FORBIDDEN, with misuse leading to disciplinary actions.

Cardholders shall report any inadvertent personal purchase to the Procurement Card Administrator immediately and shall reimburse the University or arrange for a credit transaction from the merchant.

The Cardholder shall reimburse the University by using the [Cash and Cash Equivalents Transfer Receipt Form](#).

Sharing the Card

Due to inherent risk, Cardholders are strictly prohibited from sharing their TCard or card numbers for other individuals to use. A violation of this requirement could be grounds for cancellation of a card and disciplinary action. Only the designated Cardholder is allowed to use their TCard.

Audit Finding

Cardholders will receive an Audit Finding email notification for the following:

- Purchasing prohibited items
- Purchasing restricted items without prior written approval and for not turning in all the proper documentation (including and not limited to missing receipts) to support their purchase
- Failure to provide appropriate documentation with your statement will result in a suspension or cancellation of card privileges
- Non-Compliance with University policies and procedures
- Personal Use

Late Statement

Late statements will receive an email notification (Audit Finding). It is the cardholder's responsibility to submit their statement within five (5) business days.

**Two (2) late statements in a row will result in a 30-day suspension of card privileges.
IF YOUR CARD IS SUSPENDED, YOU MUST RETAKE THE TCARD TRAINING.**

Fraud and Misuse

Any unauthorized transaction placed on the TCard is considered fraud and/or misuse. Any fraud or misuse of the card identified will be documented on a monthly report. The Director of Procurement & Contract Services or the Procurement Card Administrator must notify the Dean, Director, AVP or VP of the department.

Unauthorized use of the card may result in suspension or cancellation of card privileges or other disciplinary action. If the card is misused and a suspension of the card is established this will result in a 30-day suspension of card privileges. If the cardholder has chronic misuse of the TCard, the card will be revoked for a minimum of 1 year.

Procurement & Contract Services is designated as having primary responsibility for the enforcement of TCard procedures and University policy.

Procurement & Contract Services has the authority to impose sanctions due to misuse of the TCard. If a Cardholder does not adhere to policy, the Procurement Card Administrator will provide the Cardholder a warning of the misuse, temporarily suspending the Procurement Card for a limited period of time or by revoking the cardholder's privileges.

Audit findings are placed in a file for periodic review by Procurement & Contract Services personnel may at their discretion require additional information from the Approving Official and or Cardholder regarding violations and may notify the Manager, Chair or Administrator of the department.

The Human Resources Department may be notified if it is determined to be in the institution's best interest.

Issuance of Notice of Violations

When a violation is identified, notice of violation(s) will be reported as follows:

- 1st Notice will be issued by the Procurement Card Administrator, and the notice will be sent to the Cardholder and their immediate supervisor, with CC to the Cardholder AVP, the Commercial Operations Administrator and the Director of Procurement
- 2nd Notice (Warning Notice) will be issued by the Commercial Operations Administrator and the notice will be sent to the Cardholder, their immediate supervisor, and the



Cardholder AVP, with CC to the Division VP, the Director of Procurement and the AVP of Financial Services.

- 3rd Notice (Revocation Notice) will be issued by the Director of Procurement and the notice will be sent to the Cardholder, their Supervisor, the Cardholder AVP and Division VP, with CC to the AVP of Financial Services and VP of Business & Finance.

Once a Cardholder reaches the 2nd Notice phase, a mandatory re-training must be attended for the Cardholder and their Approving Official for the card to remain in good standing. Any additional points accrued after the re-training has been completed will result in the revocation of the Procurement Card.

Note: If three points are earned in one billing period, a discussion will be held with the Cardholder and their Approving Official to discuss a re-training to allow for continued usage.

