



# Procurement Card Program Manual

Revision Date October 2018

## **Overview**

The objective of this manual is to provide you how to:

- Obtain a Procurement Card
- How to use a Procurement Card consistent with University guidelines.
- Determine the role of the Approving Official
- Make adjustments to your current month Procurement Card statement in CFS.



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## Contact Information

### How to Contact Procurement Card Administration

Deaundria Brooks-Moore, Buyer I — Procurement Card  
Administrator: Phone: 916-278-7546  
Fax: 916-278-5796  
Email: [procard@csus.edu](mailto:procard@csus.edu)  
Campus Mail Address: Procurement Services, 6008

Kim Holmberg, Back-up Procurement Card Administrator:  
Phone: 916-278-7403  
Fax: 916-278-5796  
Email: [procard@csus.edu](mailto:procard@csus.edu)  
Campus Mail Address: Procurement Services, 6008

### How to Contact US Bank VISA Payment Services

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

NOTE: Password is no longer needed when calling US Bank.

**\*If a Cardholder experiences a lost or stolen card advise US Bank that it is a Procurement Card. After contacting US Bank, please notify the Procurement Card Administrator of a lost or stolen card. A new card will be issued by US Bank and sent to Procurement Services.**

## Introduction

### About Procurement Card Program

The Procurement Card Program is administered by the Procurement and Contract Services Department. Procurement and Contract Services operates under the direction of Financial Services within the University Division of Administration and Business Affairs.

The type of credit card issued by the University under the Procurement Card program is US Bank Visa. Cards will be issued to designated individuals, through US Bank Corporation. The card is used by Sacramento State employees who have been delegated authority to purchase items for University use. The Cardholder is authorized to purchase directly on behalf of Sacramento State. The bill is paid by Sacramento State to US Bank.

The Procurement Card gives employees the ability to charge purchases eliminating requisitions, check requests and petty cash reimbursements. This provides department's greater convenience, control and flexibility. There are some specialized procedures that Cardholders will have to follow, but once familiar with these procedures, you will find that the Procurement Card is the best way to make purchases.

### Ethics

Purchasing has implemented internal controls as regulated 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.

As a Cardholder, you are responsible for ensuring all your purchasing transactions are in compliance with State and Federal laws, including conflict of interest laws and any potential impact your purchase may have on personal financial interests. Is the purchase appropriate for the University and does it have a valid business purpose?

### Procurement Card 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, and
- Distribution and interpretation of applicable State and University policies.

## Business Goals

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

- A list of SB/DVBE suppliers is located on the Procurement/Contract Services website. [Small Business/DVBE Business Vendors](#) and the [Sacramento State Marketplace](#).

## The Procurement Card Process

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

### Purchase

The authorized Cardholder within the department uses his or her card to purchase needed goods and submits the associated merchant receipt (and other documentation, as required) to the designated Program Administrator. Specific transaction information is received from US Bank and downloaded into the Common Financial System (CFS). Notification is emailed to the responsible Cardholder and Approving Official each month.

### Approval

Transaction cycles end on the 22<sup>nd</sup> of the month. At the conclusion of each cycle, the Procurement Card holders will be notified by email that their monthly statement is available for reconciliation. Reconciliation must be completed by the deadline stated in the email notification. Monthly Procurement Card packets (which consist of the CFS Procurement Card Statement and all original receipts) must be submitted to the Procurement Services Office (zip 6008) by the required date of the following month.

### [ProCard Calendar](#)

The ProCard calendar can be found on the Procurement website at:

<https://www.csus.edu/aba/procurement/>

### Filing

A copy of signed Statements and related support documentation will be retained in the Procurement and Contract Services department files for a minimum of 60 months and will be available for audit upon request.

## Roles and Responsibilities

### Cardholder

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 Sacramento State. The purpose of the regulations, policy and rules are to ensure accountability to the public and fairness to merchants.

#### Cardholder Responsibilities:

- Complete required Procurement Card training which includes:
  - Part 1 and Part 2 of training through Skillport (DO NOT USE LEARNER WEB TO TAKE THIS TRAINING OR THE PRACTICE TRAINING ON OUR WEBSITE). **All Procurement Card training must be conducted through Skillport (MySacState).**
  - Mandatory refresher training every 3 years (cardholders will be notified)
- CARS  
Prior to being issued a Procurement Card requestors must have access to CFS. The authority to utilize the Procurement Card for reconciliation purposes requires access to CFS for both card holder and the Approving Officials. Requestors and approving officials may request access to CFS by utilizing the link below:  
<https://www.csus.edu/irt/reports-dashboards/peoplesoft/initiate-a-cars-request.html>
- Sign *Cardholder Agreement*.
- Ensure that both CSU system wide policy and Sacramento State requirements for use of the Procurement Card Program are followed.
- Maintain complete and original merchant receipt or documentation for every transaction and attach to the monthly CFS Procurement Card Statement.
- The documentation/receipt should include merchants name; purchase date; description /quantity of items purchased (this information may be hand written on the receipt), cost per item; total cost of order; cardholder name.
- If the original 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 a Missing Receipt Form and submit it in place of the missing documentation.
- [Procurement Card Program Missing Receipt Form](#)
- Reconcile each month's statements by including a detailed description of each transaction in the space provided in CFS and checking to ensure the appropriate funding source has been selected. The cardholder must also indicate the business purpose for each purchase.





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**Tax:** Select this box if the transaction is for a taxable good, and sales tax was **NOT** included on the receipt/invoice or was incorrect. 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.

