

# PROCUREMENT CARD MANUAL

Revision: 11.2023

## **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 Cardholder and Approving Official
- Adjust your current month Procurement Card statement in Card statement in CFS

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Quick Reference Source

**Procurement Card Administration**

**Contact Information:**

Phone: 916-278-7322

Email: [procard@csus.edu](mailto:procard@csus.edu)

**How to Contact US Bank VISA Payment Services**

Customer Service: 1-800-344-5696

Lost or Stolen Card: 1-800-344-5696

**Requesting a US Bank Procurement Card (x = required)**

Description	Navigation	Cardholder	Approving Official
Training (refresher every 3 years)	MySacState> CSU Learn> Sac State Procurement Card Training Rev 9-2020	X	X
CFS Access	<a href="https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request">https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request</a> <ul style="list-style-type: none"> <li>• Consolidated Finance System Role Request (CFS)</li> </ul>	X	X
Delegation of Authority and Reports To (DART)	<a href="https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request">https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request</a> <ul style="list-style-type: none"> <li>• Delegation of Fiscal Authority (DOA)</li> </ul>		X
Procurement Card Employee Request/Update Form	<a href="https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/internal/documents/procardrequestupdate-formrevised62419.pdf">https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/internal/documents/procardrequestupdate-formrevised62419.pdf</a>	X	

## Introduction

### **About Procurement Card Program**

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

### **University Procurement Card Program Information**

The Procurement Card Program is designed to provide a simplified method for Cardholders to procure purchases of authorized goods, supplies or services by using a university issued credit card. This method delegates procurement authority throughout the University while protecting its assets. Executive Order No. 760, dated October 16, 2000, establishes minimum standards for use of Procurement Cards to ensure appropriate safeguards are in place.

The Procurement Card should be the primary means to obtain approved supplies or services (allowed by Procurement Card Manual) consistent with the Cardholders allowable per transaction limits (including tax and shipping). Cardholders are encouraged to use the Procurement Card for such purchases to achieve cost savings for the University and improve processing time. Use of the Procurement Card reduces the traditional paper and labor-intensive procurement process for these types of purchases. A purchase order is the least cost-effective method for procuring low dollar value supplies and or services (when permitted).

### **Legal Reference and Authority**

The CSU Policy Library and CSU Executive Order No. 760.

### **Ethics**

Cardholders and their Approving Officials have been granted limited authorization to purchase on behalf of Sacramento State. Authority to purchase goods and services has been delegated from the Chancellor's Office to the President and to the Universities Procurement & Contract Services Department. The Procurement & Contract Services Department has further delegated limited purchasing authorization to individuals in departments outside the Procurement & Contract Services Department with the Procurement Card.

The Procurement & Contract Services Department 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.

All Procurement Cardholders and Approving Officials are responsible for conducting business in an ethical manner as outlined by the Sacramento State Procurement Ethics Policy:

- Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
- Avoid involvement in any transactions/activity that could be a conflict between personal interests and the interests of the CSU.

### **Conflict of Interest**

Purchases, which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures. Cardholders have delegated limited purchasing authority on behalf of the University, and as such, have the responsibility to ensure that purchases made on their Procurement Card do not fall within the definitions of a conflict of interest.

Conflict of Interest' is defined as follows:

“No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest.” Gov't Code § 87100.

Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 9100.

**NOTE:** This prohibition applies to all CSU employees. A gift, gratuity, rebate (not issued in the name of University), kickback, rewards points/credit, or other incentive provided to a cardholder to influence or appear to influence the decision to make a purchase from a vendor is considered a conflict-of-interest purchase.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with the Senior Director/Chief Procurement Officer, Procurement & Contract Services, or his/her designee.

Conflict of interest purchases can be subject to cardholder suspension, revocation of the procurement card and reporting of the conflict-of-interest violation to the appropriate approval authority for review for and action.

As a Cardholder, you are responsible for ensuring all your purchasing transactions follow 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 academic or business purpose?

## **Eligibility**

To be eligible for a Procurement Card the requestor must be employed by the University as a part-time or full-time faculty or staff member with an appointment of 6 months or greater.

Temporary employees from outside temporary staffing agencies, Auxiliary Services Employees, Associated Student Employees, Retired Faculty/Staff, Volunteers, and Student Assistants are not eligible for a University Procurement Card.

## **Business Goals**

As a state agency, the University is required to meet Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) annual goals. The State of California requires the University spend a minimum 25% of our business with Certified SB suppliers and a minimum of 3% with DVBE suppliers. When you are making purchases using the Procurement 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.

## **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.

## **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/her card to purchase needed goods and authorized services. Cardholders should submit 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 22nd of the month. At the conclusion of each cycle, the Procurement Cardholders will be notified by email that their monthly statement is available for reconciliation/adjustments. Reconciliation/adjustments must be completed by the deadline stated in the email notification. Monthly Procurement Card packets (which consist of the Common Financial System (CFS) Procurement Card Statement and all receipts) **must be submitted via Adobe Sign to the**

**Procurement & Contract Services Office by the required date of the following month.**

**Filing**

A copy of the electronically signed Statements and related support documentation will be retained in the Procurement & Contract Services department files for a minimum of 48 months and will be available for audit upon request.

**Cardholder Roles and Responsibilities**

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.

