



CALIFORNIA STATE UNIVERSITY
Channel Islands

Division of Business and Financial Affairs

Procurement & Contract Services

Procurement Credit Card Handbook
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1. General Information

This Procurement Card (ProCard or PCard) Manual applies to CSUCI (State), Foundation and other CSUCI Auxiliaries, collectively referred to as University (unless they have their own written policies and handbook). There are a few programmatic variances between the entities and noted accordingly. It is the policy of the CSU that procurement cards (ProCard or PCard) be used to improve the efficiency, flexibility, and convenience related to low-dollar/high-volume transactions for goods and offsite services. Low dollar value purchases are defined by CSU Channel Islands Procurement Card policy to be less than \$4,000 or less per transaction. 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 USBank.
- Enables faster payments to CSU suppliers.

ProCards cannot be used to avoid or circumvent any CSU, CSUCI or CSUCI 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. ProCards are not to be used for travel or services which are covered in other policies.

Credit cards are not a substitution for routine or expected buys using the Purchase Order (PO) process.

REFERENCE

California State University –Executive Order No. 760

- *CSU Policy for Contracting and Procurement:*
<https://calstate.policystat.com/policy/7865355/latest/#autoid-5q8wa>
- ProCard Handbook:
<https://www.csuci.edu/financial-services/procurement/services/card-services.htm>
- Information Technology: <https://www.csuci.edu/its/purchasing/>
- Hospitality: <https://policy.csuci.edu/fa/01/fa.01.004.htm>;
<https://policy.csuci.edu/fa/01/fa-01-005.htm>
- University Auxiliary Services AD: <https://www.csuci.edu/vpbfa/documents/admin-details/ad-130-01-uas-food-services.pdf>

- Procurement Travel Policy:
<https://www.csuci.edu/financial-services/procurement/travel/travel-policies.htm>
- BFA Administrative Directive #70-1 <https://www.csuci.edu/vpbfa/ad-70-1-pcs-process-final.pdf>

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 are followed. A Cardholder's or Approving Official's signature (whether someone else reconciles the transactions on the Cardholder's behalf) on the ProCard Statement represents personal testimony to that fact.

Procurement Card Administrator Responsibility

- Act as the university liaison for issuing ProCard to staff, faculty, Auxiliaries, and students Associated Student Inc. (ASI).
- Provide new cardholder ProCard training and refresher training yearly or as needed. Cardholders who violate policy more than once will be asked to complete a refresher training.
- Process new ProCard Program Applications, order cards, and issue new/replacement cards.
- Maintain list of cardholders, single, daily, and monthly limit.
- Conduct monthly or periodic transaction review to ensure compliance with CSU procurement policies and procedures, detect patterns of card abuse, purchase of prohibited items, or splitting of transactions to avoid transaction limits.
- Maintain a report of policy violations.
- Communicate by e-mail with the Cardholder and Approving Official concerning any out of policy items, or items that need correction and/or completing.
- Report policy violation findings to the Procurement Director to enact card suspension or revocation as appropriate for the circumstances.
- Report cardholders who do not submit reconciliation packages as a violation of policy 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.

Cardholder responsibility

Cardholders' responsibilities include:

- Ensure all ProCard transactions adhere to the University ProCard procedure as outlined in this manual. Do not make purchases over your purchase limits. Do not split purchases to circumvent card purchase limits. Do not purchase prohibited items. NOTE: Cardholders will be held personally liable for any unauthorized transactions.
- Attend required trainings: New Cardholder training, Annual Refresher Training, Fraud

Prevention Training (as offered).

- Call US Bank and notify ProCard Administrator to report lost, or stolen card immediately.
- Always keep the ProCard secure.
- 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. Complete annual refresher ProCard training by deadline, or have card cancelled. Attend Fraud Prevention training as offered.
- State the business purpose for each purchase during reconciliation.
- Reconcile the ProCard timely as directed on the monthly reconciliation email sent by the ProCard Administrator.
- Include all required supporting documentation with reconciliation including receipts. Lost or Missing receipts form must be used for lost receipts.
- For Restricted items, obtain required pre-approvals or exceptions prior to purchase. Include required documentation supporting approval of the exception.
- Have not and will not seek a duplicate reimbursement.
- Acknowledge that all goods purchased with the ProCard, regardless of value and fund source, are the property of the University.
- Notify Receiving Department via email if delivery is expected for a ProCard card purchase.
- Recurring Charges are not authorized.
- Resolve disputed/fraudulent charges directly with US Bank.
- Report of taxable purchases not taxed/properly.
- Retain ProCard documents in the cardholder's department for 5 (five) years.
- Notify ProCard Program Administrator if cardholder will be leaving employment with the campus, transferring to a different department, or taking a temporary leave.
- Coordinate with the University Property Clerk to tag any purchased property that requires induction into university property records.