- Sign and date the CFS Procurement Card Statement for each cycle that had transactions and give it to the Approving Official each month. In the event your approving official is not available to sign at the time the statement is due you must follow the *hierarchy* of your department. **You cannot sign your own statement as the approving official.**
- Protect the card at all times to prevent unauthorized use. The procurement card 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 Procurement Card.
- Notify the Procurement Card Administrator immediately if you as a Cardholder transfer to a new department 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 his or her Procurement Card. When notification of the transaction appears in CFS and the Cardholder realizes the mistake, he or she must immediately notify his or her Approving Official. In addition, the cardholder shall immediately contact the merchant to request a credit on the Procurement Card 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 a check payable to California State University, Sacramento. Submit the payment to the Bursar's office 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 on your Procurement Card. Cardholders must contact the Accounting Services Department to determine if your chartstring is available in Cashnet. Do not go directly to the Bursar's office to remit payment without Cashnet verification.

## RETURN OF CARDS

It is the responsibility of the Cardholder to turn their University issued Procurement Card into the Administrator prior to leaving employment. If you are transferring to a new department and are a Cardholder, you must notify the Administrator prior to transferring. The Administrator will take the appropriate action on your card. This could entail placing a Cardholder's card on hold temporary or cancelling the card in its entirety. 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 Procurement Card 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 Procurement Card. The Approving Official shall review transactions on no less than a monthly basis. 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 Procurement Card program at the department level.

### Conflict of Interest

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.

As an example:

You are an Approving Official of a Cardholder in your department. The Cardholder has transactions on that card for a dinner/lunch that the Approving Official hosted; those transactions would need to be approved by the next higher Approving Official. An Approving Official cannot approve transactions that they directly benefit from.



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**Approving Official Responsibilities:**

- Complete required Procurement Card training which includes:
  - Part 1 and Part 2 of training through Skillport (DO NOT USE LEARNER WEB TO TAKE THIS TRAINING OR THE PRACTICE TRAINING ON OUR WEBSITE). **All Procurement Card training must be conducted through Skillport (MySacState).**
  - Mandatory refresher training every 3 years (cardholders will be notified)
- CARS  
Prior to being issued a Procurement Card requestors must have access to CFS. The authority to utilize the Procurement Card for reconciliation purposes requires access to CFS for both card holder and the Approving Officials. Requestors and approving officials may request access to CFS by utilizing the link below:
- <https://www.csus.edu/irt/reports-dashboards/peoplesoft/initiate-a-cars-request.htm> IDART
  - The DART acronym stands for "Delegation of Authority and Reports To".
  - The purpose of DART is for verify fiscal authority for each department. "All Approving Officials must have the authority within DART to approve and sign off on Procurement Card reconciliation statements specific to each chartstring.
- The Approving Official must sign off on the Procurement Cardholders request form. Procurement Card Employee Request/Update form link below: [Procurement Card Employee Request/Update Form](#)
- Monitor all transactions for appropriateness 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 that fall under the Hospitality Expenses Procedures. [Hospitality Expenses Procedures](#)
  - Identify possible violations of their assigned Cardholders; evaluate potential misuse of the Procurement Card
  - A more serious situation occurs when a Cardholder deliberately makes a personal purchase on the Procurement Card. These purchases may be fiscal misconduct (employee misuse). The Approving Official shall review the documentation for each transaction and ensure that the items purchased are for the purpose of supporting University business.

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- 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 signed (printed signature) and dated by the appropriate Cardholders and Approving Official; and if the assigned 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, or separation from the University. Additionally, this would include leaving a current position or transferring to a different department. **A Cardholder’ account must be up to date at all times.**

**Approving Official Required Actions:**

The Approving Official must review assigned cardholders’ 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 written description and reason 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 Procurement Card Administrator and the Director of Auditing Services.
  - **Note** on Procurement Card misuse; the department is liable for all purchases made by its Cardholders. If the Approving Official suspects that one of the cardholders is making inappropriate purchases, he or she must act quickly to protect department funds.
- If a restricted item is purchased without prior authorization from the “buyer or record” or Procurement Card Administrator 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 will be notified of Cardholders 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.

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- 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 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 Approving Official must submit a Procurement Card Request/Update form. If there is an Approving Official change then the current Approving Official will submit a Procurement Card Request/Update Form:

[Cardholder Request Form](#)

## **Program Administration**

Procurement and Contract Services and Accounts Payable each have management responsibilities with regard to the Procurement Card program.

Procurement and 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 and Contract Services. Cardholders will be notified when their card is available.

Prior to Procurement and Contract Services releasing a Procurement Card to a University employee the Cardholder must complete Procurement Card training in Skillport. Additionally, the University employee must present their campus photo ID and sign the Cardholder agreement form.

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

Accounts Payable is responsible for the monthly payment process and the download of the Cardholders' monthly statement into CFS Financial module for reconciliation and the USE TAX review.

## The Procurement Card

### Obtaining a Procurement Card

To obtain a Procurement Card, complete Procurement Card Training Part 1 & 2 in Skillport; fill out the [Procurement Card Request/Update form](#) and email to [procard@csus.edu](mailto:procard@csus.edu).

You must have Authorization in CFS to obtain a Procurement Card. Cardholder applicants must be actively employed by the University (third-party temporary agency employees, retired annuitant's students, consultants, casual workers, independent contractors etc.) shall not be issued Procurement Cards.

### Card Controls

Each Procurement Card is set up with the following control parameters:

#### Default Chartstring

Each Cardholder has a default chartstring – identifying a fund that is associated with the Cardholder's department.

#### Default Procurement Card Limits

##### Single Transaction Limit

Cardholders shall be setup with a default single transaction limit of \$5,000, which includes the merchandise, tax, and shipping/handling.

##### Monthly Transaction Limit

Cardholders shall be setup with a default monthly transaction limit of \$10,000, which includes the merchandise, tax, and shipping/handling.

#### Exceptions to Default Limits

Exceptions to dollar limits may be requested in writing and must be approved by the Department Approving Official and Procurement Department personnel

### Forms

The following is a list of the forms associated with the Procurement Card Program:

- [Procurement Card Request/Update form](#)
- [Missing Receipt form](#)

All forms are available on the [Procurement Services](#) section of the ABA Forms page.



