



Procurement Card Handbook

General Information

The Procurement Card (P-Card) Program is a simple way for campus departments to purchase office supplies and make low dollar purchases using a credit card. The P-Card is issued to an individual in a department and, in general, will be the *primary method for that department* to purchase supplies costing \$2,500 or less per transaction (including tax and shipping). *Note: the P-Card may not be used for Travel Expenses.*

Areas of Responsibility

Vendor – U.S. Bank

U.S. Bank is the procurement credit card contractor who issues the P-card. The campus program administrator submits all card requests to the vendor. The cards are forwarded to the program administrator within 5-10 working days. U.S. Bank provides 24-hour customer service and a website for cardholders to view their transactions.

Procurement Services

Procurement Services administers the program and is responsible for coordinating and evaluating all aspects of the program. The program administrator is responsible for the program, processing cardholder and approving official applications, program training, account maintenance, auditing and reconciling cardholder monthly reconciliation documents.

Program Administrator

Al Newell

Ext. 2120

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How to obtain a P-card

Credit cards are delivered in approximately 3 weeks and are distributed at the end of Cardholder training.

Select an Approving Official

1. Every Applicant must have an Authorizing Official
2. The Authorizing Official should be the supervisor or manager responsible for approving purchase requisitions and has signature authority for budgeted accounts
3. The Authorizing Official cannot be someone who reports to the Cardholder.
4. If the approving official does not already have signature authority for the chartfield string assigned to that particular card, a Signature Authorization Form will need to be completed.

Submit Application Form

1. Complete an Application for Procurement card form
<http://www.aba.csueastbay.edu/procure/Download/Application%20for%20pcard.pdf>
2. Have the Authorizing Official sign the application form.
3. Submit the application form to the P-Card Administrator in SA2750.

Complete Cardholder Training Program

This is a required training program.

1. The program administrator will contact the cardholder when the card is available to schedule a training session.
2. Cardholders are required to sign the Acknowledgement and Responsibility form at the time of training.

Sign the P-Card Program Agreement

1. Review and sign the P-Card Program Agreement
2. Pick up your new card in person.
3. Sign for receipt of the card.

Activate a P-Card

All new cards must be activated at the time of training. This will be done online through the US Bank Access Online website. All new cardholders must self register the first time they visit the U.S. Bank Access Online website.

Where to locate the forms for the P-Card:

Forms for the P-Card can be found on the forms page for Administration and Finance at http://www.aba.csueastbay.edu/BusAndFinance/New_Forms_Instructions/departments/procurement_card.htm

Where to locate the P-Card Handbook:

The Procurement Card Handbook can be found at:

<http://www.aba.csueastbay.edu/procure/Download/Procurement%20Card%20Handbook-Sep2010.pdf>

Using the P-Card

Purchases made with the P-Card must conform to university policies and only be used for expenses associated with official university business. Personal expenses are not allowed, and put the cardholder in jeopardy of losing their P-Card.

What you May Purchase with the P-Card

- **Computer supplies/accessories**
- **Conference/seminar registrations**
- **Miscellaneous, laboratory supplies**
- **Office supplies from our contracted provider, OfficeMax**
- **Online business cards and stationery, only through the University-specified vendor**
- **Operational supplies**
- **Professional membership fees**
- **Software from the CSU contracted software vendor**
- **Subscriptions**