Approving Official Responsibility

The Vice President of each respective division, or their designee, is typically the Approving Official for departments and programs within their division. Although in some cases, the approving official may be the department head/chair, dean, director, or other administrator. In absence of the approving official a person must be designated to sign on their behalf.

Approving officials may not sign their own procurement card transaction report.

Approving officials are also responsible for reading and signing the ProCard agreement form.

The Approving Official has responsibility to:

- Attend required trainings: New Cardholder training, Annual Refresher Training, Fraud prevention training (as offered).
- Approve requests for procurement cards and procurement card transaction limits.

- Review all charges and ensure all purchases comply with this manual, applicable policies, procedures, and guidelines related to the item purchased.
- Ensure no prohibited items as identified in this manual have been purchased including the prohibited practice of splitting transactions to circumvent ProCard transaction limits.
- Ensure all supporting transactional documentation such as receipts are attached to the ProCard Transaction Report.
- Approve cardholder's purchases. Subordinates cannot approve their supervisor's charges.
- Approve cardholders lost/missing receipt forms for ProCard Transaction Report as required.
- Certify that all purchases are or have been used exclusively for official University business.
- Ensure direct reimbursement is not made to a Cardholder or any persons for charges which are transacted on the card.
- 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.
- In the absence (sick, vacation, leave, etc.) of the Cardholder, the Approving Official is responsible for all cardholder responsibilities outlined above.
- Provide counsel for non-compliance with CSUCI's Procurement Card Policy including suspension and /or revocation of the card.

Signatures on the ProCard Transactional Report Demonstrate:

- 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 two types of procurement cards available to eligible State faculty/staff members and Auxiliaries 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.

Ghost Cards -- A University ProCard has been assigned to Certify, Concur, and the Travel Store to facilitate employee travel bookings (in accordance with the Travel Policy) for travel related services such as: Airlines, Hotels and Rental Cars. This card is referred to as a Ghost Card as it is not assigned to an individual employee but was created to be used in conjunction with the three travel platforms. Individual Cardholders may not purchase travel related items on their ProCard.

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 like 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.

4. Program Participation Requirements/Eligibility

Cardholder Qualification

Cards are granted to permanent university and auxiliary employees, and temporary employees with a position appointment of at least six months (student assistants and graduate student assistants do not qualify to be cardholders). ASI Student Leaders: ProCards may be granted to student leaders on behalf of their registered student organization. Organizations must be registered by CSUCI for at least the past two concurrent years. Student organizations must also maintain accounts with a minimum balance of \$10,000 within the ASI allocated account and/or fundraised monies. Additionally, there must be a minimum of \$5,000 in purchases per year.

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 Qualifications

All Cardholders must have a designated Approving Official.

- Supervises the cardholder or was delegated the authority to certify that purchases made by the Cardholder are appropriate. Approval Official for Cabinet level employees may be at a peer level.
- Completed ProCard training.
- May not be the Cardholder or a subordinate or peer of a Cardholder (unless the Cardholder is a Cabinet member).
- Must have fiscal authority for the default chart field string being used.

5. Card Request

Procurement Card Request

An approving official may request a Procurement Card for a staff member by completing the CSUCI Procurement Card request form. This form is signed by the Cardholder (employee), their approving official, and the Director of Procurement or designee. The completed form is emailed to the Procurement Card Coordinator from the Approving Official.

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

Procurement Card Issuance

The credit card is issued to the university in an individual's name; the university is responsible for all payments.

- No Personal information, such as employee Social Security Number, is collected or submitted to the bank.
- Cardholder's position must be one that is expected to make at least five (5) purchases using the ProCard in a Fiscal Year period.
- The cardholder is responsible for ensuring that all purchases are made within the university and state guidelines.
- No purchases may be made that exceed the single transaction or card threshold without a requested exception by ProCard Administrator and Approving Official. The Director of Procurement maintains the authority to approve/disapprove. Purchases for unallowable costs are the responsibility of the cardholder.
- Personal purchases are not allowed, are the responsibility of the cardholder, and use of the card for personal purchases may result in disciplinary action and/or card cancellation.
- All cardholders must have a designated Approving Official.
- All cardholders must attend the required ProCard Training prior to obtaining the card (this includes Auxiliary cardholders).
- Cardholder is contacted by the ProCard Administration once the card is available.

