

Procurement Card Guide

CONTACT: Procurement Card Administrator and Back Ups, procard@csus.edu

FRAUD: Contact US BANK directly at 1-800-344-5696 on any questionable or disputed items appearing as a transaction on the statement within fifteen days after the date of the statement.

Transaction Cycles: Transaction cycles end on the 22nd of each month. CFS statements are available after this for processing. Please consult the calendar for precise monthly reconciliation dates located at the Procurement Card page on the Procurement and Contract Services website.

Statement Documentation:

1. Documentation submitted with statements for reconciliation review should match the statement charge 100%.
2. Provide a detailed description of each transaction in the space provided in CFS.
3. If original receipt is lost/missing and a copy cannot be provided, a missing receipt form must be completed. The form can be found in the "Forms" section of the Procurement and Contract Services website.
4. **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. A list of attendees and justification for purchases that fall under the Hospitality Expenses Procedures.
DO NOT share or authorize others to use your Procurement card. 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).

Personal Charges: If a personal charge is done in error on the Procurement Card – 1) contact the merchant to see if they are willing to credit the transaction and rebill. 2) If, the merchant is unwilling to credit the transaction submit payment at the CSUS cashier's office to the billed chartstring. The cashier's receipt must be submitted with Procurement Card statement

New Account or Updates: Complete and submit a Procurement Card/Marketplace/Stockless Supply Request/Update Form. Please ensure all parties have Skillport training completed prior to submission.

VIOLATIONS:

1. Documentation Failure include:
 - a. Appropriate documentation for each charge not provided
 - b. CFS statement , for each cycle that charges occurred, not submitted for processing
 - c. Signatures missing from CFS statement
2. Unauthorized or Inappropriate Card Use
3. Personal Purchases
4. Sharing the card
5. Split purchases

AUDIT FINDINGS:

1. Purchasing prohibited items
2. Purchasing restricted items without prior written approval
3. Not turning in all of the proper documentation (including and not limited to missing receipts, EIT
4. Checklist Approval for Information Technology purchases) to support their purchase
5. Late Statements - Two (2) late statements in a row will result in a 30 days suspension of card privileges.
6. Fraud and Misuse

****If your card is suspended, you must retake the procurement card training and pass with a score of 100%****

REFERENCES

Procurement and Contract Services website: <http://www.csus.edu/aba/procurement/index.html>

Procurement Card webpage: <http://www.csus.edu/aba/procurement/procurement-card.html>

Procurement and Contract Services Forms: <http://www.csus.edu/aba/forms.html#Procurements & Contracts>

Hospitality Expenses Procedures: [http://www.csus.edu/aba/accounts-](http://www.csus.edu/aba/accounts-payable/documents/hospitality/procedures_hospitality_expenses_dec_2014_adm_0111.pdf)

[payable/documents/hospitality/procedures_hospitality_expenses_dec_2014_adm_0111.pdf](http://www.csus.edu/aba/accounts-payable/documents/hospitality/procedures_hospitality_expenses_dec_2014_adm_0111.pdf)

PURCHASE DESCRIPTION	APPROPRIATE	RESTRICTED	PROHIBITED
Accreditations	X ¹		
After-The-Fact Invoices			X
Air Gas			X
Alcohol		X ²	
Awards		X ²	
Books and Publications	X		
Booths/Table Top Events		X ¹	
Break Room Supplies			X
Campus Services			X
Cash Advances			X
Cash type transactions			X
Computer Peripherals (Less than \$500)	X ¹		
Consulting Services			X
Contracts, Rental Agreements, Maintenance Agreements or Repair Services			X
CSU Marketplace	X ¹		
Custodial/Janitorial		X ¹	
Decorations		X ²	
Deposits		X ¹	
Equipment		X ¹	
Event tickets		X ³	
Facilities Management		X ¹	
Fire Arms and Ammunition			X
Furniture		X ¹	X ¹
Gasoline			X
Gifts/Gift Cards/Gift Certificates		X ¹	
Household Appliances			X ¹
HR Advertisements/Postings	X ¹		
Information Technology Products			X ¹

X¹: Buyer approval/review may be required, see the complete descriptions and clarifications for purchases in the Procurement Card manual, available on the Procurement and Contract Services website. Additional documentation may also be required
X²: Purchase must be consistent with Hospitality Expense Procedures, a link is available on the Procurement and Contract Services website
X³: Prohibited when using General Funds, Special Funds, Auxiliary Funds or Trust Accounts refer to the Hospitality Expense Procedures

Internal Computer Components	X ¹		
Light Refreshments/Food Purchases		X ²	
Medicine/Drugs/Pharmaceutical		X ¹	
Office Supplies	X ¹	X ¹	
On Campus Food	X		
Parking			X
Pay-Pal		X ¹	
Personal Items			X
Phone Cards			X
Printed DVD's, Video Tapes, CD's		X ¹	
Printing/Copying/Reprographic Work		X ¹	
Promotional Items	X ²		
Rentals			X
Reoccurring Charges		X ¹	
Restricted Merchants		X ¹	
Signage		X ¹	
Social Media Advertisements	X		
Software		X ¹	
Split Purchases			X
Subscriptions/Memberships/ Registration	X ¹		
Table Linens for Events	X		
Text Books		X ¹	
Travel			X
Utensils		X ³	
Vehicle Rentals			X

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