**Complete required training, which includes:**

- Procurement Card training that must be conducted through CSU Learn ([Sac State Procurement Card Training](#)).
- Mandatory refresher training every 3 years (cardholders will receive a notification from CSU Learn).
- Common Access Request System (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 Cardholder and the Approving Officials.
- Requestors and Approving Officials MUST request access to CFS by utilizing the link:
  - <https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request>
- Sign Cardholder Agreement.
- Ensure that both CSU system wide policy and Sacramento State requirements for use of the Procurement Card Program are followed.
- Maintain merchant itemized receipt or documentation for every transaction and attach to the monthly CFS Procurement Card Statement.
- The documentation/receipt should include merchant's name; purchase date; description / quantity of items purchased (this information may be handwritten on the receipt), cost per item; total cost of order; Cardholder name.
- If the 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 statement 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 should indicate the business purpose for each purchase and a list of attendees if applicable.



**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; this is considered “**use tax**”.

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.**

- Always protect the card 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 Sacramento State. 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 at [aba-fins-accts@csus.edu](mailto:aba-fins-accts@csus.edu) 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 Procurement Card Administrator prior to leaving employment. If you are transferring to a new department and are a Cardholder, you must notify the Procurement Card Administrator prior to transferring. This could entail placing a Cardholder’s card on hold temporarily 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 all transactions monthly prior to approving Procurement Card reconciliation statement. 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.

### **Approving Official - Direct Benefit**

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 lunch/dinner that the Approving Official hosted; these transactions would need to be approved by the next higher Approving Official. An Approving Official cannot approve transactions that they directly benefit from.

### **Approving Official Responsibilities:**

- Complete required training. Procurement Card training that must be conducted through CSU Learn ([Sac State Procurement Card Training](#)). Mandatory refresher training every (three) 3 years (Approving Officials will receive a notification from CSU Learn).
- Complete the Sac State "Avoiding Conflict of Interest" training that must be conducted through CSU Learn ([Sac State: Avoiding Conflicts of Interest](#)). Mandatory refresher training every (two) 2 years (Approving Officials will receive a notification from CSU Learn).
- 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 cardholder and the Approving Officials.
- Requestors and approving officials MUST request access to CFS by utilizing the link:
  - <https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html#enter-a-cars-request>
- The DART acronym stands for "Delegation of Authority and Reports To". The purpose of DART is for verifying 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 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 Expense 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 items purchased are for the purpose of supporting University Business.
- 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.
- If the 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’s account must be up to date at all times.

#### **Approving Official Required Actions:**

The Approving Official must audit/review assigned Cardholder’s 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 Manager, Chair or Administrator of the department.
- NOTE: Procurement Card misuse; the department is liable for all purchases made by the Cardholder. If the Approving Official suspects that a Cardholder 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 of 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 maybe be notified of Cardholder’s 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.
- 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 Procurement Card Request/Update form must be submitted. If there is an Approving Official change, the current Approving Official will submit a [Procurement Card Request Update Form](#): Cardholder Request Form

### **Program Administration**

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

Procurement & 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 & Contract Services personnel. Cardholder’s will be notified when their card is available.

Prior to Procurement & Contract Services releasing a Procurement Card to an eligible University employee the Cardholder must complete Procurement Card training in CSU Learn. 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, the download of the Cardholders monthly statement into CFS for reconciliation, and the **USE TAX** review.

### **Obtaining a Procurement Card**

To obtain a Procurement Card, complete Procurement Card Training in CSU Learn; fill out the [Procurement Card Request Update Form](#) and email it to [procard@csus.edu](mailto:procard@csus.edu)

You must have Authorization in CFS to obtain a Procurement Card. Cardholder applicant 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, unless an alternate per transaction of a lesser amount is requested by the approving official.

**Monthly Transaction Limit-** Cardholders shall be setup with a default monthly transaction limit of \$10,000, which includes the merchandise, tax, and shipping/handling, unless an alternate per transaction of a lesser amount is requested by the approving official.

### **Exceptions to Default Procurement Card Limits**

Exceptions to Procurement Card transaction limits for both temporary and permanent increases/decreases may be requested in writing by cardholders and must be approved by the Cardholders Approving Official and Procurement & Contract Services personnel. The final decision to allow temporary and/or permanent exceptions above the default single transaction limit and/or above the monthly transaction limit shall be the responsibility of Procurement & Contract Services personnel. A sound business justification is required and must be in the best interest of the institution. All increases temporary or permanent shall be documented in the Cardholders file. **All requests should be sent via email ([procard@csus.edu](mailto:procard@csus.edu)).**

### **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 and Contract Services Forms Page](#).

## Appropriate Uses of the Card

### What Can Be Purchased with the Card

The following are examples of acceptable expenditures:

<b>Advertising</b>	Advertising on social media
<b>Amazon Business in CSUBuy</b>	<p>Purchasing from Amazon Business is approved <b>ONLY</b> through CSUBuy. This program simplifies your purchasing process and allows you to take advantage of Amazon’s wide product selection, competitive prices, Prime Delivery, and other benefits negotiated by CSU.</p> <p>It is important to note the following:</p> <ul style="list-style-type: none"> <li>• Purchases are <b>NOT</b> appropriate if they fall into the prohibited or restricted categories. Please refer to those categories to determine how to obtain necessary approval(s) to purchase prohibited or restricted items.</li> <li>• Items purchased through Sacramento State’s Amazon Business account in CSUBuy are to be made by employees for official business use only. Personal purchases are <b>NOT</b> allowed.</li> <li>• Purchases made through Amazon Business in CSUBuy can only be done with an account set up using a “@csus.edu” work email address. Amazon Business accounts and personal Amazon accounts <b>MUST</b> be kept separate.</li> </ul>
<b>Awards</b>	Plaques, Mugs, Trophies and Picture Frames
<b>Books and Publications Only</b>	(Dot.com purchases authorized) Delivery <b>must</b> be to the campus. Books may <b>not</b> be delivered to a non-campus address.
<b>Computer Peripherals under \$5,000.00</b>	Examples include: Internal computer components (non-equipment) such as hard drives, memory, video cards, diskettes, flash drives, laptop/iPad sleeves (not equipment), laptop cases, laptop backpacks, mice, keyboards, glare screens, flash drives, monitors etc.
<b>Co-Sponsorships</b>	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.