## Appropriate Uses of the Card

### What Can Be Purchased With the Card

Allowable purchases include most items that are acceptable via Petty Cash and Direct Pay. The following are examples of acceptable expenditures:

- Advertising on Social Media (non-employment advertisements include copy of advertisement with reconciliation statement. All employment advertisements require Human Resources approval).
- [Employment Advertisements](#) (All employment advertisements require Human Resources approval).
- Subscriptions, Memberships, Registrations and Accreditations (dot.com transactions are authorized for only subscriptions, memberships and registrations. Terms and Conditions may require review for Accreditations and must be approved by the Buyer of Record).
- Books and Publications Only (dot.com purchases authorized)
  - Food-On Campus (Cardholders are encouraged to use the Procurement Card for on campus catering services through UEI). It is the responsibility of the cardholder to secure their receipt at the time of purchase. Invoices may not be paid for UEI food services that were secured outside of the billing cycle they were purchased. Purchase must be compliant with Hospitality Guidelines. The proper documentation must be submitted with your monthly statement. Documentation includes a list of attendees and justification. Cardholders must ensure that all charges including food purchases and tips are identified on the submitted documentation. Department must ensure the proper funding source is used. Cardholders should place orders through the UEI online ordering portal, campus employees will need to create an account on the following site: <https://epicurecatering.catertrax.com/>. Once an account is established you can browse menus, retrieve invoices and place orders. The UEI catering team is available to assist customers with menu needs that are not available from their online menus, but ultimately, the customer will always need to establish an account to book catering.

Tools are also available to customers on the UEI website below:

(<http://www.dining.csus.edu/epicure-catering-at-sacramento-state/book-catering/>) should questions or uncertainty arise before placing an actual order.

- Food-Off Campus (Cardholders are authorized to use the Procurement Card for meetings or events held off campus for catering services and light refreshments.

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Purchase must be compliant with Hospitality Guidelines. The proper documentation must be submitted with your monthly statement. Documentation includes a list of attendees and justification. Cardholders must ensure that all charges including food purchases and tips are identified on the submitted documentation. Department must ensure the proper funding source is used.

Cardholders cannot use **Operating Funds** to purchase food or catering for meetings attended by employees from the same work location. **The only allowed purchases using Operating Funds are light refreshments such as coffee, soft drinks, cookies, candy when non-university individuals are present.** The proper documentation must be submitted with your monthly statement.

Documentation includes a list of attendees and justification. Cardholders must ensure that all charges including food purchases and tips are identified on the submitted documentation.

Department must ensure the proper funding source is used. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expenses Procedures.

**If the food or catering has an agreement this will require review by the Buyer of Record. Hotels agreements are not included these often require an authorized signature and must be reviewed and approved by Procurement and Contract Services staff.**

- Internal computer components (non-equipment) such as hard drives, memory, video cards, diskettes, flash drives, laptop/iPad sleeves, laptop cases, and laptop backpacks etc.
- Computer Peripherals under \$500.00 such as mice, keyboards, glare screens, flash drives etc.
- Promotional items (consistent with Hospitality Expense Procedures) SB/DVBE Requirements must be met.
- Sacramento State Marketplace Merchants listed in the Sacramento State Marketplace (.com suppliers) do not require prior approval of the Buyer of record or the Procurement Card Administrator. The merchants listed in the Sacramento State Marketplace are suppliers who have agreed to discount pricing based on a Memorandum of Understanding, Contract Pricing or Consortium Agreement.
- CSU Marketplace Suppliers listed in the CSU Marketplace (**.com suppliers**) do not require prior approval of the Buyer of record or the Procurement Card Administrator. These suppliers are part of a CSU system-wide agreement for multiple campuses. The pricing is consistent for all campuses that are part of the CSU Marketplace.



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- Co-Sponsorships of events in which the University is not the lead agency and are limited to a compensation for a share of the cost. If the University is the lead agency of an event that requires insurance the requirement must be placed on a requisition.
- Table Linens for events through UEI, University Union (including The Well) and Alumni Center.
- On-Campus room rentals (UEI or University Union and “The Well” only)
- All other supplies not otherwise **prohibited** or **restricted**.

The purchase should meet the requirements of [University Policy](#) and guidelines.

The Hospitality Expenses Procedures may be found at: [Hospitality Expenses Procedures](#)

## Restricted Transactions

### Allowable Purchases with Restrictions

If the goods or services are restricted, the Procurement Card may be used ***with prior approval from the Buyer of record or Procurement Card Administrator***, and the use of appropriate funding.

The Buyer of Record is determined by clicking on the link below

“Procurement Staff Assignments” - <http://www.csus.edu/aba/procurement/staff.html>

### Alcohol

The use of Operating Funds for the purchase of alcohol is prohibited. When using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expense Procedures.

### Awards

Plaques, Mugs, Trophies, Picture Frames, are prohibited when using Operating Funds. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expenses Procedures.

### Custodial/Janitorial

Custodial supplies (examples: toilet paper and cleaning chemicals utilized by custodial services). **To obtain approval contact the Facilities Management at 916-278-6242.**

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**Decorations**

Office decorations, holiday decorations, event decorations (unless related to a student event) are prohibited when using Operating Funds. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expense Procedures.

**Deposits**

All deposits for commodities or services regardless of type require prior approval of the buyer of record or procurement card administrator. It is the responsibility of the Pro-Card user and approving official to make sure they do not exceed their transaction limits (per transaction and monthly transaction limits) and to track the total cost of the requirement including the deposit.

**Equipment**

Instructional Equipment with a cost over \$500.00 is restricted due to CSU instructional reporting requirements. Instructional Equipment with a cost over \$500.00 must be placed on a requisition.