Restricted Transactions

- **Computer peripherals:** only printers and scanners less than \$1000 may be purchased on the P-Card; absolutely no computers purchases are allowed with the P-card.
- **Contracts/Agreements Requiring an Authorized signature** – Any contract/agreement requiring a University authorized signature must be sent to Purchasing for review and authorization. Only Purchasing may obligate the University contractually. Use of the P-Card may be granted on a case-by-case basis, only if Purchasing has signed the contract and pre-approved use of the card.
- **Food and Beverages-** Aramark is the only approved on-campus provider of food and beverage catering. Food and beverages may only be purchased if in compliance with the university's hospitality policy. The Hospitality Policy can be found at: http://www.aba.csueastbay.edu/BusAndFinance/New_Forms_Instructions/HspiltyPlcynofrm.pdf
- **Rentals**
 1. Equipment for Facilities and the Theater Arts department, (such as lighting, costumes, etc.). Equipment rental requires prior approval by the Purchasing Office. **Note: car or housing rentals are prohibited.**
 2. Transportation services: The P-card may only be used for bus rental if an agreement has been authorized and set in place by the Purchasing Office. The usual transaction limits apply.
 3. Recruiting events: Rental for venues such as hotel space, conference centers, etc. with pre-approval of contract by Purchasing Office. Transaction limits apply.
- **Service -related purchases:**
 1. Repair of items being shipped off-campus are allowed; on-campus repairs are not allowed and must be submitted through Purchasing
 2. Printer repair is approved only by contractors which are on Procurement's pre-approved list.
 3. Service on vehicles and maintenance equipment using pre-approved vendors. (Contact Purchasing Office first)
 4. Any service purchase requires pre-approval by Purchasing.
 5. Bottled water service
 6. Cell phone service from the University's contracted provider. (Service only, no cell phones may be purchased on a P-card – submit an express PO for equipment) Refer to CSU East Bay Policy on Wireless Devices for Business Use; <http://www.aba.csueastbay.edu/procure/Download/cell-phone-policy.pdf>

Prohibited Transactions

The P-Card may *not be* used for the following:

- Animals (except for instructionally-related purposes)
- Cash advances (including transferring funds to a One-Card account), money orders, wire transfers
- Catering services from an off-campus vendor
- Computer equipment and peripherals
- Construction/modifications/special repairs
- Entertainment
- Equipment/Trackable assets (i.e. computers, projectors, cameras, etc.)
- Explosives, firearms/ammunition
- Furniture, including chairs
- Gifts, gift certificates, greeting cards, and balloons
- Hazardous chemicals/materials
- Narcotics and other controlled substances
- On-campus repair services
- Personal purchases
- Plants, artwork for decorative purposes
- Services, unless specifically listed above in restricted transactions
- Splitting of purchases to circumvent dollar limitations
- Travel expenses

Unauthorized Use of the P-Card

The cardholder is responsible for adhering to the University's P-Card policy. Using the card fraudulently or using it for personal purchases may result in the revocation of card privileges.

Card Security:

1. Fraud is more prevalent on internet purchases, make sure you are using a secure site.
2. Check Access Online regularly for unauthorized purchases. Report any unauthorized purchases to U.S. Bank at 800.344.5696 .Your card will be cancelled and reissued through the program administrator
3. Check your monthly statement at the end of each billing cycle whether or not you have made purchases to ensure there are no unauthorized purchases

Obtaining Goods

- Cardholders use the P-Card to purchase goods in person, by telephone, by mail, or online. All items **must** be shipped directly to the user's *University* address.

Ship To:

California State University East Bay

(Cardholder name)

Your department name/Bldg/Room (*mandatory information*)

25800 Carlos Bee Blvd

Hayward, CA 94542

- The cardholder is responsible for the examination of purchases and returning merchandise to the vendor in the event an item is damaged, broken, or otherwise does not meet expectations
- Transaction Limits: The single purchase limit is \$2500 (including tax and shipping) per day with monthly limits set by your Authorizing Official.

Obtain Receipt/Invoice

1. An itemized receipt is required for ALL purchases including internet purchases. An itemized receipt is one which contains the description of each item purchased.
2. Receipts should be faxed directly to you. Mailed receipts do not usually reach the end user. If a vendor cannot provide an appropriate receipt, do not do business with them.
3. Small receipts: Please secure small receipts to an 8-1/2 x 11 piece of paper to ensure they will not be lost in transit.
4. Receipts for online purchases: Purchases made online may be documented by printing a copy of the order confirmation. Confirmation must contain required information, i.e. items, transaction date and cost.
5. Unacceptable Receipt Submissions: The following are ***not acceptable*** in lieu of an original receipt or invoice:
 - *packing slips*
 - *credit card slips* (unless the individual items and cost are listed on the slip)
 - *copies of receipts/invoices*

Lost Receipt

- If the cardholder loses a receipt/invoice, a duplicate receipt must be requested from the vendor.
- The cardholder should complete a Certification of Receipt of Goods form and attach it to the P-Card Statement stating that a duplicate request has been requested.
- Excessive instances, as determined by Procurement Services, will result in revocation of card privileges.