<p><b>CSUBUY Marketplace</b></p>	<p>Suppliers listed in the CSUBUY Marketplace (dot.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.</p>
<p><b>Decorations</b></p>	<p>Office decorations, holiday decorations, event decorations (prohibited when using Operating Funds unless student related). For balloon purchases, see restricted category.</p>
<p><b>Food-Off Campus</b></p>	<p>Cardholders are authorized to use the Procurement Card for off campus catering services and light refreshments. Purchases 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.</p> <p>Cardholders may use the Procurement Card for meals or light refreshments provided to employees if the expenses occur infrequently and are reasonable. 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 with your monthly reconciliation statement.</p> <p>Department <b>must</b> 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.</p> <p>If the food or catering has an agreement, this will require review by the Buyer of Record prior to the purchase.</p> <p>The Hospitality Expenses Procedures may be found at: <a href="#">Hospitality Expenses Procedures</a></p>

**Food-On Campus**

The Procurement Card is the preferred method and Cardholders are encouraged to use their Procurement Card for on campus catering services through UEI or Aramark the UEI approved caterer. Department may elect to use UEI (Aramark) or they may elect to use a third-party caterer. Request for services that involve the use of third-party on campus catering requirements must be approved by UEI in advance of the event. This is done to ensure the caterer has all of the information they need to cater the event, but to ensure that department hosts are shielded from any liability.

In addition to UEI catering approval, it is the responsibility of the cardholder to ensure that appropriate insurance documentation is current and in-place prior to purchase. This requirement is for food delivery and food services provided to reduce risk and liability to the University. Departments who need to verify or request insurance may contact the Procurement and Contract Services front desk at 916-278-7322 or [nimmo@csus.edu](mailto:nimmo@csus.edu)

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.

**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.



<p><b>Campus Food Deliveries</b> Examples include: Door Dash, Grub Hub and Costco.com deliveries.</p>	<p>Risk Management has approved delivery companies that hire independent contractors to conduct business “to” campus as long as the following are met:</p> <ol style="list-style-type: none"> <li>1. The service provider <b>must</b> park in visitor parking approved by UTAPS.</li> <li>2. The service provider <b>must</b> not drive or use any type of transportation on inner-campus property.</li> <li>3. The selected service provider <b>must</b> be notified of guidelines 1 and 2, referenced above.</li> <li>4. <b>The service is for individual use and not catering.</b></li> <li>5. Anything that is <b>not</b> in line with the policies of this University or agreement with University Enterprises (UEI) is prohibited.</li> </ol>
<p><b>Office Supplies</b></p>	<p>Office supplies should be purchased through <a href="#">CSUBUY Marketplace suppliers</a>. Users can access the various suppliers catalogs through the link to CSUBUY Marketplace located on the Procurement &amp; Contract Services website. In the event CSUBuy Marketplace does not have the office supply item(s) your department requires; you may purchase the item(s) through a SB and/or DVBE merchant with buyer approval.</p>
<p><b>On-Campus Room Rentals</b></p>	<p>The Procurement Card is the preferred method and Cardholders are encouraged to use their Procurement Card for on-campus space and auxiliary facilities (Alumni Center, UEI or University Union, “The Well” and Aquatic Center only). This includes the rental of table linens. If the acquisition involves an agreement, it must be sent to Procurement &amp; Contract Services for review and approval prior to purchase.</p>
<p><b>EH&amp;S/Safety Supplies and Personal Protective Equipment (PPE)</b></p>	<p>PPE supplies such as masks, gloves, hand sanitizers, disinfectants, sneeze guards, air purifiers, Plexiglas barriers, etc.</p>

<p><b>Promotional items/University Logo Brand Center/ Licensing Guidelines</b></p> <p>The guidelines and tools are available for campus communicators to help in building Sacramento State’s brand.  <a href="https://www.csus.edu/brand/">https://www.csus.edu/brand/</a></p> <p><a href="https://www.enterprises.csus.edu/marketing-services/collegiate-licensing/">https://www.enterprises.csus.edu/marketing-services/collegiate-licensing/</a></p>	<p><b>Brand Center:</b> To ensure that materials meet the required visual identity standards, they <b>must</b> be approved by <b>University Marketing</b> prior to finalization or “going live.” Send a PDF of the project to <a href="mailto:universitymarketing@csus.edu">universitymarketing@csus.edu</a> and briefly describe the goal, project, the intended audience, and how the approved item will be used or distributed. Allow no fewer than five working days for review. More time may be required for larger projects.</p> <p><b>Licensing Guidelines:</b> Individuals, groups, and organizations, both on and off campus, seeking to produce merchandise with Sacramento State Trademarks, <b>must</b> have prior approval from the Licensing Director.</p> <p><b>Only</b> vendors who are licensed to reproduce promotional items for internal use using the campuses marks, names, logos or trademarks can be used. If a vendor does not carry the required license, they <b>must</b> become licensed as an “internal supplier” through the Collegiate Licensing Company (CLC) <a href="https://clc.com/">https://clc.com/</a> Allow 4-8 weeks for review and approval. Licensing requirements are similar for vendors producing merchandise for resale however, for resale, the license needs to be ‘local’ or ‘standard’ license.</p> <p>Must be consistent with <a href="#">Hospitality Expense Procedures</a>. SB/DVBE Requirements should be met.</p>
<p><b>Subscriptions/Memberships/ Registrations/Accreditations</b></p>	<p>Subscriptions, Memberships, Registrations and Accreditations (dot.com transactions are authorized for only subscriptions, memberships and registrations- non-IT. Terms and Conditions may require review for Accreditations and must be approved by the Buyer of Record).</p> <p><b>Exceptions</b> - Procurement Cardholders may not purchase Costco, Sam’s Club, Amazon Prime memberships or other similar personal memberships.</p>
<p><b>Utensils</b></p>	<p>Such items as: Cups, plates, forks, spoons and napkins (unless related to a student event) are prohibited when using Operating Funds.</p>