Appendix A

Procurement Card (PCard)

Acceptable Expenditures	
What Can Be Purchased on a Campus PCard	
Advertising	Advertisements via print or social media
Awards	Plaques, Mugs, Trophies, and Picture Frames (Must include Hospitality Form)
Books and Publications	Books, Magazines, and Newspapers. Delivery must be to either the Turlock or Stockton Campus. These may not be delivered to a non-campus address
Co-Sponsorships	Events in which the University is not the lead agency and the campus' participation is limited to a share of the cost. If the University is the lead agency for the event requiring insurance, a purchase requisition is required, and PCard cannot be used.
CSUBuy Marketplace	Suppliers listed in the CSUBUY Marketplace (dot.com suppliers) do not require approval from the Administrators of this program. These suppliers are part of a CSU Systemwide Agreement for multiple campuses. The pricing is consistent for all campuses that are part of the CSUBUY Marketplace
Equipment costing less than \$500 and does not have the ability to hold sensitive data	Exception: Dell or Apple Products up to \$2,500 that are purchased through the CSUBUY Marketplace can be placed on a PCard. All others must utilize the Purchase Requisition Process. Docking stations may be permitted when purchased through CSUBuy Marketplace and/or Staples Advantage.
Off-Campus Food	Cardholders are authorized to utilize the PCard for Off-Campus Food under an aggregate amount of \$250.00. All purchases above \$250.00 must be provided by Campus Dining Partner, Chartwells. Purchases must be compliant with Hospitality Guidelines. The proper documentation must be submitted with the monthly reconciliation. Documentation must include a list of attendees and a business justification. Cardholders must ensure the proper funding source is used and ensure that all charges are itemized on the supporting documentation.
On-Campus Food	All purchases above \$250 must be provided by Campus Dining Partner, Chartwells. Purchases must be compliant with Hospitality Guidelines. The proper documentation must be submitted with the monthly reconciliation. Documentation must include a list of attendees and a business justification. Cardholders must ensure the proper funding source is used and that all charges are itemized on the supporting documentation.
Off-Campus Services	Off-campus low risk services, such as dry cleaning for table linens at University events.
Office Supplies	Office supplies should be purchased through Staples Advantage. <i>Staples does not require an individual PCard as it utilizes a campus PCard managed by Procurement.</i> In the event, Staples does not have the item(s), your department requires, you may purchase the item(s) from Amazon Business (CSUBUY Marketplace) or through a Small Business and/or DVBE Supplier with Program Administrator Approval. You may be asked to provide a price comparison prior to approval being granted. <i>Personal Amazon accounts cannot be used for University purchases, Cardholder must use Campus Amazon Business Account.</i>

Acceptable Expenditures	
Subscriptions/Memberships/Registrations/Accreditations	<p>Subscriptions, Memberships, Registrations, and Accreditations (dot.com transactions are authorized only for subscriptions, memberships, and registrations, non-IT). Terms and conditions for accreditations may require review and approval by Procurement. Please check with Procurement prior to purchasing to ensure compliance with policies and procedures.</p> <p>Auto-renewal of these purchases is strictly prohibited.</p> <ul style="list-style-type: none"> – Exceptions: Cardholders may not purchase Costco, Amazon Prime or similar personal memberships.

Restricted Transactions:	
<p>If the goods or services are listed as "Restricted", the PCard may be used with prior written approval from either the Commercial Operations Program Administrator, Manager, Procurement & Contract Services, or the Director, of Procurement & Contract Services. The request must include a valid funding source which is appropriate for the prospective purchase.</p>	
Alcohol	The use of State Funds for the purchase of alcohol is prohibited. When using Special funds, Auxiliary or Trust Funds, please refer to the Hospitality Procedure
Balloons (Delivered)	Deliveries of balloons require approval by the Procurement & Contract Services and Safety and Risk Department due to Agreement and Insurance Requirements
Booths/Tabletop Events/Associated Equipment	These often require Terms and Conditions that must be evaluated for risk and liability issues. These require the review, approval, and authorized signature of the Procurement & Contract Services Staff.
Breakroom Supplies for Employee Use	Water Coolers, Water (applies to bottled water services), Coffee (Please see re-occurring services below). Dish soap/cleaning supplies for breakrooms are allowed
Chemicals and Hazardous Materials	The purchase of chemicals must follow Safety & Risk Management (SRM) procedures and guidelines and requires approval by SRM prior to purchase.
Custodial/Janitorial	Custodial Supplies (Examples: Toilet Paper and cleaning chemicals utilized by custodial services) require the approval of Facilities Management
Deposits	All deposits for commodities or services regardless of type require prior approval by Procurement & Contract Services.
EH&S/Safety Supplies and Personal Protective Equipment (PPE)	Any PPE supplies such as masks, gloves, hand sanitizers, disinfectants, sneeze guards, air purifiers, plexiglass barriers, etc., require the approval of Safety & Risk Management prior to their purchase
Equipment	Equipment with a cost over \$2,500 is restricted and should be placed on a requisition unless approval is provided by Procurement & Contract Services
Event Tickets	The purchase of event tickets using Operating Funds is restricted unless student related. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Policy & Procedures.