Approving officials may not be a subordinate or peer of the cardholder unless the cardholder is

part of Cabinet, only then, may a peer be assigned the role of Approving Official.

Support Services/Procurement and Contract Services

Procurement and Contract Services is responsible for administering cardholder and authorizing approval training, reviewing ProCard applications, ordering and distributing ProCards. Additional duties include reviewing and approving exceptions, working with departments to answer questions, reviewing transactions against policy and issuing notification of policy violations.

6. Purchase Limits

Card limits may not exceed \$10,000 monthly, \$5,000 daily, or \$4,000 from a single purchase (including tax and shipping charges). **Please advise that all university employees with a ProCard are set with a single purchase limit of \$4,000. This is not the same as a daily limit.**

- Single Purchase Limit: \$4,000
- Daily Limit: \$5,000
- Monthly Limit: Up to \$10,000

High dollar purchases or purchases that need to be tracked through the asset program will need to be paid through the Purchase Order (PO) process(unless the vendor does not accept POs). Credit cards may not be used for payroll or service transactions. Budgetary control should be established at the department or program level by planning for the expense of funds up to the maximum of one month's card limit each month.

Requests for Procurement Credit Card Increases

In certain situations, requests to temporarily or permanently change the daily and/or monthly limit may be submitted. Cardholder should complete the Account Maintenance Form and submit with their Authorizing Official's signature via Adobe Sign to pcard@csuci.edu. An account maintenance form needs to be on file for every limit change request. Increases are effective within 24 hours of being input into the U.S Bank site, Cardholders will be notified when the request has been processed. Requests for limit increases will be evaluated by the Procurement Department and approved on a case-by-case basis.

To request an increase for single purchase limit, contact the Procurement Coordinator to obtain an "Increase Single Purchase Limit Form." Cardholders must receive approval from the Director of Procurement prior to conducting a purchase above the established threshold. Any ProCard purchase above the \$4,000 threshold will require an approved exception request by the Director of Procurement.

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 CSUCI Deposit Form stamped by Student Financial Services.

8. Prohibited Purchases and Violations

Use of procurement cards for the following types of goods and services are prohibited. It is not intended to be all inclusive. If unsure if a purchase is allowed, please contact the Procurement Card Administrator before initiating the purchase. A violation will stay on file for 24 months.

Cards used in violation of this policy may be suspended and/or revoked, depending on the severity of the violation or due to multiple violations.

- 1st violation - Written warning
- 2nd violation – One-month card suspension (supplemental training from ProCard Coordinator required to reinstate card)
- 3rd violation – Six-month card suspension (supplemental training from Director of Procurement required to reinstate card)
- 4th violation - Procurement Card will be **revoked (permanently)**

*** Please note If fraud or willful misuse of the card is suspected, **ONE** violation may result in permanent revocation in addition to being reported to the Human Resources department for disciplinary action. ***

THE BELOW ITEMS ARE PROHIBITED TO BE PURCHASED ON THE PROCARD

Prohibited Transactions	
What Cannot Be Purchased with the Procurement Card. The following is a list of prohibited transactions. <u>If the goods or services are listed as prohibited, the use of the Campus Procurement Card is "STRICTLY PROHIBITED" and SHALL NOT be used to procure goods or services</u>	
Alcohol	The use of State Funds to purchase alcohol is strictly prohibited. When using Special funds, Auxiliary or Trust Funds, please refer to the Hospitality Policy.
Amazon: Office supplies	The CO established a Master Enabling Agreement with Staples for the purchase of office supplies. Amazon is no longer authorized for the purchase of office supplies.
Cash Advances	You may not use your Procurement Card to get cash advances
Cash Type Transactions	Cardholders shall not use the ProCard 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 Procurement Card. The Procurement Card 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.
Computers & Computer Equipment	Shall be purchased by PO; standardized equipment; contract pricing exists. Team Dynamix Ticket/approval may be needed. Computer, tablets, laptops, printers, etc.
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
Firearms, Ammunition, Weapons	Strictly Prohibited
Furniture	Modular furniture and furniture systems such as panel systems are not allowed to be purchased using the Procurement Card.
Flowers, Plants, and Cards	It is prohibited to use State 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 Procurement Card are prohibited and must be placed on a requisition and any associated documents must be attached to the request in CFS.
Other	• Chemicals (with exception listed below) • Fines • Interest and Finance Charges • Invoices – previously purchased but not paid. • Late Fees • Narcotics • Penalties • Repetitious purchase from one supplier (should go on blanket PO)
Leases, building or equipment rentals	These types of purchases require review by PCS team prior to entering into contract.
PayPal, Venmo, Third Party Payment Platforms	If a vendor will only accept payment via these platforms, then a new vendor must be found.
Parking	Parking expenses should be submitted on an Employee Reimbursement Claim
Personal Purchases	Procurement cards may only be used for approved CSU expenditures. The use of a procurement card for any form of personal purchases (regardless of any intent to repay the CSU for a purchase) is expressly forbidden, with misuse leading to employee disciplinary actions.