## Restricted Transactions

If the goods or services are restricted, the Procurement Card may be used with prior written 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 “Procurement Staff Assignments”

<b>Alcohol</b>	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.
<b>Balloons</b>	Deliveries of balloons require approval by the Procurement & Contract Services Department due to insurance requirements
<b>Booths and/or Tabletop Events and Associated Equipment</b>	These often include terms and conditions that must be evaluated for risk and liability issues. These require an authorized signature and must be reviewed and approved by Procurement & Contract Services staff.
<b>Break Room Supplies</b>	Water coolers, water (applies to bottled water service), coffee, tea, snacks, etc. <b>Must</b> refer to the <a href="#">Hospitality Expenses Procedures</a> .
<b>Chemicals</b>	The purchase of chemicals must follow Environmental Health and Safety (EH&S) procedures and guidelines and requires approval by EH&S Authorized Individual prior to purchase.
<b>Custodial/Janitorial</b>	Custodial supplies (examples: toilet paper and cleaning chemicals utilized by custodial services). To obtain approval contact the Facilities Management at 916-278-6242.
<b>Deposits</b>	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 Procurement Cardholder and approving official to make sure they do not exceed their limits (per transaction and monthly transaction limits) and to track the total cost of the requirement including the deposit.
<b>Equipment</b>	<p>Equipment with a cost over \$2,500.00 is restricted and should be placed on a requisition unless you receive approval by the Procurement &amp; Contract Services Department.</p> <p>It is the ProCard holder's responsibility to ensure all pre-approved purchases of Non-Capitalized (\$2,500 - \$4,999.99), Sensitive and Instructional Equipment are taken to Property Management to be tagged and recorded in WASP upon receipt. (Refer to Property &amp; Receiving for more information on these items: <a href="https://www.csus.edu/administration-business-affairs/internal/property-management/property-definitions.html#property-definitions">https://www.csus.edu/administration-business-affairs/internal/property-management/property-definitions.html#property-definitions</a>)</p>
<b>Event Tickets</b>	The purchase of event tickets using Operating Funds is restricted unless student related. Buyer approval is not required when using Special Funds, Auxiliary Funds or Trust Accounts please refer to the <a href="#">Hospitality Expenses Procedures</a> .

<p><b>Facilities Management Supplied Items</b></p>	<p>The purchase of any Facilities Management supplied items requires approval from a Facilities Management Manager for non-academic related purposes. If the items are for the purpose of instruction, this requirement is not restricted. All non-instructional (academic) related items such as heaters (for heaters contact EH&amp;S – Operating Funds are prohibited), 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 requires Facilities Management approval in writing. To obtain approval contact the Facilities Management at 916-278-6242.</p>
<p><b>Flowers, Plants and Cards</b></p>	<p>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 <a href="#">Hospitality Expenses Procedures</a>.</p>
<p><b>Foreign Company Purchases</b></p>	<p>Only for Supplies and other tangible personal property (not including information technology).</p>
<p><b>Furniture</b></p>	<p>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.</p>
<p><b>Gifts, Gift Cards, Gift certificates</b>  <a href="#">Pre-Approval</a> for the Purchase of Gift Cards/Gift Certificates  Once preapproved by Procurement you may proceed to procure your gift cards. This form and the <a href="#">Disbursement Log</a> must be attached with Procurement Card payment and reconciliation statement.</p>	<p>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 taxable to an employee on their W-2. Gift cards require the pre-approval of the Senior Director/Chief Procurement Officer, Procurement &amp; Contract Services or his/her designee. It is the responsibility of the gift card requestor to follow University cash handling procedures and ensure all gift cards are stored in a secure location until they are distributed. It is prohibited to use Operating Funds to purchase gifts for employees. When you are using Special Funds or Auxiliary Funds please refer to the <a href="#">Hospitality Expense Procedure</a>.</p>
<p><b>Ground Transportation</b></p>	<p>Cardholders may use the Procurement Card to purchase ground transportation for Charter Bus Services only. Departments are required to send all agreements, contracts or documents that include terms and conditions to Procurement &amp; Contract Services for review and approval prior to using the Procurement Card.</p>

