

Accounts Payable & Travel Procurement & Contract Services Bursar's Office



Presented By
Sarah David
Ariana Clark
Procurement & Contract Services
Caryl Vickers-Harper
Bursar's Office



Travel Updates

Banned States

Travel Credit Card Distribution

Email Address

Travel Help - 1:1 Virtual Appointments

Coming Soon - Travel 101 Trainings

New/Upcoming Banned States

- Newly added states went into effect on varying dates starting July 14, 2023:

Wyoming, Missouri (8/28), Nebraska (10/1)

- Other states under the travel restrictions:

Alabama	Georgia	Kansas	Montana	Ohio	Tennessee
Arizona	Idaho	Kentucky	North Carolina	South Carolina	Utah
Arkansas	Indiana	Louisiana	North Dakota	South Dakota	West Virginia
Florida	Iowa	Mississippi	Oklahoma	Texas	

- CSU is prohibited from approving state-funded or state-sponsored travel to the listed banned states.

Banned State Reminder

- Please post [map](#) in your office areas for all travelers to see. We hope this visual reminder is helpful.

Green means **GO**, **Red** means **NO!**



University Card Distribution Process

- All campus Travel cards will now be picked up at the Bursar's Office.
- Card holders will have a 30-day deadline to pick up the card.
- Any cards not distributed by initial deadline will be returned to issuing office.
- Travel dept will contact cardholder to determine need and will return card to Bursar's for distribution.
- If card is not acquired within 60 days, it will be canceled.

New Travel Email Address

- Newly created email address for Travel. Email all travel & Concur questions to:
 - travel@csus.edu
- We will still receive emails from the following accounts
 - sacstatetravel@csus.edu
 - sactravel@csus.edu

Need Concur/Travel Help?

- Travel dept is now offering virtual 1:1 appointments
 - Meeting will be conduct via Teams
 - Appointments are 30 mins
 - Book through the [Concur webpage](#) or get the link from team member email signature
 - [Book an Appointment](#)



Coming Soon – Travel 101

- Travel dept will soon be offering Travel 101 trainings
- Training will be posted on Trumba. Be on the look out!
- Travel cheat sheet is now available on Concur webpage under Policies & Reference Resources.
- [Things to do Before – During – After Your Trip](#)

Procurement & Contract Service Updates



ProCard Distribution
ProCard Statements

ProCard Distribution

- All ProCards will now be picked up at the Bursar's Office.
- Cardholders will have a 30-day deadline to pick up the card.
 - Any cards not picked up by initial deadline will be returned to issuing office.
 - Procurement Department will contact cardholder to determine need and will return card to Bursar's for distribution.
 - If card is not acquired within 60 days, it will be canceled.

New ProCard Statement Submission Process

- Effective July 25, 2023 the ProCard Statement submission process has been implemented to go through Adobe Sign. The required signatures will be obtained through Adobe Sign. Please refer to the Procurement & Contract Services webpage for more resources about the process. All ProCard statements **MUST** be submitted through this process. Statements submitted via email to procard@csus.edu will **NOT** be accepted.
- Please reach out to procard@csus.edu if you have any questions or need assistance.

New ProCard Statement Submission Process Resources



Procurement & Contract Services
Inside ABA

Administration & Business Affairs > Inside ABA > Procurement & Contract Services > Procurement Card Program

Procurement Card Program

- NEW Adobe Sign ProCard Statement Submission Resources
- How to Obtain a Procurement Card
- How to Document a Food Purchase
- Helpful Documents

Sacramento State now offers a VISA Procurement Card program through US Bank. The Procurement Card is an easy, efficient, and cost-effective way to make low dollar amount purchases. It makes sense to use the Procurement Card-- the fast, efficient, and inexpensive method to place small orders.

NEW Adobe Sign ProCard Statement Submission Resources

Effective July 25, 2023 the ProCard Statement submission process has been implemented to go through Adobe Sign. The required signatures will be obtained through Adobe Sign. Please refer to the below resources to familiarize yourself with the new process. All ProCard statements **MUST** be submitted through this process. Statements submitted via email to procard@csus.edu will **NOT** be accepted.

Please reach out to procard@csus.edu if you have any questions or need assistance.

Cardholder Resources

These resources are for cardholders that are submitting their own ProCard Statements.

- [Adobe Sign ProCard Statement Submission Link \(Cardholder\)](#)
- [Adobe Sign ProCard Statement Submission Written Instructions \(Cardholder\) PDF](#)
- [Adobe Sign ProCard Statement Submission Video Tutorial \(Cardholder\)](#)

Submitter Resources

These resources are for individuals submitting the ProCard Statement on behalf of the cardholder.

- [Adobe Sign ProCard Statement Submission Link \(Submitter\)](#)
- [Adobe Sign ProCard Statement Submission Written Instructions \(Submitter\) PDF](#)

Resources about the new process can be found at:

<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/procurement-card.html>

Questions?

- AP Issues

- Email: ABA-FIN-ap-travel@csus.edu

- Concur/Travel

- Email: travel@csus.edu

- ProCard

- Email: procard@csus.edu