	CSU and CSUCI Procurement Manual: https://calstate.policystat.com/policy/12651115/latest/
Phone Cards	Long distance and Payphone Calls
Services	All requests for services must go through the PO process. The PCS Team must review any/all contract terms prior to purchase. If the vendor will not accept a PO, contact the PCS team for other purchase options that may be available. CSU and CSUCI Procurement Manual Section II. F,1. b. https://calstate.policystat.com/policy/12651115/latest/
Split Purchases	To circumvent the individual per transaction set limit for the Procurement Card. 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 Procurement Card limits. A split purchase is defined as: •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 \$4,000 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).
Travel Expenses	Airline Tickets, Hotels, Motels, Shuttle Services, Parking Fees, Meals while on Travel, **Alcoholic beverages, entertainment expenses, Vehicles, trailers, boats any equipment registered by DMV. Some of these expenses may be purchased using the Ghost Card on file with Certify, Concur and State Travel Store. Employees that travel more than once a year should inquire about getting a Procurement Travel Card. *Applies to all cardholders except University Auxiliary Services (UAS) staff. ASI staff and ASI student leaders. Please visit the CSUCI Travel Policy website.

9. Restricted Items requiring prior approval:

Unique circumstances may arise where a restricted item must be purchased with the ProCard. These transactions require prior approval from the Director of Procurement and Contract Services.

Exception requests are to be approved **prior to the purchase**; all requests must be submitted via Adobe Sign to the Procurement Card Coordinator (pcard@csuci.edu). The request should state the item(s) being requested, purpose of purchase, funding source, and justification on why payment via ProCard is required.

Below are examples of restricted items that may qualify for an exception:

Restricted Transactions:	
If the goods or services are listed as "Restricted", the Procurement Card may be used with prior written approval from the Approving Official and Director of Procurement & Contract Services. The request must include a valid funding source which is appropriate for the prospective purchase.	
Breakroom Supplies/Appliances for Employee Use	Small appliances such as coffeemakers, microwaves, refrigerators, etc.. may be purchased if the will be located in breakrooms for group usage. They items may not leave the campus and an exception request is required to ensure no excessive purchases occur.
Chemicals and Hazardous Materials	Below this table are detailed instructions for requisitioning chemicals and hazardous materials.
Deposits	Deposits are generally not allowable and the ProCard is not to be used for this purpose. If a deposit is absolutely necessary, submit ab exception request detailing the necessity for leaving a deposit.
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 value over \$4,000 is restricted and must follow the RGS/PO process. The only exception is if the vendor will not accept a PO. These requests will be scrutinized by the PCS team and are subject to case-by-case approval. The Campus Property Clerk must also be made aware of all equipment purchases over \$4,000.
Event Tickets	The purchase of event tickets using State Funds is restricted unless student related.
On/Off Campus Meetings or Events With Food Provided	To avoid abuse, all food purchases require an exception request. Purchases must be compliant with Hospitality Guidelines. Proper documentation must be submitted with the exception request and monthly reconciliation. Documentation must include a list of attendees, business justification or agenda, estimated cost, and first right of refusal from UAS. Cardholders must ensure the proper