<b>Household Appliances</b>	Such as refrigerators, stoves, microwave, washer and dryers should be placed on a requisition unless Buyer of Record approval is obtained.
<b>Information Technology Products</b>	Such as laptops, tablets, notebooks, iPads, iPods, desktop computers, servers, micro- computers, mainframe computers, and printers should be placed on a requisition.
<b>Medicine/Drugs/Pharmaceutical</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• University Student Health and Counseling Services</li> <li>• Nursing Department Intercollegiate Athletics</li> </ul>
<b>Parking</b>	Parking Passes, Permits, Valet parking and Garage parking requires review and approval by Procurement & Contract Services staff prior to purchase.
<b>PayPal</b>	<p>You must obtain prior approval from the Buyer of Record or Procurement Card Administrator before using PayPal as a form of payment.</p> <p><b>Additional PayPal Guidelines:</b> If you have been approved to use PayPal, please submit the following with your Procurement Card statement:</p> <ul style="list-style-type: none"> <li>• Written pre-approval from the Buyer of Record or Procurement Card Administrator. Attach this to your Procurement Card statement</li> <li>• Itemized receipt for your purchase. The “ship to address” should be the University address unless approved by Procurement and Contract Services staff in advance of the purchase.</li> </ul>
<b>Printing/Copying</b>	<p>All University printing requirements must be reviewed by the University Print &amp; Mail Department  <a href="https://www.csus.edu/administration-business-affairs/university-print-mail/">https://www.csus.edu/administration-business-affairs/university-print-mail/</a> determine if the printing project can be performed on campus. Only if you receive approval from University Print &amp; 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:  <a href="mailto:universityprint@csus.edu">universityprint@csus.edu</a></p>

<p><b>Rental Agreements, Maintenance Agreements or Repair Services, Contracts</b></p>	<p>Use of the Procurement Card is restricted for services that involve agreements (contracts) or include terms and conditions that must be reviewed by Procurement &amp; Contract Services personnel.</p> <p><b>Exception:</b> Internal campus auxiliaries (exception Alumni Center, UEI and University Union “The Well” Aquatic Center, etc.). However, if there is a contract it must be reviewed by Procurement &amp; Contract Services staff as stated above.</p>
<p><b>Rental of Space (Off-Campus)</b></p>	<p>Off-Campus booths, space, meeting rooms, halls, banquet rooms or tablespots at events and equipment. These require an authorized signature and must be routed to Procurement &amp; Contract Services for review and approval prior to utilization of the Procurement Card.</p>
<p><b>Reoccurring Charges (Weekly, Monthly Service and/or Maintenance Related)</b></p>	<p>Charges that reoccur on the Procurement Card at intervals of weekly or monthly are restricted. Examples of such charges are bottled water service, online subscriptions, software service, routine maintenance or service (any type) performed off-campus. These types of services are generally part of an agreement (contract) and must be reviewed by Procurement &amp; Contract Services prior to approval. Additionally, the appropriate funding must be utilized for the above types of service requests.</p>
<p><b>Restricted Merchants</b></p>	<p>A restricted merchant is a <b>dot.com</b> online, non-small business company. Prior approval from the Buyer of Record is required. Examples of restricted merchants are as follows: TigerDirect.com and OfficeDepot.com. Traditional brick and mortar retailers such as Home Depot, Office Depot, Lowes, Walmart and Target, Costco require buyer’s approval if you are purchasing online (<b>dot.com</b>).</p> <p><b>Exception:</b> Does not apply to merchants located in the CSUBUY Marketplace</p>
<p><b>Satellite Communication Device Services</b></p>	<p>Procurement Cardholders may pay for monthly satellite communication device services (for the purpose of this manual a satellite communication device or equivalent product. i.e. Garmin).</p>
<p><b>Signage</b></p>	<p>Signage only as goods or product requirements. No labor, installation or services can be associated with the purchase. Cardholders must check with University Print and Mail 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.</p> <p><b>Additionally, all signage must comply with University Policy Number: ADM-185.</b></p>

<b>Software</b>	<p>Information &amp; Communications Technology (ICT) approval must be secured prior to purchase date and submitted with reconciliation statement.</p> <p><b>Reminder:</b> Software requires written approval of the Buyer of Record.</p> <p><b>What purchases are considered ICT?</b></p> <p><a href="#">ICT Items &amp; Exclusions</a></p>
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## Prohibited Transactions

### What Cannot Be Purchased with the Procurement 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.

<b>After-The-Fact Invoices</b>	All <b>“AFTER-THE-FACT” purchases for goods and services are prohibited.</b> 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
<b>Air Gas</b>	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.
<b>Building Leases or Building Rentals Cash Advances</b>	You may not use your Procurement Card to get cash advances
<b>Cash Type Transactions</b>	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
<b>Cellular Phone</b>	It is prohibited to purchase cellular phone (equipment) using the Procurement Card. <b>The Procurement Card may not be used for payment of personal monthly cellular/device services (non-university equipment) this is strictly prohibited.</b> All University cellular phones should be purchased by entering a requisition into CFS and the University will issue a purchase order utilizing a State of California contract or an agreement that reduces and liability to the institution.
<b>Construction, minor capital outlay projects</b>	Modifications, alterations, and/or repairs to any state owned or "leased" facility
<b>Consulting Services</b>	Lecturers, guest speakers or Instructors
<b>Firearms and Ammunition</b>	You may not use your Procurement Card to purchase firearms and ammunition
<b>Furniture</b>	Modular or Panel systems