Non-Instructional Equipment with a cost over \$1,000.00 is restricted. Non-Instructional Equipment with a cost over \$1000.00 must be placed on a requisition

**Event Tickets**

It is prohibited to purchase event tickets using Operating Funds. Event tickets should not be purchased unless student related. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expenses Procedures.

**Flowers, Plants and Cards**

It is prohibited to use Operating Funds to purchase flowers, plants or cards. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the Hospitality Expenses Procedures.

**Furniture**

Modular furniture and furniture systems such as panel systems are not allowed to be purchased using the Procurement Card. 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.

**Gifts, 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 reportable income to an employee on their W-2. Gift cards require the pre-approval of the Director, Procurement and Contract Services. The pre-approval form at the link below must be completed prior to purchasing gift cards.

[Pre-Approval for the Purchase of Gift Cards/Gift Certificates](#)



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It is prohibited to use Operating Funds to purchase gifts. When you are using Special Funds or Auxiliary Funds please refer to the Hospitality Expense Procedure.

**Household Appliances**

Such as refrigerators, stoves, microwave, washer and dryers should be placed on a requisition unless Buyer of Record approval is obtained.

**Facilities Management Supplied Items**

The purchase of any Facilities Management supplied item requires approval from Facilities Management Manager. Items such as heaters, 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.

**To obtain approval contact the Facilities Management at 916-278-6242.**

**Medicine/Drugs/Pharmaceutical**

The acquisition of medicine/drugs and pharmaceutical products, to include: aspirin, cold/flu products and over the counter medicine is strictly prohibited with the exception of the following departments:

University Student Health and Counseling Services

Nursing Department

Intercollegiate Athletics

**Information Technology Products**

Such as laptops, tablets, notebooks, iPads, iPods, desktop computers, servers, micro-computers, mainframe computers, monitors, and network printers should be placed on a requisition.

**Software**

ICT approval must be secured prior to purchase date and submitted with reconciliation statement. **(Reminder Software requires written approval of the buyer).**

**Printed DVD's, Video Tapes, CD's**

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ICT approval must be secured prior to purchase date and submitted with reconciliation statement

**What purchases are considered ICT?**

<https://www.csus.edu/irt/accessibility/ict-procurement/>

- Desktop and Portable Computers
- Self-contained Products (i.e. network printers, copy machines, kiosks, scanners, projectors)
- Software
- Telecommunications Products
- Video and Multimedia Materials (needs to be captioned or subtitled if commercially available)
- Web Consulting/Content/Software

**Office Supplies**

Office supplies must be purchased through the Staples catalog. Stockless users can access the Staples catalog through the link to [CSU Campus Marketplace](#). In the event Staples does not have the office supply item(s) your department requires; you may purchase the item(s) through a SB and/or DVBE merchant only. There is a list of certified SB/DVBE merchants located on our website [SB/DVBE Vendors](#)

**Printing/Copying**

All University printing requirements must be reviewed by the University Print & Mail Department <https://www.csus.edu/aba/university-print/> to determine if the printing project can be performed on campus. Only if you receive approval from University Print & Mail Department or the Buyer of record, then you may use your Procurement Card as a form of payment for outside services. All approvals must be in writing and attached to your monthly statement. Email: [universityprint@csus.edu](mailto:universityprint@csus.edu)

**Booths and/or Tabletop Events**

Booths or table tops at events and equipment. These often require an authorized signature and must be reviewed and approved by Procurement and Contract Services staff.

**Signage**

Signage only as a goods or product requirement. No labor, installation or services can be associated with the purchase. Card holders must check with University Print & Mail Department and Facilities Management – Sign Shop to ensure University standards are met and the requirements cannot be completed by either of the above two (2) mentioned departments.

**Pay-Pal**

You must obtain prior approval from the Buyer of Record or Procurement Card Administrator before using Pay-Pal as a form of payment.



**Guidelines:** If you have been approved to use Pay-Pal please submit the following with your Procurement Card statement

- 1) Written pre-approval from the Buyer of Record or Procurement Card Administrator. Attach this to your Procurement Card statement
- 2) Itemized receipt for your purchase.
- 3) The “ship to address” must be the University address – All purchases for the purpose of University business must be shipped to the University.

**Restricted Merchants**

A restricted merchant is a **dot.com** online, non-small business company. Prior approval from the Buyer of record 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 require buyers approval if you are purchasing online (**dot.com**).

**Utensils**

Such items as: Cups, plates, forks, spoons and napkins. Cardholders cannot use Operating Funds for this purchase. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts.

## **Prohibited Transactions**

### **What Cannot Be Purchased With the Card**

The following is a list of prohibited transactions. If the goods or services are “prohibited”, the use of the Procurement Card is **UNAUTHORIZED** and shall not be used to procure such goods or services.

#### **After-The-Fact Invoices**

Invoices may not be paid for products or UEI food services that were secured outside of the billing cycle they were purchased. It is the responsibility of the cardholder to secure their receipt for food service requirements through UEI at the time of purchase. The invoice date must be consistent with the purchase date.

#### **Air Gas**

Defined as: a combustible gas made by charging air with the vapor of some volatile hydrocarbon mixture (as gasoline) and used for lighting and heating; a producer gas consisting chiefly of carbon monoxide and nitrogen and made by blowing air into a producer.

#### **Break Room Supplies**

Water coolers, water (applies to bottled water service)

#### **Cash Advances**

You may not use your Procurement Card to get cash advances.

#### **Cash type transactions**

Cardholders shall not use the Procurement Card to purchase money orders, traveler’s checks. Cardholders are prohibited from receiving cash as a credit for the return of an item.

#### **Consulting Services**

Lecturers, guest speakers or Instructors

#### **Contracts, Rental Agreements, Maintenance Agreements or Repair Services**

These services must be placed on a requisition and any associated documents must be attached to the request in CFS.

#### **Campus Services**

Any services provided on campus for campus departments or events (exception UEI and University Union “The Well” Aquatic Center. If there is an agreement, the requirement must be reviewed by Procurement and Contract Services staff prior to purchase).