	funding source is used and ensure that all charges are itemized on the supporting documentation. See below for detailed information.
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 the card 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. Employees must check with the Property Coordinator prior to this purchase to ensure a similar item is not located in the surplus warehouse.
Gift Cards	Gift Cards may be purchased with the ProCard. Prior to requesting gift cards, the requestor must familiarize themselves with the CSUCI Gift Card Guidelines and Procedures. A Gift Card Preauthorization must be completed and submitted with the exception request. Upon reconciliation, the Gift Card Acknowledgement Form must be uploaded with receipts. All gift cards issued purchases must ensure that all reporting requirements to the Financial Aid Office and IRS are adhered to. Gift Cards are to be purchased through the Tango Card Platform.
Individual Memberships	Individual memberships may be allowable if there is justification to how the membership will benefit the campus community, not just the individual. Individual memberships cannot exceed one year unless they are transferrable. Lifetime, non-transferable individual memberships are not authorized.
Information Technology Products	Servers, mainframe computers, and printers should be purchased via PO. An exception request may be submitted if the vendor does not accept a PO. Software purchases require IT approval via Team Dynamics prior to purchase.
Rental of Off-Campus Space	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 Procurement Card. A ProCard may only be used if the vendor does not accept POs.

Re-occurring Charges (Weekly, Monthly Service and/or Maintenance Related)	Charges that reoccur on the Procurement Card 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, and IT Procurement Ticket is required for software subscription. The appropriate funding must be utilized for the above types of service requests.
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- a. Chemicals and/or other hazardous materials:** Certain chemicals and/or other hazardous materials may be allowed on procurement cards only in compliance to the Chemical Hygiene Plan <https://www.csuci.edu/publicsafety/ehs/chp2014wtoc.htm> and Hazardous Material Procurement Procedures (HMPP) <https://www.csuci.edu/publicsafety/ehs/documents/haz-mat-procurementguidelines.pdf>. The purchasing of chemicals must be vetted by approved science laboratory technicians (technical staff) and Facilities Department operations, planning & construction (OPC) staff. Such technical and OPC staff must have been trained by Environmental Health & Services and authorized to make such purchases in writing by their respective division vice president in accordance with the Chemical Hygiene Policy.

I. Prior to the becoming approved to purchase chemicals, individuals must complete the following training:

- Chemical Hygiene Plan
- Hazardous Material Procurement Plan
- Hazard Communication
- Hazardous Waste
- Illness Injury Prevention Plan
- Laboratory Safety Fundamentals

II. Chemicals/Hazardous Materials per CSUCIs Hazardous Material Procurement Program, ProCards may be used (by staff indicated above) for the purchase of hazardous materials under the following conditions:

- The hazardous materials are available only from specialty vendors.
- All Cardholders purchasing chemicals have received training and be provided purchase needs prior approval from the Chemical Hygiene Officer per CHP Section 5.3 and 12.1.
- Purchase needs prior approval from Laboratory Supervisor per CHP Section 5.4
- It will be the cardholder's responsibility to work with their department to ensure the chemical is entered the campus Chemical Inventory pursuant to the HMPP.

III. Important notes:

- All chemical purchases over \$4,000 require an approved exception request.
- The ProCard Coordinator will send out a monthly audit report to EHS to confirm all purchases were sanctioned and executed by approved personnel.

b. Food and Beverages: Using the ProCard for food purchases is generally restricted. All food purchases must comply with the CSU Hospitality Policy <https://policy.csuci.edu/fa/01/fa-01-005.htm> and UAS Directive 130-1. Provide the ProCard exception request along with the required supporting documentation to the ProCard Coordinator in advance of making the requested purchase. **Note: Purchase of Alcohol is prohibited (with the exception of Foundation).**

- Business Meals, (in accordance with the Hospitality Policy and UAS Directive 130-1) including on-site/off-site venue requiring catering, (including delivered pizza) require UAS be provided an initial review and “First Right of Refusal.” Initial requests for food should be routed to UAS to support university events requiring catering. The ProCard Exception form and required documentation is mandatory and must be approved by the Director of Procurement prior to the purchase.
- Business meals at a restaurant (in accordance with the Hospitality Policy and UAS Directive 130-1) require the exception form to be submitted to Procurement and approved prior to purchase, but do not require UAS initial review and “First Right of Refusal”. The ProCard Exception form and required documentation is mandatory and must be approved by the Director of Procurement prior to the purchase. Please note, the purchase of alcohol is prohibited at restaurants. Additionally, meals may not be over \$55 per plate.
- Using the ProCard to purchase Food Trucks services both on/off campus is prohibited. Use of Food Trucks require UAS be provided an initial review and “First Right of Refusal”. If Food Truck service is necessary, (in accordance with the Hospitality Policy and UAS Directive 130-1) contact the procurement department for instructions.
- Grocery Store purchases (in accordance with the Hospitality Policy and UAS Directive 130-1) may be permitted if the items purchased are shelf-stable and can be transported and held at a safe temperature. Grocery store purchases must be vetted by UAS. The ProCard Exception form and UAS approval documentation is required and must be approved by the Director of Procurement prior to the purchase.
- Snacks, candy, and coffee displayed in a reception area, to be provided to guests (non-employees), (in accordance with the Hospitality Policy and UAS Directive 130-1) may be purchased without the need for UAS First Right of Refusal. The ProCard Exception form and any additional documentation is required and must be approved by Director of Procurement prior to the purchase.
- **Required supporting document includes:**
 - Exception Form to use ProCard for the purchase of food.