<b>Gasoline</b>	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 a vehicle rental while on travel status you must claim on travel expense claim. If renting a State of California Fleet vehicle, you must use the US Bank Voyager Card for purchase of gasoline
<b>On Campus Services</b>	On-campus services utilizing the Procurement Card are prohibited and must be placed on a requisition and any associated documents must be attached to the request in CFS. <b>Exception - Internal campus auxiliaries (exception Alumni Center, UEI and University Union “The Well” Aquatic Center, etc.). However, if there is a contract it must be reviewed by Procurement &amp; Contract Services staff.</b>
<b>Phone Cards</b>	Long distance and Payphone Calls
<b>Split Purchases</b>	To circumvent the individual per transaction set limit for the Procurement Card. Cardholders may request a temporary increase of their per transaction limit with the approval of their approving official and the Procurement Card Administrator. It is prohibited to split a purchase to circumvent Procurement Card limits. A split purchase is defined as: <ul style="list-style-type: none"> <li>• The purchase of a single item with a cost that exceeds the Cardholders established per transaction limit (including shipping and tax) with the purchase being divided (split) into more than one transaction; or,</li> <li>• The purchase of a group of items totaling over the Cardholders established per transaction limit (including shipping and tax) for a single purchase need. 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. For example: A Cardholder with a per transaction limit of \$5,000 shall not purchase two \$2,700 items from a single source using two separate transactions if both items are known to be</li> </ul>

	needed at the time of the purchase (and, therefore, the total purchase need is known to be \$5,400).
<b>Authorized Exceptions for Split Purchases</b>	<ul style="list-style-type: none"> <li>• The single per transaction limit may be exceeded based on the example below: (example: \$5,000) does not apply to purchases from university auxiliaries. It is acceptable for a department to place orders exceeding \$5,000, using multiple transactions, with internal campus auxiliaries (Alumni Center, UEI and University Union “The Well” Aquatic Center, etc.).</li> <li>• Multiple conference registrations or training classes are not considered to be violations under the split purchases policy. Rather, event registration fees are considered to be the total of the individual registration fee. For example: It is acceptable for a Cardholder to register six people (six individual registrations), at \$1,000 per registration, using six different transactions.</li> </ul>
<b>Travel and Travel Related Expenses</b>	<p>The purchase of most travel-related expenses for both employees and non-employees is prohibited on the Procurement Card. This includes:</p> <ul style="list-style-type: none"> <li>• Airfare</li> <li>• Meals while in travel status</li> <li>• Car Rental</li> <li>• Lodging</li> <li>• Entertainment</li> </ul>
<b>Vehicle Rentals</b>	Rentals or leases of cars, vans, buses or trucks

## University Foundation Guidelines for Procurement Card Manual

Procurement Card transactions related to University Foundation funds are not subject to all of the guidelines listed in this manual. All University Foundation purchases utilizing the Procurement Card must follow the “**Department Fund Specification Sheet**”. It is the responsibility of the department to ensure all Procurement Card transactions are allowable per your “Fund Specification Sheet”. **Questions related to Fund Specification Sheets must be directed to the University Auxiliary Accounting Manager.** Listed below are criteria that remain subject to Procurement Card audit findings utilizing University Foundation Funds:

- Procurement Card Missing Receipts
- Approval Official Signature on all reconciliation statements
- Splitting orders—exceeding single transaction limit
- Reoccurring services not on the approved list
- Equipment purchases
- Custodial/Janitorial supplies
- Deposits (must be reviewed by Procurement/Contract Services personnel in-advance)
- Gift Certificates (must be approved in advance)
- Household Appliances
- Failure to provide ICT approval for Procurement/Contract Services IT Acquisitions
- Booths and/or Tabletop Events with agreements
- Medicine/Drugs/Pharmaceuticals
- PayPal
- After-The-Fact Invoices
- Air Gas
- Cash Advances
- Cash Type Transactions
- Contracts, Rental Agreements, Maintenance Agreements or Services
- Campus Services that include agreements
- Furniture – Modular or Panel Systems
- Phone Cards
- Cellular phones/devices (Equipment)
- Space Agreements
- Reoccurring Charges
- Travel (Airline tickets, trains, buses, hotels, rental cars, shuttles, meals and entertainment)
- Vehicles (Rentals or leases of cars, vans, buses or trucks)
- Gasoline
- Documentation Failure (as identified in this manual)
- Personal purchase (as identified in this manual)
- Sharing Procurement Card (as identified in this manual)
- Late Statement
- Fraud or Misuse

## 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 all documentation is received.

### Unauthorized or Inappropriate Card Use

All purchases on the Procurement Card shall follow Procurement & Contract Services policy and [Hospitality Expense Procedures](#). 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 Bursar's Office 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.

### **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 the proper documentation (including and not limited to missing receipts, ICT 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. 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.**

### **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. The Senior Director, Procurement & Contract Services or the Procurement Card Administrator may notify the Manager, Chair or Administrator of the department.

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.**

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

Procurement & 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.**

Audit findings are placed in a file for periodic review by Procurement & Contract Services personnel may at their discretion require additional information from the Approving Official and or Cardholder regarding violations and may notify the Manager, Chair or Administrator of the department.

The Office Human Resources Department may be notified if it is determined to be in the best interest of the institution.

## **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.

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.

### **Documenting Each Transaction**

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

- 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 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.
- 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.