#### **Fire Arms and Ammunition**

You may not use your Procurement Card to purchase fire arms and ammunition.

#### **Furniture**

Modular or Panel systems

Procurement Card Program Manual

**Parking**

Passes, Permits, Valet parking, Garage parking, Parking citations

**Personal Items**

Picture frames, Office plants etc.

**Phone Cards**

Long distance and Pay-Phone Calls

**Rentals**

Off Campus booths, space, meeting rooms, halls, banquet rooms or table tops at events and equipment. These require an authorized signature and must be routed to Procurement and Contract Services

**Reoccurring 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, cellular phone charges, internet fees, online subscriptions, software service, routine maintenance or service (any type) performed off-campus.

**Split Purchases**

To circumvent the individual per transaction set limit for the Procurement Card

**Travel**

Airline tickets, trains, buses, hotels, rental cars, shuttles, meals and entertainment

**Vehicle**

Rentals or leases of cars, vans, buses or trucks

**Gasoline**

Only allowed if the vehicle is a department rental (not employee related travel). It is prohibited to use the Procurement Card for the purchase of gasoline for any personal vehicle or while you are on travel status. Gasoline for vehicle rental on travel you must claim on travel expense claim. If renting state vehicle you must use the Voyager Card for purchase of gasoline.

Procurement Card Program Manual

## Violations

The Procurement Card 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 Procurement Card.*

A Cardholder who makes an unauthorized purchase with the Procurement Card, as defined below or uses the Procurement Card in an inappropriate manner will be subject to disciplinary action including possible card cancellation. The Cardholder will abide by the University policies of conduct.

The following items are considered violations of the program and are strictly prohibited.

### Documentation Failure

Failure to submit the receipt/documentation for each transaction:

- Cardholders are required to provide the appropriate documentation or merchant receipt to their Approving Official.
- Failure each month to submit a signed CFS Procurement Card Statement for each cycle in which transactions occurred.
- Cardholders are required to sign, date and submit their CFS Procurement Card Statements for each cycle in which transactions occur on their card.
- *When a trend is noted regarding lack of documentation and/or signed Statement:*
  - 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 their reconciliation statement is due immediately. The Cardholder's Procurement Card will be suspended until such time as all documentation is received.**

### Unauthorized or Inappropriate Card Use

All purchases on the Procurement Card shall follow Procurement and Contract Services policy and Hospitality Expense Procedures there are no exceptions.

<http://www.csus.edu/aba/Accounts-Payable/Hospitality.html>



Procurement Card Program Manual

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.

### Personal Purchases

If you are responsible to make a payment due to an inadvertent personal purchase on your Procurement Card. Cardholders must contact the Accounting Services Department to determine if your chartstring is available in Cashnet. Do not go directly to the Student Financial Services Center (SFSC) to remit payment without Cashnet verification.

The use of the Procurement Card 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 issuing a check payable to California State University, Sacramento.

### Sharing the Card

Due to inherent risk, Cardholders are strictly prohibited from sharing their Procurement Card 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 his or her Procurement Card.

### Split Purchases

Per ICSUAM policy, it is not permissible to split a purchase in order to circumvent Procurement Card limits. A split purchase is defined as:

- The purchase of a single item totaling over \$5,000 (including tax and shipping) with the purchase being divided (split) into more than one transaction; or,
- A single purchase transaction totaling over \$5,000 (including shipping); or,
- The purchase of a group of items totaling over \$5,000 (including shipping) for a single purchase need (see below).
- 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. Purchases shall not be split based on different project or program numbers, different recipients, different delivery locations, differing functionality of the items, etc.

**Note:** It is the responsibility of the Approving Official to ensure that misuse does not occur by an employee being reimbursed through other means for items purchased on the Procurement Card.

## 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 of the proper documentation (including and not limited to missing receipts. EIT Checklist Approval for Information Technology purchases)** to support their purchase.
- Failure to provide appropriate documentation with your statement will result in a suspension or cancellation of card privileges.

### Late Statement

Late statements will receive an email notification (Audit Finding). It is the cardholder's responsibility to submit their statement within three (3) business days. You will receive a second late email notice the day before your card is placed on hold. **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 PROCUREMENT CARD TRAINING AND PASS WITH A SCORE OF 100%.**

### Fraud and Misuse

Any unauthorized transaction placed on the Procurement Card is considered fraud and/or misuse. Any fraud or misuse of the card identified will be documented on a monthly report to be reviewed by the Director of Auditing Services to determine if any action needs to be taken. 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 Procurement Card the card will be suspended for a minimum of 60 days.**

**IF YOUR CARD IS SUSPENDED, YOU MUST RETAKE THE PROCUREMENT CARD TRAINING AND PASS WITH A SCORE OF 100%.**

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

Procurement and Contract Services has the authority to impose sanctions due to misuse of the Procurement Card. 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.



**IF YOUR CARD IS SUSPENDED, YOU MUST RETAKE THE PROCUREMENT CARD TRAINING AND PASS WITH A SCORE OF 100%.**

### **Appropriate Personnel Action by the Office of Human Resources**

- Notification of the misuse to the appropriate Administrator
- Appropriate Personnel Action by the Office of Human Resources

Audit findings are placed in a file for periodic review by Auditing Services. Auditing Services may at their discretion require additional information from the Approving Official and or Cardholder regarding violations.

## **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.

**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 documentation showing description 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, Sacramento, 6000 J Street, Sacramento, CA 95819.

### **Documenting Each Transaction**

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

## Procurement Card Program Manual

- 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, or
- An email confirmation from the merchant.