- Documental approval from UAS
 - Meeting Agenda (must be conducting official business in relevance to the CI campus or approved Field Trip/Recreation documentation.
 - Estimate/quote from the vendor
 - List of Attendees
- **Purchase of Alcohol using CICMP ProCard is prohibited.**
 - **Food Purchases while on travel is prohibited.**
 - One exception to this would be when taking students to a local event which may require feeding the students a meal while on the road. The ProCard Exception form and required documentation is required and must be approved by Director of Procurement prior to the purchase. Food purchases must be in accordance with per diem rate and in compliance with Hospitality policy. The Director of Procurement may offer other methods of payments for these situations on a case-by-case basis.
- c. Travel-related conference registration FEES only**
 For Foundation purchases: A request for Foundation Funds form approved by the department head and the VP of Advancement are required prior to travel and use of the ProCard. If a purchase is made without prior approval and the funds within Foundation are not available, the ProCard holder will be responsible for the expense. ProCard charges using Foundation funds should be charged to Account- Dept- ZZ010- Project- Class- 00086.
- d. Auxiliaries**
 Currently, campus auxiliaries have not developed a dedicated procurement card manual. As such, they are **exempt from submitting exception requests for food or travel purchases**. Until they establish their own manual; auxiliaries must adhere to all other guidelines specified in this handbook.

10. Allowable Purchases

Acceptable Expenditures	
What Can Be Purchased on a Campus Procurement Card	
Advertising	Advertisements via print or social media
Awards	Plaques, Mugs, Trophies, and Picture Frames under \$100
Books and Publications	Books, Magazines, and Newspapers. These may not be delivered to a non-campus address
Computer Peripherals	DEVICES: CD, CD-ROM, CD-RW, CD-R, DVD, DVD-ROM, DVD-RW, DVD-R, external hard disk drives, USB flash drive, keyboard, laser pointers, mouse, touch screen, scanners, power cord, microphone, webcam, speakers, digital cameras, graphics, card, expansion devices, docking station, projector, ethernet cable, wireless adapter card, wireless music bridge. Use a PO to purchase monitors.

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 \$4,000 that does not have the ability to hold sensitive data	Refer to the Property Department to discern if any items require asset tags. Note: The purchase of computers and printers are not authorized with the ProCard.
Office Supplies	Office supplies should be purchased through Staples Advantage (CSUBUY Marketplace only). In the event, Staples does not have the item(s), your department requires, you may purchase the item(s) through a different vendor, preferably a Small Business and/or DVBE Supplier with Program Administrator Approval. Reach out to Procurement for additional approved vendors.
Subscriptions/Group Memberships/Registrations/Accreditations	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. Auto-renewal of these purchase is strictly prohibited.

11. Process Guide for Cardholder:

How to Get Started: (Once Cardholder has received their card)

Contact US Bank and activate the credit card. You will need to provide your employee ID number. All numbers are prefaced with 73.

1. Prepare a folder to maintain original hardcopy receipts and backup to be stored for reconciliation, records retention, and institutional audits. Receipts and backup must be kept for **five (5) years**.

U.S Bank Access Online

Create an account to access your US Bank account. Creating an [Access Online](#) account will allow cardholders to view their ProCard information on-line. Cardholders can view transactions, limits, and run reports. To join access online, cardholders will need to have their account number available.

- To register visit: <https://access.usbank.com/cpsApp1/AxolPreAuthServlet/>
- Click Register Online
- Organization Short Name = CSUCA
- Account Number = credit card number
- Account Expiration Date = credit card expiration date

ProCard Administrator maintains a listing of all Cardholders and account information.