Restricted Transactions:	
Facilities Supplied Items	The purchase of any Facilities Management supplied items requires approval from a Facilities Management Manager for non-academic related purposes. If the items are for the purpose of instruction, this requirement is not restricted. All non-instructional (academic) related items such as heaters (for heaters contact Safety & Risk Management– Operating Funds are prohibited), fans, air cleaners, wastebaskets, extension cords and power strips over 6' in length, locks, power tools, ladders, fire extinguishers, security systems, and carpeting/flooring/rugs requires Facilities Management approval in writing.
Foreign Company Purchases	Only for Supplies and other tangible personal property (not including information technology).
Furniture	Small items such as chairs, freestanding tables, small file cabinets and bookcases with a height under 60" are NOT restricted and may be placed on a PCard providing that the items are not being installed or set in-place by the merchant, their representative, or the delivery company. Departments are encouraged to use California State Certified SB or DVBE suppliers.
Gifts, Gift Cards, Gift Certificates (Pre-Approval for the Purchase of Gift Cards/Gift Certificates)	Something of value given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the University or for other occasions that serve a bona fide business purpose. Property gifts (flowers, books, trophies, plaques, etc.) to employees are not taxable if de minimis (up to \$100). Gift cards, gift certificates and other cash equivalent items, no matter how small, are always taxable to an employee on their W-2. Gift cards require the pre-approval of the Director, Procurement & Contract Services or his/her designee. It is the responsibility of the gift card requestor to follow University cash handling procedures and ensure all gift cards are stored in a secure location until they are distributed. It is prohibited to use Operating Funds to purchase gifts for employees. When you are using Special Funds or Auxiliary Funds, please refer to the Hospitality Policy & Procedure.
Ground Transportation	Cardholders may use the PCard to purchase ground transportation for Charter Bus Services only. Departments are required to send all agreements, contracts or documents that include terms and conditions to Procurement & Contract Services for review and approval prior to using the PCard.
Household Appliances	Such as refrigerators, stoves, microwave, washer and dryers should be placed on a requisition unless Procurement approval is obtained.
Information Technology Products	Servers, mainframe computers, and printers should be placed on a requisition. Software purchases are required to follow the Technology Acquisition Review Process (TAR) and must be completed prior to purchase occurring
Live Animals	The purchase of live animals must follow Safety & Risk Management (SRM) procedures and guidelines and requires approval by SRM prior to purchase.



Restricted Transactions:	
Medicine/Drugs/Pharmaceuticals	<p>The acquisition of medicine/drugs and pharmaceutical products, to include aspirin, cold/flu products and over the counter medicine is strictly prohibited except for the following departments:</p> <ul style="list-style-type: none">• University Student Health and Counseling Services• Intercollegiate Athletics• Basic Needs
PayPal	<p>You must obtain prior approval from the Buyer of Record or PCard Administrator before using PayPal as a form of payment. Additional PayPal Guidelines: If you have been approved to use PayPal, please submit the following with your PCard statement: Written pre-approval from the Director or Manager, Procurement & Contract Services or PCard Administrator. Attach this to your PCard statement</p> <ul style="list-style-type: none">• Itemized receipt for your purchase. The “ship to address” should be the University address unless approved by Procurement and Contract Services staff in advance of the purchase
Printing/Copying	<p>All University printing requirements must be reviewed by the University Reprographics Department to determine if the printing project can be performed on campus. Only if you receive approval from Reprographics can you then use your PCard as a form of payment for outside services. All approvals must be in writing and attached to your monthly statement.</p>
Promotional Items/University Logo/Licensing	<p>Requires Communications Department Approval in addition to Procurement Approval</p>
Rental Agreements, Maintenance Agreements, or Repair Services, Contracts	<p>Use of the PCard is restricted for services that involve agreements (contracts) or include terms and conditions that must be reviewed by Procurement & Contract Services personnel.</p>
Rental of Off-Campus Space	<p>Off-Campus booths, space, meeting rooms, halls, banquet rooms or tabletops at events and equipment. These require an authorized signature and must be routed to Procurement & Contract Services for review and approval prior to utilization of the PCard.</p>
Re-occurring Charges (Weekly, Monthly Service and/or Maintenance Related)	<p>Charges that reoccur on the PCard at intervals of weekly or monthly are restricted. Examples of such charges are bottled water service, online subscriptions, software service, routine maintenance or service (any type) performed off- campus. These types of services are generally part of an agreement (contract) and must be reviewed by Procurement & Contract Services prior to approval. Additionally, the appropriate funding must be utilized for the above types of service requests.</p>
Restricted Merchants	<p>A restricted merchant is a dot.com online, non-small business company. Prior approval from the Director of Procurement is required. Examples of restricted merchants are as follows: Amazon.com, TigerDirect.com and OfficeDepot.com. Traditional brick and mortar retailers such as Home Depot, Office Depot, Lowes, Walmart and Target, Costco require buyer’s approval if you are purchasing online (dot.com).</p>