### **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 card number;

### **Inspecting the Goods**

Goods need to be inspected upon receipt 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 and they are returned or exchanged, keep sufficient documentation of the transaction, including names, dates and conversation results. This information may be needed for a formal dispute.*

### **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.



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Procurement Card Program Manual

- 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 but where the merchant has issued a credit voucher, or said that they will issue a credit.
- 
- Merchandise not received.
  - Merchandise returned.
  - Merchandise defective.
  - Unrecognized charges (If fraud is suspected, immediately call US Bank to report the charge, and have the card closed and reissued. Then notify the Procurement Card Administrator).
  - Altered charges.

### **Declined Transactions**

If an attempt to purchase was made with the Procurement Card and the transaction was declined, contact US Bank Customer Service (1.800.344.5696) for information. The most common reasons for a declined transaction are:

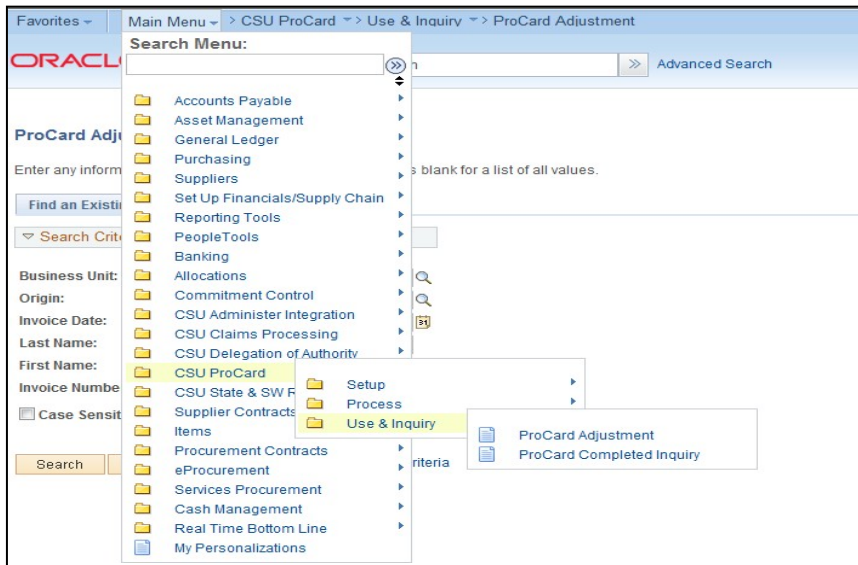
- Cardholder did not activate the account (Cardholder should activate the account immediately).
  - Cardholder has reached one of the transaction limits (per transaction or monthly).
  - Merchant is classified under a merchant category code (MCC) that is blocked from use (Cardholder should ask merchant 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).

## CFS Processing Instructions

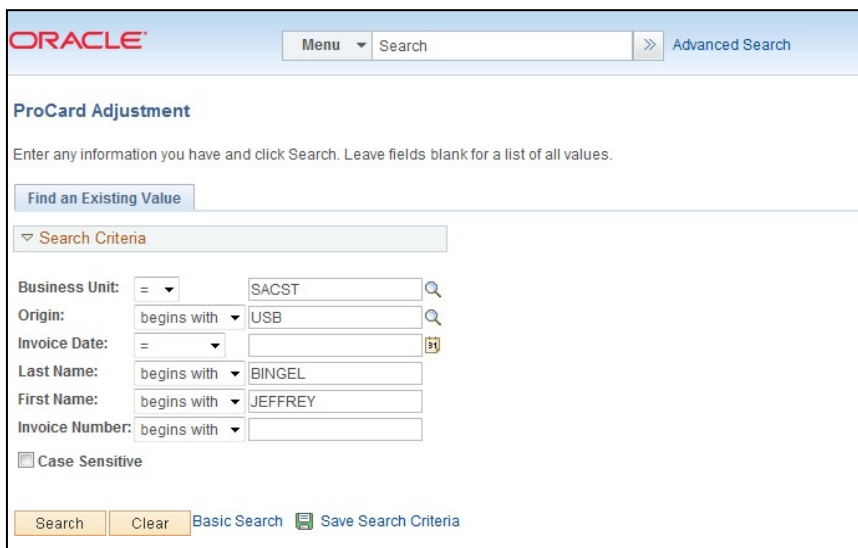
### Procurement Card Adjustments

A procurement card application has been designed for the procurement card holder at Sacramento State. This application is used to make adjustments to the chartfield distributions, record detail descriptions, and review historical billing information. Once a month, US Bank produces a monthly file for all of the procurement card account holders.

1. Accounts Payable will load procurement card bank file into CFS, then notify procurement cardholders by email on or about the 25<sup>th</sup> of each month.



**Navigation:** CSU ProCard > Use & Inquiry > ProCard Adjustment



Procurement Card Program Manual

- Business Unit: defaults to SACST
- Select your Origin - USB – US Bank
- Invoice Date: Billing Statement Date (not required, however this will narrow the search).

**Action:**

1. Last Name: Enter the cardholder’s last name
2. First Name: Enter the cardholder’s first name
3. Click Search

**ProCard Adjustment**

Business Unit: SACST ProCard Origin: USB Name: BINGEL, JEFFREY #1000000011  
 Invoice: PC03150005 Invoice Date: 03/24/2015 Total: 1,843.95 [Process Monitor](#)

**Transactions** Find | View All First 1 of 2 Last

Supplier Name: VANZEBO LASER State: CA  
 Transaction Date: 03/03/2015 Merchandise Amount: 835.23  
 Description: HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View All First 1 of 1 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 616005	MDS01	20800				835.23

[Save](#) [Return to Search](#)

The Cardholder’s charges are available to reconcile. The Cardholder is required to add descriptions. Also, changes may be made to the chartfields.

**Notes:**

- Business Unit: The BU defaults to SACST.
- Invoice: System generated. The first two characters are PC, the next four characters are MMY (the month and year the billing statement is for), and the last 4 are sequential numbers. Make note of the Invoice for this will be used to cross reference the AP voucher created in CFS.
- Invoice Date: The billing statement date.