Sales Tax

CSU East Bay is required to pay California sales tax for all out-of-state commodity purchases on the credit card. If an out-of-state vendor does not charge you sales tax, Procurement Services will deduct the appropriate use tax from your default chartfield string. It will appear as a separate entry on your departmental chargeback.

Card Rejections

1. If at any time a purchase is rejected, be sure that you have not exceeded the single and/or monthly limit

2. If the rejection is a result of a merchant code block, you will not be able to make the purchase with the Visa card and an express purchase order should then be submitted to Procurement for that purchase

Exceptions to P-Card Policies & Procedures

- Exceptions will be considered and may be approved as follows:
 - Increase in the monthly P-Card limit – by P-Card Administrator
 - Increase in single transaction limit – by P-Card Administrator
 - Exception for prohibited or restricted items – by Procurement management or their designee
- On a case by case basis, the P-Card Administrator may approve requests for an exception to P-Card policy or procedures. These requests should be made in writing (e-mail is acceptable) and sent to the P-Card Administrator. Requests must come from the Authorizing Official and must fully explain the reasons why the exception is being requested. Additional documentation may be requested by the P-Card Office for exception requests.

Cardholder Responsibilities

1. Attend procurement card training prior to receiving the card
2. Complete a Conflict of interest Form 700 Annual Statement (Further information regarding this form will be provided on an annual basis by the Conflict of Interest Filing Office for the Procurement Card).
3. Take a mandatory Ethics & Conflict of Interest Training, conducted online through the Office of the Chancellor every two years. (Information is sent directly from the Chancellor's Office).
4. Card may only be used by Cardholder.
5. Use card in compliance with CSUEB and CSU Procurement Services Procedures and Policies.
6. Keep card and card number in a secure place.
7. Obtain *original sales receipts* for each transaction for goods received.
8. Receipts must be itemized with cost and description of goods purchased.
9. Obtain credit from vendor/merchant on returned goods or disputed items.
10. Reconcile monthly statement with the P-Card P-Card Statement and submit by monthly deadline.
11. Submit completed reports to Authorizing Official(s) for approval.
12. Immediately report stolen or lost cards to our P-Card provider (currently U.S. Bank), , the P-Card administrator and the Authorizing Official. Depending upon circumstances surrounding the loss of the card, the University Police Department may also need to be notified.
13. If the Authorizing Official changes, cardholders must submit the Change in Procurement Cardholder Authorizing Official / Chartfield form to the P-Card Administrator. The form is available at http://www.aba.csueastbay.edu/BusAndFinance/New_Forms_Instructions/departments/procurment_card.htm
14. Return the card to Procurement Card Administrator before separating from the University.
15. If transferring to another department on campus, contact the P-Card Administrator for instructions.

Monthly Reconciliation Procedures:

1. Go online to PeopleSoft Finance
2. Review and approve each transaction noting the description of the item. Instructions and navigation can be found at:
http://www20.csueastbay.edu/af/departments/aa/files/docs/BPG_PC_Procard_Reconciliation.pdf
3. In Transaction Detail review the amount of purchase and chartfield information. If applicable, change the chartfield values as needed, i.e. Dept. ID, Fund, etc.
4. You may begin reconciling transactions after the first of the month, or when notified by Accounts Payable that the P-card information is available.

Monthly Expense Report:

1. Print the P-Card Statement Report.
2. Match the current date range for the reporting cycle. (Note: *Balance amount should be same on the P-Card Statement as it is on the Credit Card Statement*).
3. Attach receipts and supporting documentation to the P-Card Statement Report. Receipts should be put in the same order as they appear on the credit card statement.
4. Attach credit card statement to documents.
5. Submit signed P-Card Statement to Authorizing Official for his/her signature.
6. Submit original report to P-Card administrator no later than the 10th of the following month, or if the 10th falls on a weekend, the following business day. (Example: billing cycle closes September 25; monthly report must be in the hands of the Accounts Payable P-Card Administrator by October 10).

Billing Cycle:

The billing cycle ends on the 25th of each month, with the following exception: When the 25th falls on a weekend or holiday, the billing cycle will end on the following business day.

Reconciliation Due Date

Reconciliations must be received by the Program Administrator, Procurement Services SA2750, no later than 5:00 p.m. on the 10th of the following month.

Statements

You will no longer receive a mailed copy of your statement. Instead you will receive an e-mail notification from U.S. Bank that your statement is ready to view and print.