Restricted Transactions:	
	Exception: <i>Does not apply to merchants located in the CSUBUY Marketplace</i>
Signage	Signage only as goods or product requirements. No labor, installation or services can be associated with the purchase. Cardholders must check with Reprographics and Facilities Management to ensure University standards are met and the requirements cannot be completed by either of the above two (2) mentioned departments. Additionally, all signage must comply with University Policy
Specialty Gas Suppliers	The purchase of specialty gases (welding, mixed gases, etc.) must follow Safety & Risk Management (SRM) procedures and guidelines and requires approval by SRM prior to purchase.
Software	Information & Communication Technology (ICT) approval must be secured prior to purchase date and submitted with reconciliation statement. Software requires a completed TAR Approval which must be secured prior to purchase date and must be submitted with reconciliation statement.

Prohibited Transactions	
<p>The following is a list of prohibited transactions.</p> <p><i>If the goods or services are listed as prohibited, the use of the Campus PCard is "STRICTLY PROHIBITED" and SHALL NOT be used to procure goods or services</i></p>	
After the Fact Invoices	All "AFTER-THE-FACT" purchases for goods and services are prohibited. The invoice date must be consistent with the purchase date
Cash Advances	You may not use your PCard to get cash advances
Cash Type Transactions	Cardholders shall not use the PCard to purchase money orders, traveler's checks. Cardholders are prohibited from receiving cash as a credit for the return of an item
Cellular Phone	It is prohibited to purchase cellular phone (equipment) using the PCard. The PCard may not be used for payment of personal monthly cellular/device services (non-University equipment) this is strictly prohibited. All University cellular phones should be purchased by entering a requisition into CFS and the University will issue a purchase order utilizing a State of California contract or an agreement that reduces and liability to the institution.
Construction (Minor/Major Capital Outlay Projects)	Modifications, alterations, and/or repairs to any state owned or "leased" facility
Consulting Services	Lecturers, guest speakers or Instructors
Donations	See cash type transactions
Equipment (>\$500 and with a useful life of >1 year)	Must be placed on a purchase requisition (<u>only Apple and Dell products purchased via CSUBUY are allowable</u>)

Prohibited Transactions	
Firearms and Ammunition	You may not use your PCard to purchase firearms and ammunition
Flash Drives / USB Flash Drives / Hard Drives	Not permitted to be purchased on a PCard, flash drives/hard drives have the ability to hold sensitive data.
Furniture	Modular furniture and furniture systems such as panel systems are not allowed to be purchased using the PCard.
Flowers, Plants, and Cards	It is prohibited to use Operating Funds to purchase flowers, plants, or cards for personal benefit/use (birthdays, funerals, baby showers, weddings, etc.). Please refer to the Hospitality Policy & Procedures.
On-Campus/On-Site Services	On-campus services utilizing the PCard are prohibited and must be placed on a requisition and any associated documents must be attached to the request in CFS.
Parking	Parking expenses should be submitted on an Employee Reimbursement Claim or a TCard
Personal Purchases (Amazon, Staples)	It is prohibited to use the PCard for the purchase of any personal purchase
Phone Cards	Long distance and Payphone Calls
Remote Hospitality	Is not allowed in any fashion – examples may include sending gift cards or meals to individuals not present at an in person meeting.
Split Purchases	<p>To circumvent the individual per transaction set limit for the PCard. Cardholders may request a temporary increase of their per transaction limit with the approval of their approving official and the Director, Procurement & Contract Services. It is prohibited to split a purchase to circumvent PCard limits.</p> <p>A split purchase is defined as:</p> <ul style="list-style-type: none"> • The purchase of a single item with a cost that exceeds the Cardholders established per transaction limit (including shipping and tax) with the purchase being divided (split) into more than one transaction; or, • The purchase of a group of items totaling over the Cardholders established per transaction limit (including shipping and tax) for a single purchase need. A single purchase need identifies a group of items that are similar enough in nature to be purchased from a single source and that are all known to be needed at the time of the first purchase transaction. For example: A Cardholder with a per transaction limit of \$5,000 shall not purchase two \$2,700 items from a single source using two separate transactions if both items are known to be needed at the time of the purchase (and, therefore, the total purchase need is known to be \$5,400).