Procurement Card Program Manual

- Total: The total amount for the card for this billing cycle.
- Merchant Name: The merchant the charge was for.
- Transaction Date: The date of the charge.
- Merchandise Amount: The amount of the charge


**Action:**

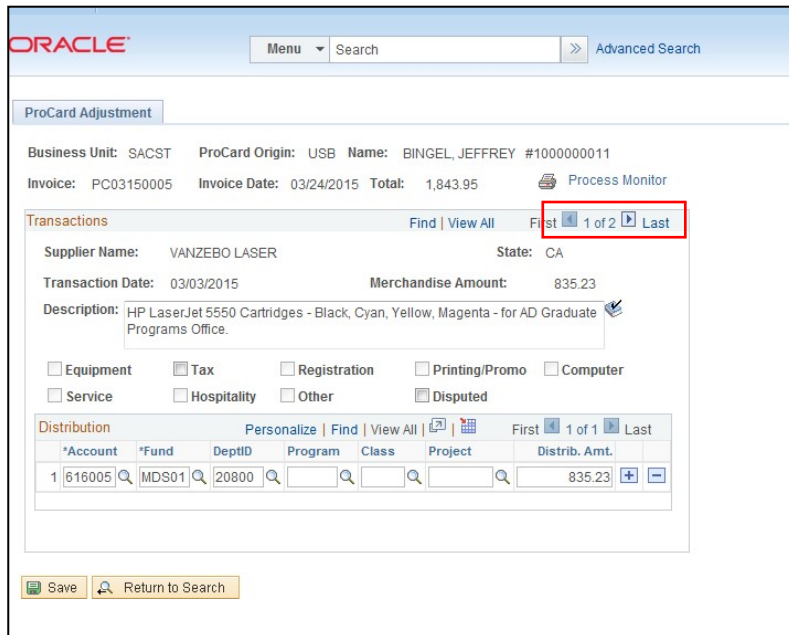
**Description:** This is a required field and must be completed. A description of what was purchased must be entered. This field is for informational and audit purposes and will only appear in the ProCard Use & Inquiry Section.

**T = Tax:** Select if this charge is for a taxable good and sales tax was **NOT** included on the receipt/invoice or if the tax was incorrect. Services are usually not taxable. Please check out-of-state charges carefully, as most out-of-state merchants do not include tax.

**Disputed:** Select if you are disputing this charge. This is for informational purposes only. The disputed charge will remain on your account until resolution is reached with the merchant and US Bank. Once resolution is reached, a credit may be applied.

**Distribution:** The chartstring for this credit card purchase defaults from the setup of the Procurement Card account holder. The user will be able to adjust these chartstrings.

To see the next transaction, select the  icon.



The screenshot shows the Oracle ProCard Adjustment interface. At the top, there is a search bar and a 'Menu' dropdown. Below this, the 'ProCard Adjustment' section displays the following information:

- Business Unit: SACST
- ProCard Origin: USB
- Name: BINGEL, JEFFREY #1000000011
- Invoice: PC03150005
- Invoice Date: 03/24/2015
- Total: 1,843.95
- Process Monitor icon

The 'Transactions' section shows:

- Supplier Name: VANZEBO LASER
- State: CA
- Transaction Date: 03/03/2015
- Merchandise Amount: 835.23
- Description: HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.

Below the description are several checkboxes for categorization:

- Equipment
- Tax
- Registration
- Printing/Promo
- Computer
- Service
- Hospitality
- Other
- Disputed

The 'Distribution' section includes a table with the following data:

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 616005	MDS01	20800				835.23

At the bottom of the interface, there are 'Save' and 'Return to Search' buttons.




Procurement Card Program Manual

To see all charges for the billing cycle, select View all

The screenshot displays the Oracle ProCard Adjustment interface. At the top, there is a search bar with 'Menu' and 'Advanced Search' options. Below this, the 'ProCard Adjustment' header is visible. The main content area shows transaction details for a supplier named 'VANZEBO LASER' in California. Two transactions are listed:

- Transaction 1:** Date 03/03/2015, Merchandise Amount 835.23. Description: 'HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.' The distribution table below it shows one line with Account 616005, Fund MDS01, and DeptID 20800, with a distribution amount of 835.23.
- Transaction 2:** Date 03/23/2015, Merchandise Amount 1,008.72. Description: 'HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for BIZ Office. Two Canon 128 Toner cartridges for Development Office.' The distribution table below it shows one line with Account 616005, Fund MDS01, and DeptID 20800, with a distribution amount of 1,008.72.

Each transaction includes a list of categories with checkboxes: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, and Disputed. At the bottom of the interface, there are 'Save' and 'Return to Search' buttons.

To split the distribution on a transaction, select the  on the distribution line. Add the chartfields for the second distribution. You may enter additional lines for additional distributions.

When you are finished, select Save

When the record is saved, the system automatically checks for the following:

- The total Distribution Amount must equal the Merchandise Amount
- You must have valid chartfield combinations.

Procurement Card Program Manual

**ORACLE** Menu Search >> Advanced Search

**ProCard Adjustment**

Business Unit: SACST ProCard Origin: USB Name: BINGEL, JEFFREY #1000000011  
 Invoice: PC03150005 Invoice Date: 03/24/2015 Total: 1,843.95 Process Monitor

**Transactions** Find | View All First 1 of 2 Last

Supplier Name: VANZEBO LASER State: CA  
 Transaction Date: 03/03/2015 Merchandise Amount: 835.23  
 Description: HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View 1 1-2 of 2 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 616005	MDS01	20800				500.00
2 616005	MDS01	20800		0785A		335.23

Save Return to Search

### Printing Procurement Card Statements

When you are finished reconciling your charges, print the transaction detail report. Both the Cardholder and Approving Official must sign the report. Attach all backup documentation in the same order as it appears on the transaction detail report and submit to the Procurement and Contract Services department by the 5<sup>th</sup> day of the following month.

