PROCUREMENT & CONTRACT SERVICES
Procurement Card (Pro–Card) Update
NEW PRO-CARD PROVIDER

CURRENT PROVIDER
• American Express

NEW PROVIDER
• US Bank (Visa)

This is a seamless transaction from one provider to the next.
The maximum dollar amounts per transaction will be increased from the current $1,000 limit to $2,500.

The maximum dollar amount per cycle will be increased from $5,000 to $7,500.
PRO–CARD ROLL OUT

• The new US Bank (Visa) Pro–Card can be picked up August 20th – 27th at Sequoia Hall Room 336 from 10:00 am to 12:00 pm (2 hours each day).

• Any cards not picked up by noon August 27th will need to be picked up in person from the Procurement & Contracts Department front desk located at Sequoia Hall Room 320.

• Fall hours are morning 9:00–12:00 and afternoon 1:00–5:00.
• For any cards that have not been picked up there will be a reminder e-mail sent out on September 17th, 22nd, and 23rd.

• The current American Express Pro-Card will be deactivated on September 24, 2010.

• Any US Bank (Visa) Cards not picked up by September 30th will be cancelled.
Questions

• If you have any questions please contact:

Michelle Bianco: Procurement Card Administrator
biancom@csus.edu or ext# 88607
Or
Leah Davis: Procurement Card Administrator
ldavis@csus.edu or ext# 87810