Appendix B

Travel Procurement Card (TCard)

Acceptable Expenditures	
What Can Be Purchased on a TCard	
Airfare	Before travel is purchased AB1887 should be reviewed to prevent booking travel to a banned state
Car Rental	Before travel is purchased AB1887 should be reviewed to prevent booking travel to a banned state
Incidental Limits	Incidentals cannot exceed the per day limits set by the University and/or Chancellor Office policies
Lodging	Before travel is purchased AB1887 should be reviewed to prevent booking travel to a banned state
Meals / Incidentals	While in travel status and adhere to per day/limit policies
Other Related Travel Expenses	Business expenses while traveling (Example: Printing, Postage, Pre-approved Travel, Fuel/Gasoline for personal vehicles/non-rentals, Transportation, (tax, etc.)
Per Meal Limits	Daily meal allowances cannot exceed the per day limits set by the University and/or Chancellor Office policies


Prohibited Transactions	
<p>The following is a list of prohibited transactions.</p> <p><i>If the goods or services are listed as prohibited, the use of the Campus TCard is "STRICTLY PROHIBITED" and SHALL NOT be used to procure goods or services</i></p>	
Alcohol	The use of State Funds for the purchase of alcohol is prohibited. When using Special funds, such as Foundation funding sources, please refer to the Hospitality Procedure
Banned States / International Travel	Before travel is purchased AB1887 should be reviewed to prevent booking travel to a banned state
Cash Advances/Travelers Checks/Cash Equivalents	Cardholders shall not use the TCard to purchase money orders, traveler's checks, or any other cash equivalent. Cardholders are prohibited from receiving cash as a credit for the return of an item
Entertainment	It is prohibited to use the TCard for the purchase of any entertainment (Examples include entertaining guests at nightclubs; at social, athletic, and sporting clubs; at theaters; at sporting events; or on hunting, fishing, vacation, and similar trips)
Extravagant / Not Reasonable	Purchases that are extravagant, unordinary, or unreasonable cannot be purchased on a TCard
Non-Travel Related Purchases	All non-travel related purchased will need to be utilized using a Travel PCard
Personal Uses/Travel	All personal purchases and personal travel will need to be purchased by the traveler(s) personal funds
Purchases while not traveling	It is prohibited to use the TCard for purchases that do not occur while in travel status
Travel Upgrades	Rental, flights, hotels and other travel upgrades are not permitted on a Travel PCard.
Unusual Risk	Any travel involving unusual risk to the traveler(s) – (e.g. private planes)

Appendix C

Useful Links

- [AB1887](#) – Banned States
- Concur
 - [Concur User Resources](#)
 - [Concur PCard Course](#)
 - [PCard Statement Tip Sheet](#)
- [CSU Buy](#)
- [Hospitality Policy & Procedures](#)
- [How to Submit a Requisition](#)
- [Procurement Card Application and Cardholder Agreement Form](#)
- [Staples Advantage](#)
- [Technology Acquisition Review Process \(TAR\)](#)

APPROVAL AND REVISION HISTORY

Approved by	Title	Signature	Date Approved	Effective Date	Version	Description of changes
David Sawyer	Director, Procurement & Contracts		03/01/2023	Upon approval	1.2	Initial Release