Select the printer icon to make a hardcopy of your transaction detail report.

Then select the [Process Monitor](#) link to retrieve the report.

**ORACLE** Menu Search >> Advanced Search

**ProCard Adjustment**

Business Unit: SACST ProCard Origin: USB Name: BINGEL, JEFFREY #1000000011  
 Invoice: PC03150005 Invoice Date: 03/24/2015 Total: 1,843.95 **Process Monitor**

**Transactions** Find | View All First 1 of 2 Last

Supplier Name: VANZEBO LASER State: CA  
 Transaction Date: 03/03/2015 Merchandise Amount: 835.23  
 Description: HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.

Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed

**Distribution** Personalize | Find | View 1 1-2 of 2 Last

*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 616005	MDS01	20800				500.00
2 616005	MDS01	20800		0785A		335.23

Save Return to Search

Procurement Card Program Manual

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search section titled 'View Process Request For' with fields for 'User ID' (60102038116), 'Type', 'Last' (30 Days), 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is also present. Below the search section is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The first row in the table has the following values: [checkbox], 7533625, SQR Report, CSUPO008, 60102038116, 03/30/2015 12:33:50PM PDT, Success, Posted, and Details. The 'Success' and 'Posted' cells are highlighted with a red box.

Once the Run Status indicates Success and Distribution Status indicates “Posted,” select the [Details](#) link.

The screenshot shows the 'Process Detail' page in Oracle. At the top, there is an 'ORACLE' logo, a 'Menu' dropdown, a search bar, and an 'Advanced Search' button. The main content area is titled 'Process Detail' and contains several sections: 'Process' with fields for Instance (7531418), Name (POPO005), Run Status (Success), Type (SQR Report), and Distribution Status (Posted); 'Run' with fields for Run Control ID (PO\_DISPATCH), Location (Server), Server (PSNT), and Recurrence, along with radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'; and 'Date/Time' with fields for Request Created On, Run Anytime After, Began Process At, and Ended Process At. Below these fields are links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The 'View Log/Trace' link is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

Select the [View Log/Trace](#) link.

Procurement Card Program Manual

The screenshot shows the Oracle View Log/Trace interface. At the top, there is an Oracle logo, a 'Menu' dropdown, a search box, and an 'Advanced Search' button. The main content area is titled 'View Log/Trace' and contains several sections:

- Report**: A section with fields for Report ID (1358109), Process Instance (7531418), Message Log, Name (POPO005), Process Type (SQR Report), and Run Status (Success).
- PO Dispatch/Print**: A section with a 'Distribution Details' sub-section containing Distribution Node (FCFSPRNT) and Expiration Date (05/14/2015).
- File List**: A table with columns for Name, File Size (bytes), and Datetime Created. The first row, 'POPO005\_7531418.PDF', is highlighted with a red box.
- Distribute To**: A section with fields for Distribution ID Type and User (60102038116).

At the bottom of the interface is a 'Return' button.

Select the [PDF](#) link to access your monthly report.

Procurement Card Program Manual

Procurement Card Statement

Cal State Univ Sacramento ProCard Statement												
Business Unit: SACST							Invoice Number: PC03150005					
Account Name: JEFFREY BINGEL 916/278-5442 #1000000011							Invoice Date: March 24, 2015					
Origin: USB							Total Amount: \$ 1,843.95					
Tran Dt	Supplier	St	Line Amt	Description	Pur Cat	Upd By	Upd Dt	Disp				
03/03/15	VANZEB0 LASER	CA	835.23	HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for AD Graduate Programs Office.								
				1 616005 MDS01 20800						835.23		
										Total Distribution	835.23	
03/23/15	VANZEB0 LASER	CA	1,008.72	HP LaserJet 5550 Cartridges - Black, Cyan, Yellow, Magenta - for BIZ Office. Two Canon 128 Toner cartridges for Development Office.								
				1 616005 MDS01 20800						1,008.72		
										Total Distribution	1,008.72	
Purchase Categories:												
T - TAX: Select if this charge is for a taxable good and sales tax was NOT included on the receipt/invoice or if the tax was incorrect. Services are usually not taxable.												
I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)												
Signature of Card Holder, JEFFREY BINGEL						Signature of Approving Official, PIERRE BALTHAZARD						
Date						Date						
Program Name: CSUPO008      SEND A HARD COPY WITH SIGNATURE AND BACKUP TO PROCUREMENT CONTRACT SERVICES, MAIL ZIP 6008      Report Date: 03/30/15 Page 1      Report Time: 12:34:07												

Notice that your Procurement Card statement will print your current approving official.

**Review Procurement Card History and Print current statement after the Due date**

Once the procurement card billing statements have been loaded into the Accounts Payable system, the Cardholder will no longer be able to update their expense distribution for that month. To view historical information, or to print your statement after the due date, use the **CSU ProCard Completed Inquiry** pages.

Procurement Card Program Manual

**ORACLE** Menu Search >> Advanced Search

**ProCard Completed Inquiry Page**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = SACST

Origin: begins with

Invoice Date: =

Last Name: begins with bingel

First Name: begins with jeffrey

Invoice Number: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

SACST	USB	11/25/2014	BINGEL	JEFFREY	PC11140006	1000000011
SACST	USB	12/23/2014	BINGEL	JEFFREY	PC12140005	1000000011
SACST	USB	01/23/2015	BINGEL	JEFFREY	PC01150003	1000000011
SACST	USB	02/24/2015	BINGEL	JEFFREY	PC02150006	1000000011

**Navigation:**

CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

**Business Unit:** SACST

**Invoice Date:** Billing Statement Date (not required, however this will narrow the search).

**Last Name:** Last name of the Cardholder.

**First Name:** First name of the Cardholder.

Select .

Follow printing procedures on pages 32-35.