How to Place an Order:

1. Note name of cardholder and requestor.
2. Instruct vendor to send (Attn: CSUCI Receiving Department) on shipping label.
3. Request an itemized copy of receipt.
4. Please alert Accounts Payable if your vendor does not charge California State Sales Tax.

Note: Although a Cardholder may make a purchase for their department, the Cardholder who makes the purchase is held responsible for all purchases they make using their card.

12. MCC Codes:

A merchant category code (MCC) is a four-digit number assigned to a business to classify them by the type of goods or services provided. In some cases, the MCC code can be used by ProCard Administrators to restrict purchases with certain merchants based on their business MCC. CSUCI has developed a list of MCCs that may not be purchased on the Procurement Card. Transactions with businesses registered with those specific MCCs will be declined by the bank at the time of transaction. If the procurement credit card is declined, please contact the ProCard Administrator to review the MCC code restrictions set on your account.

13. Sales Tax/Use Tax:

The University is NOT exempt from paying California Sales Tax. Some out-of-state suppliers do not charge California State Sales Tax. It's the University's responsibility to remit use-tax (when applicable) and remit the use tax directly to the State Board of Equalization for university purchases. The Accounting department will accrue and remit use taxes for any transactions for which the University did not pay the appropriate sales tax, and these charges will appear in a future expense journal entry.

14. Conflict of Interest:

Procurement Cardholders and/or Approving Officials are 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 conflict of interest. Cardholders are considered to be in designated positions to CSU's conflict of interest code pursuant to the Political Reform Act of 1974. Yearly, the ProCard Administrator provides Human Resources (HR) with a list of card holders. Each cardholder and/or approver may be required to complete the Statement of Economic Interest Form 700. Human Resources will contact cardholders and or approvers yearly and will provide the form 700 to be filled out and returned to Human Resources.

The following is a helpful link pertaining to CSUCI Conflict of Interest requirements:

<https://www.csuci.edu/hr/ConflictofInterest.htm#:~:text=The%20CSU%20Conflict%20of%20Interest,and%20every%20two%20years%20thereafter.>

15. Online Reconciliation of Monthly Statement

After receiving notification that transactions are available for reconciliation, login to PeopleSoft and compare your receipts/invoices to bank recorded transactions.

The online Procurement Card Monthly Reconciliation is to be completed within the first five (5) business days from the cycle cut-off date (the 10th of the month). An email is sent out by the Procurement Coordinator to all cardholders and approving officials notifying them the deadlines for the month.

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 Chart Field for all entries (Account, Fund, and Dept ID) is required.
- For Foundation and Auxiliaries, project number is also required.
- 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).

ProCard Receipts/Invoices:

Whether the transaction is made by telephone, in person, or via the web, the cardholder will need an itemized receipt or invoice. If the receipt or invoice is not itemized, the cardholder must itemize items on a separate sheet of paper and attach to the receipt. All receipts should be attached to their Adjustment Report in the order they are listed.

- **Example: Supplies (pens, paper, pencils, paperclips, etc.)**

All receipts should be attached to their Adjustment Report in the order they are listed. Credit card information on receipts should be removed. Reports should not include credit card numbers, verification codes, or expiration dates.

If the cardholder loses a receipt and a duplicate copy cannot be obtained from the vendor, then a [Lost/Missing Receipt Form](#) must be submitted in place of original receipt. The form must contain a detailed explanation of the purchase and must be signed by the cardholder and approving official.

ProCard Adjustment Report

(To obtain report refer to the [PeopleSoft Reconciliation Guide](#))

Once transactions are reviewed and the accounting string information is updated (if necessary) by the cardholder, the cardholder will:

1. Print the ProCard Adjustment Report.
2. Submit to their Approving Official with all the corresponding receipts.
3. The receipts, signed exceptions requests, policy required documentation, and signed adjustment report must then be uploaded to PeopleSoft and to the assigned Dropbox.

4. All original packets must be kept by the cardholder until their monthly audit is finalized and maintained in their department per records retention requirements.