**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).



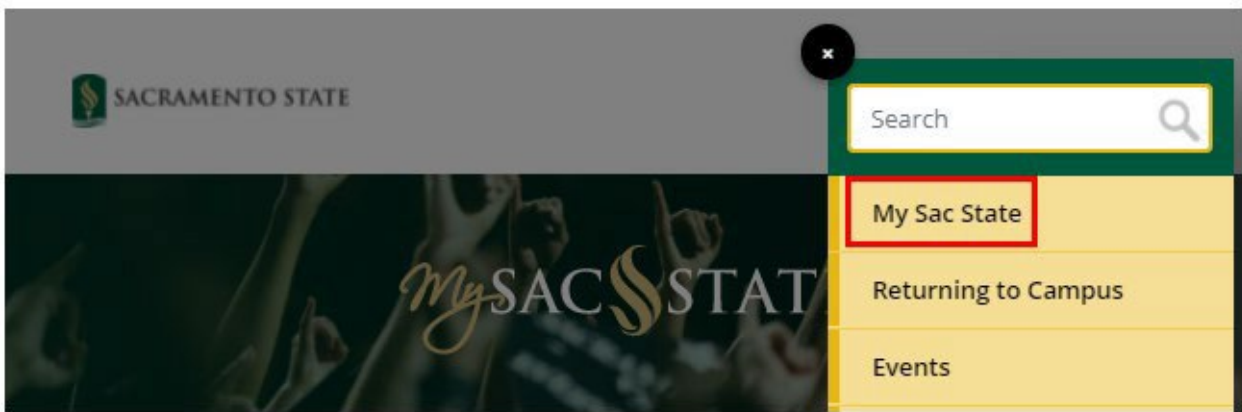
## CFS Processing Instructions

### Procurement Card Adjustments

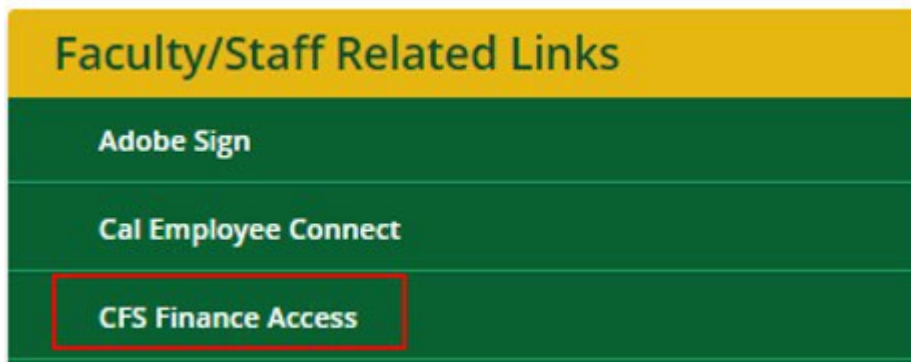
A procurement card application has been designed for the procurement cardholder at Sacramento State. This application is used to adjust the chart field distributions, record detail descriptions, and review historical billing information. Once a month, US Bank produces a monthly file for all the Procurement Card account holders.

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

1. Log in to CFS from My Sac State with your SacLink username and password  
<https://www.my.csus.edu>



2. From the Faculty/Staff Related Links page click on the CFS Finance Access link.



3. The Oracle menu page will display. Click on the diamond shaped NavBar icon at the top right of the homepage.



- Follow the following path. Navigation: NavBar>Navigator>CSU Procard>Use & Inquiry>Procard Adjustment

View the table below to see definitions for each field and whether entry is required or optional.

Field Definitions below:

Field	What do I need to enter? *Mandatory
Business Unit	*The default Business Unit is SACST
Origin	*USB (US Bank)
Invoice Date	Accounts Payable (AP) download date
Last Name	*Procard holders last name
First Name	Procard holders first name
Invoice Number	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.

### ProCard Adjustment

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 =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Basic Search](#)

- Click **Search**

**ProCard Adjustment**

Business Unit: SACST ProCard Origin: USB Name: ACTON, CHERI #100000639  
 Invoice: PC0122093 Invoice Date: 01/25/2022 Total: 9,150.05 [Process Monitor](#)

**Attachments**

[Add Attachment](#) Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

**Transactions** 1 of 2 | View All

Supplier Name: UCB CTR STUDIES HIGH ED State: CA  Reconciled  
 Transaction Date: 01/10/2022 Merchandise Amount: 7,900.00  
 Description: Professional Development: Registration fee for IE Vice President Mia Settles-Tidwell to participate in UC Berkeley's 2022 Executive Leadership Academy to improve leadership ability in a multicultural & global environment in higher  
 13 characters remaining  
 Reference #:

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

The Cardholder's charges are available to reconcile.

**Field Definitions below:**

Field	What do I need to enter? *Mandatory
Business Unit	The default Business Unit is SACST
Origin	USB (US Bank)
Name	Procard holders name
Invoice Number	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	Accounts Payable (AP) Billing Statement Date
Total:	The total amount for the card for this billing cycle
Supplier Name:	The merchant the charge was for
Transaction Date:	The date of the charge
Merchandise Amount	The amount of the charge

The Cardholder is required to add descriptions. Also, changes may be made to the chart fields

**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 transactions, select the arrow icon or **View All**.

The screenshot displays a web interface for a ProCard Adjustment. At the top, a green header reads "ProCard Adjustment". Below this, the following information is shown: Business Unit: SACST, ProCard Origin: USB, Name: ACTON, CHERI #100000639, Invoice: PC01220093, Invoice Date: 01/25/2022, Total: 9,150.00, and a "Process Monitor" button. An "Attachments" section contains an "Add Attachment" button and a list of Attachment 1 through Attachment 4. The "Transactions" section features a search icon, navigation arrows, a "1 of 2" dropdown menu (highlighted with a red box), and a "View All" link. Transaction details include: Supplier Name: UCB CTR STUDIES HIGH ED, State: CA, Transaction Date: 01/10/2022, Merchandise Amount: 7,900.00, and a description: "Professional Development: Registration fee for IE Vice President Mia Settles-Tidwell to participate in UC Berkeley's 2022 Executive Leadership Academy to improve leadership ability in a multicultural & global environment in higher". A "Reference #" field is present with a "13 characters remaining" warning. At the bottom, there are several checkboxes for categorization: Equipment, Service, Tax, Hospitality, Registration, Other, Printing/Promo, Disputed, Computer, and Travel. A "Reconciled" checkbox is also visible.

