

⚡ What You Actually Need To Do Differently (Top 20 Cheat Sheet)

📄 ProCard vs P2P (Biggest Behavior Change)

1. Default to P2P, not ProCard
 - a. If a vendor accepts purchase orders use P2P
 - b. Only use ProCard when:
 - i. Vendor doesn't accept PO
 - ii. Small/appropriate purchases
2. Some ProCard uses require approval
 - a. Some purchases still need pre-approval to DO the expense:
 - i. Hospitality
 - ii. Gifts & awards
 - iii. Some goods/services
 - iv. 👉 It's NOT about the card—it's about the expense type
3. When in doubt, ask before using ProCard
 - a. Especially if it "feels like" something that should go through P2P

📄 Invoices & P2P

4. ALWAYS email invoices to P2P, even if:
 - a. You already did a requisition
 - b. Procurement knows about it
 - c. 👉 No email = no payment
5. Expect an extra step after AP processes invoice. You'll need to:
 - a. Log in
 - b. Verify/receive before payment continues
6. Watch your commodity codes. They:
 - a. Control account codes
 - b. Can cause delays if wrong
 - c. 👉 Wrong code = stuck invoice

📄 Concur (Travel & Reimbursements)

7. One trip = ONE report - No splitting reports unless absolutely necessary
8. Submit reports monthly, especially for:
 - a. Mileage
 - b. Ongoing travel
 - c. 👉 Waiting = bad accounting + bigger problems later

9. Delegates must use the employee's profile
 - a. Not your own
 - b. Not an option anymore

10. Add agenda + comparisons as expense line items
 - a. Not attachments anymore
 - b. 🖱️ This is why reports are getting flagged

Hospitality

11. Use the Concur Hospitality Form (NOT PDF)
 - a. Found in Concur Request
 - b. Required for:
 - i. ProCard
 - ii. Reimbursements
 - iii. Travel (when applicable)

12. Know the limits (they matter now)
 - a. Breakfast: \$40
 - b. Lunch: \$60
 - c. Dinner: \$90
 - d. Refreshments: \$40
 - e. 🖱️ Includes tax, tip, delivery

Student Payments

13. Prizes and awards no longer go to AP
 - a. Now goes through Financial Aid → Bursar

14. Always check with Financial Aid FIRST
 - a. Before giving students money
 - b. 🖱️ It can reduce their aid or even their overall eligibility


15. Still submit Payment to Student forms
 - a. Even for:
 - i. Emergency grants
 - ii. "Small" payments

Non-Employee Travel


16. Use Concur (even for non-employees)
 - a. CSU System is moving everything there

17. Meal receipt rule
 - a. Daily max: \$92
 - b. Receipt only needed if daily charges are \geq \$75

Payments & Sensitive Info

18. NEVER collect/store banking info yourself
 - a. Not in email
 - b. Not in P2P
 - c. Not in notes
 - d.  This is a compliance risk

Foundation / MDR01

19. No more MDR01 for Foundation
 - a. Instead Use SAFDN + X fund(s)
20. If something doesn't exist (X fund, speedtype, etc.) → request it
 - a. Don't workaround it
 - b.  Systems now require full setup (DOA + approvals)

Bonus: How to Survive This Transition

A few “unwritten rules”:

- If something feels confusing → you're not alone
- If something takes longer → that's expected right now
- If documentation doesn't match → trust the process, not the PDF
- When stuck → email the right team early (don't wait)

The 3 Biggest Mindset Shifts

If you remember nothing else, remember this:

1. P2P is the default now, ProCard is the exception
2. Approvals are about the expense—not the payment method
3. Everything is more controlled (for audit reasons)—Not personal, just compliance