All ProCard documents must be retained by the Cardholder or Approving Official as departmental records for five (5) years and are subject to review by the Procurement department at any time. The processing of credit card payments must include a complete review and analysis of the monthly credit card charges at every level of responsibility. In support of this review, campus departments and programs are required to submit supporting documentation in a timely manner. The review shall include the following:

- ✓ Approving official and cardholder signature.
- ✓ Follow-ups of disputed charges from the prior month(s).
- ✓ Verification of proper documentation supporting each credit card transaction.
- ✓ Verification of supporting documents for transaction if required.
- ✓ Clearance of outstanding delinquent invoices.

16. Audit Procedures:

The Procurement Policy, Procurement Card Handbook (and subsequent updates), combined with the Procurement Card Acknowledgement, and Responsibility Agreement must be followed by all Cardholders. Violations may result in a written notice to the Authorizing Official and department head, mandatory training sessions, suspension, or revocation of cardholder privileges. **Procurement card privileges will be revoked permanently if a cardholder receives four audit findings from the Program Administrator or designee within a 24-month period.**

The ProCard Coordinator or designee performs a monthly post audit review of all Cardholder documentation. The cardholder will be notified by e-mail if non-compliance issues are found. For first audit finding the cardholder's approving official is notified. For second through fourth audit findings, the cardholder's vice president is also notified.

Each of the following situations is an example of what constitutes a policy violation:

- Failure to obtain an itemized receipt.
- Missing the deadline for submitting reconciled and approved statements.
- Not obtaining Approving Official signature of each monthly statement.
- Using a delivery address different than the campus.
 - All items should be delivered to One University Dr. Camarillo, CA 93012.
- Charging item(s) to the wrong accounting string(s).
- Purchasing an item that is on the Prohibited Purchases list without obtaining an approved exception.

Your card account may be suspended or canceled immediately in the following situations:

- Using the card for personal purchases.
- Splitting a transaction to avoid the limit.
- Allowing someone else to use your card.
- Not reporting a lost or stolen card.

17. Disputed/Fraudulent Charges:

- Each monthly statement must be paid in its entirety. Disputed charges will be credited after the dispute is resolved by U.S. Bank.
- Cardholders must carefully review their new statement and immediately report any incorrect billings or suspicious transactions to US Bank.
- Contact the vendor first to try to dispute the charge; if it is a fraudulent charge contact the bank immediately.
- Contact U.S. Bank if there is no resolution with the vendor, ask for assistance in resolving the dispute.
- Transactions that require disputing still need to be verified and approved in PeopleSoft.
- In addition to submitting the dispute, the cardholder must provide a copy of the sales receipt along with the disputed request.

Note: when contacting U.S. Bank have the card number ready. DO NOT use personal information (home address, mother's maiden name, or personal social security number).

Information Resources

U.S BANK
24-Hour Customer Service
1-800-344-5696

Fraud

Department
1-800-823-9078

18. Replacing a Procurement Credit Card:

There may be instances where it becomes necessary to replace the ProCard. It will be the cardholders' responsibility to initiate this process.

The Procurement Credit Card is an asset and should be maintained with reasonable security and protection. If you cannot find your card immediately:

- Notify U.S. Bank (800) 344-5696
- Notify your approving official and ProCard Coordinator
- If the card is stolen, you must also notify Campus Public Safety (805) 437-8444

Prompt action can reduce university liability for the fraudulent charges. U.S Bank will mail replacement cards with new account numbers to the ProCard Administrator within (10) working days of notification. The cardholder will be notified when the replacement card is available.

Procurement Credit cards will not be sent through intercampus mail.

Replacement of Worn Out/Defective Card:

To replace a worn out or defective card, the Approving official must cut the card in half and return it to the Procurement Coordinator (or designee) along with a written request for a replacement card. **DO NOT return a procurement card through intercampus mail.**

19. Processing a Cardholder/Approving Official:

Cardholder:

When a cardholder leaves a department, the ProCard Cancellation form must be submitted along with the cardholder's credit card cut in half. The cardholder's final reconciliation must also be submitted before the cardholder leaves the department. All documents must be submitted to the ProCard Coordinator.

Authorizing Official:

If an authorizing official changes, the cardholder must submit an account maintenance form signed by the new authorizing official. Send the completed form to the Procurement Coordinator or designee.

All ProCard Forms discussed in this ProCard Handbook are available at:

<https://www.csuci.edu/financial-services/procurement/services/card-services.htm>

ProCard Coordinator

pcard@csuci.edu

805-437-8449

Director of Procurement

purchasing@csuci.edu

805-437-8581

Accounts Payable

CIAP@csuci.edu

805-437-3912