**Attachments**

Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

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**Transactions** 1-2 of 2

Supplier Name: UCB CTR STUDIES HIGH ED State: CA  Reconciled  
 Transaction Date: 01/10/2022 Merchandise Amount: 7,900.00  
 Description: Professional Development: Registration fee for IE Vice President Mia Settles-Tidwell to participate in UC Berkeley's 2022 Executive Leadership Academy to improve leadership ability in a multicultural & global environment in higher  
 13 characters remaining  
 Reference #:   
 Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed  Travel

**Distribution** 1-1 of 1

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	SACST	860009	MDS01	48000		2703A		7,900.00	+	-

Supplier Name: MOMENTOUS State: CO  Reconciled  
 Transaction Date: 01/21/2022 Merchandise Amount: 1,250.00  
 Description: Advertisement: Quarter-page, educational Title IX awareness ad in Sac State's University Housing and Campus Community Guide, produced by Momentous Campus Media. Audience: Sac State students and campus  
 44 characters remaining  
 Reference #:   
 Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed  Travel

**Distribution** 1-1 of 1

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	SACST	860800	MDS01	59000		8047A		1,250.00	+	-

To split the distribution on a transaction, select plus on the distribution line add the chart fields 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 chart field combinations

### 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 & Contract Services Department by the 5<sup>th</sup> day of the following month.

When submitting your Procurement Card reconciliation statement, please attach the receipts in the order they appear on your monthly statement and number them accordingly.

Select the **printer icon** to make a hardcopy of your transaction detail report. Then select the **Process Monitor** link to retrieve the report.

ProCard Adjustment

Business Unit: SACST    ProCard Origin: USB    Name: ACTON, CHERI #1000000639  
 Invoice: PC01220093    Invoice Date: 01/25/2022    Total: 9,150.00    [Process Monitor](#)

Once the Run Status indicates Success and Distribution Status indicates “Posted,” select the **Details** link.

Process List
Server List

**View Process Request For**

User ID:      Type:     Last:      Days:    

Server:     Name:      Instance From:     Instance To:     [Report Manager](#)

Run Status:     Distribution Status:      Save On Refresh

**Process List**

   1-50 of 79    [View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	22465655		SQR Report	CSUPO008	60102088127	01/31/2022 1:53:23PM PST	Success	Posted	<a href="#">Details</a>

**Process Detail**

**Process**

Instance	22495655	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	002
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content       Restart Request

**Date/Time**

Request Created On	01/31/2022 1:53:23PM PST
Run Anytime After	01/31/2022 1:53:23PM PST
Began Process At	01/31/2022 1:53:32PM PST
Ended Process At	01/31/2022 1:53:46PM PST

**Actions**

[Parameters](#)      Transfer  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK      Cancel

Select the **View Log/Trace** link.

**View Log/Trace**

**Report**

Report ID	13244523	Process Instance	22495655	<a href="#">Message Log</a>
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

**ProCard Statement**

**Distribution Details**

Distribution Node	FCFSPRD	Expiration Date	03/17/2022
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CSUPO008_22495655.log</a>	1,762	01/31/2022 1:53:46.171993PM PST
<a href="#">csupo008_22495655.PDF</a>	7,049	01/31/2022 1:53:46.171993PM PST
<a href="#">csupo008_22495655.out</a>	283	01/31/2022 1:53:46.171993PM PST

**Distribute To**

Distribution ID Type	-Distribution ID
User	60102088127

Return

Select the **PDF** link to access your monthly report.

## Procurement Card Statement

Cal State Univ Sacramento ProCard Statement														
Business Unit: SACST Account Name: JEFFREY BINGEL 916/278-5442 #1000000011 Origin: USB								Invoice Number: PC03150005 Invoice Date: March 24, 2015 Total Amount: \$ 1,845.95						
Tran Dt	Supplier	St	Line Amt	Description						Pur Cat	Upd By	Upd Dt	Disp	
				Distrib Ln#	Acct	Fund	Dept	Prgm	Class	Proj	Amount			
03/03/15	VANZEBO LASER	CA	835.23										6010104536903/24/15	
				1	616005	MDS01	20800				835.23			
											Total Distribution	835.23		
03/23/15	VANZEBO LASER	CA	1,008.72										6010104536903/24/15	
				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	Date	Signature of Approving Official, PIERRE BALTHAZARD	Date
--	------	--	------

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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.

Monthly Procurement Card packets (which consist of the Procard Statement and all receipts) **must be submitted via Adobe Sign to the Procurement & Contract Services Office at by the required date of the following month.**

### 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.

1. Follow the following path. Navigation: NavBar>Navigator>CSU Procard>Use & Inquiry>Procard Completed Inquiry Page



View the table below to see definitions for each field and whether entry is required or optional.

Field Definitions below:

Field	What do I need to enter? *Mandatory
Business Unit	*The default Business Unit is SACST
Origin	*USB (US Bank)
Invoice Date	Accounts Payable (AP) download date
Last Name	*Procard holders last name
First Name	Procard holders first name
Invoice Number	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.

**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 =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All 1-54 of 54

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SACST	USB	12/23/2021	ACTON	CHERI	PC12210098	100000639
SACST	USB	11/23/2021	ACTON	CHERI	PC11210114	100000639
SACST	USB	10/25/2021	ACTON	CHERI	PC10210114	100000639
SACST	USB	09/23/2021	ACTON	CHERI	PC09210124	100000639

Follow printing procedures on pages 35-37