Disputed or Defective Items

- If an item is billed incorrectly or is defective, the cardholder should try to resolve the issue with the vendor.
- If unsuccessful, the cardholder must place the transaction in dispute online in the US Bank system and note it on the P-Card Statement.
- Cardholder is responsible for handling the dispute:
 1. In transaction summary, highlight the disputed amount.
 2. Click on the dispute tab.

3. A list of dispute reasons can be found on the dispute screen
 4. Complete the required data on the dispute screen.
 5. If the reason does not appear on the list, use the “other” tab.
 6. Then click on “save.”
- **IMPORTANT NOTE:** Disputes must be entered by the 30th of the month. As a rule, Cardholder statements are paid in full, including disputed items in order to avoid late fees and penalties. It is the Cardholder’s responsibility to secure a reversal of charges (credit) from the bank.

Program Administration

Procurement Services is responsible for all administrative aspects of the P-Card Program, including obtaining new and replacement cards for Cardholders, auditing Cardholder reports and supporting documents, and paying the procurement card vendor’s monthly invoice.

Audits

- In accordance with Office of the Chancellor Coded Memo BF94-23, the P-Card Program is subject to periodic audits by CSUEB and CSU Internal Auditors as well as State Auditors, including statements, monthly expense reports, receipts and all other pertinent documents. For this reason, as well as in the interest of good business practice, cardholders, authorizers and Procurement Services administrative personnel must conduct all P-Card Program business in strict compliance with established policies and procedures.
- Department and cardholder records will be audited for:
 - Original itemized receipts (or certified receipt copies, faxed or e-receipts)
 - Accurate reconciliation of receipts and monthly expense reports with card statement
 - Cardholder signature on monthly reporting documents
 - Proper approval signature on monthly reporting documents
 - Appropriate use of the P-Card: no split purchases, no prohibited transactions and restricted purchases within policy guidelines
- All cardholder submissions are audited every month by the P-Card administrator. The P-Card administrator will enforce the corrective actions outlined in this manual, including card value reduction, suspension, and/or revocation of card privileges.

Failure to Comply with Policies and Procedure

Cardholders and/or department card privileges may be revoked or face other disciplinary measures when major infractions by the cardholder are found. These include:

- Misuse of card such as using it for prohibited purchases; splitting transactions and personal use of card
- Excessive instances of lost receipts
- Excessive late review and reconciliation of online charges and late submittals of receipts to the Program Administrator.
- Card may be revoked for other reasons as determined by the P-Card Administrator(s) and/or Procurement Services management. The Authorizer will be copied on all notifications regarding corrective action.

Consequences of Missing Documentation

- Failure to submit proper documentation will result in an email notification requesting the missing documentation.
- After first notification, cardholder limit may be reduced to \$1
- After reduction to \$1, if missing documentation is not provided after one month, card privileges may be cancelled completely.

Lost or Stolen cards

1. Cardholder is to immediately contact the card issuer, U.S. Bank
2. Cardholder is to immediately contact Authorizing Official
3. Cardholder or Authorizing Official must notify P-Card Administrator by telephone and follow up with an e-mail or other written communication
4. Cardholder should pick up replacement card *in person* and sign for its receipt

Replacing a badly worn or defective credit card

1. Cardholder is to notify Authorizing Official that card needs to be replaced, due to its worn or defective condition
2. Cardholder is to deliver worn/defective card *in person* to the P-Card Administrator
3. Cardholder must pick up and sign for the replacement card *in person*.

Cardholder Request to Close Account

Cardholder should send a written request (e-mail is acceptable) and return the credit card in person to the P-Card Administrator.

Whom to Contact for Help?

For additional help or to report problems with PeopleSoft Finance functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk) (<http://www.csueastbay.edu/servicedesk>).

Procurement Services P-Card Staff

P-Card Administrator:

Al Newell – alfred.newell@csueastbay.edu – x5-2120

Accounts Payable Manager:

Lana Lewis – lane.lewis@csueastbay.edu – x5-2854

Procurement Services Website: <http://www.aba.csueastbay.edu/procure/psspur.htm>

Information Sources

U.S. Bank

24-hour Customer Service Number
(800) 344.5696

U.S. Bank Access Online website

<https://access.usbank.com>