

ProCard Manual

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1. PROGRAM DESCRIPTION

This Procurement Card (ProCard) Manual applies to CSUSM (State), CSUSM Foundation (Foundation) and CSUSM Corporation (Corporation), collectively referred to as University. There are a few programmatic variances between the entities and noted accordingly. The CSUSM ProCard Manual was created in accordance with the CSU ProCard Policy and includes some additional campus restrictions.

It is the policy of the CSU that procurement cards (ProCard) be used to improve the efficiency, flexibility, and convenience related to **low dollar/high-volume transactions for goods and offsite services**. The ProCard Program distributes low-risk procurement authority throughout the University on a University-liability credit card that may be used for certain business-related purchases. The ProCard Program provides an expedited method for end-users to procure purchases without the direct involvement of the procurement offices. A ProCard provides benefits that include:

- Streamlines the processes for small-dollar orders, reduces invoices and payments.
- Enables employees to be more efficient and focus on their core missions.
- Reduces paperwork and processing times in the employee's department as well as Procurement and Accounts Payable.
- Generates a rebate for all purchases to the campus.
- Provides cost savings through consolidated payments to US Bank; and,
- Enables faster payments to CSU suppliers.

ProCards cannot be used to avoid or circumvent any CSU, CSUSM or CSUSM Corporation policies or limits. Usage must also comply with all federal and state rules to ensure accountability to the public and fairness and ethical treatment to suppliers. **ProCards are to be used within the same statutes, rules, limits, policies, and procedures as purchases using any other means of payment.**

2. ROLES AND RESPONSIBILITIES

Financial Responsibility

The Procurement Card represents an official delegation of purchasing authority. Cardholders and Approving Officials have certain financial responsibilities in this regard. It is the Cardholders' and Approving Officials' responsibility to ensure that all provisions of University policies and procedures have been followed. A Cardholder's or Approving Official's signature (whether or not someone else reconciles the transactions on the Cardholder's behalf) on the ProCard Statement represents personal testimony to that fact.

Cardholder:

- Ensure all ProCard transactions adhere to the University ProCard procedure as outlined in this manual. ***NOTE****: Cardholders will be held personally liable for any unauthorized transactions.*
- Keep the ProCard secure at all times (i.e., in a locked desk or locked filing cabinet, locked office).
- Utilize the ProCard for business purpose only (no **personal purchases**).
- May not authorize anyone other than the cardholder to make purchases.
- Complete required training prior to use of the card.
- State the business purpose for each purchase during reconciliation.
- Reconcile the ProCard timely (**See section 16 Monthly Reconciliation**).
- Include all required supporting documentation with reconciliation.

- Obtain required pre-approvals or exceptions prior to purchase.
- Have not and will not seek a duplicate reimbursement.
- Acknowledge all goods purchased with the ProCard, regardless of value and fund source, are the property of the University.
- Recurring Charges (Cardholder is responsible for ending recurring charges if no longer needed).
- Resolve disputed/fraudulent charges.
- Report of taxable purchases not taxed/properly.
- Retain ProCard documents in the cardholder's department for five (5) years.
- If cards have not been used for six (6) months, card will be closed.
- If packets have not been submitted on the 10th of the following month, cards will be subject to suspension.

Corporation Cardholders using Sponsored Projects funds:

In addition to all responsibilities of Cardholder listed above:

- Purchases made with sponsored projects funds must comply with each individual grant guidelines, restrictions, and procedures.
- Unallowable expenses per the individual grant terms and conditions may not be made, even if listed as allowable in this ProCard Manual.
- It is considered an audit finding if purchases are made that are considered unallowable per the individual grant terms and conditions.
- The Office of Sponsored Projects (OSP) reserves the right to request a suspension or revocation of a card being used for sponsored projects purchases.

Approving Official:

- Confirm supporting documentation is included for each transaction.
- Review charges to ensure that purchases are appropriate and in compliance with this manual, applicable policies, procedures, and guidelines.
- Certify that all purchases are or have been used exclusively for official University business.
- Ensure direct reimbursement is not made to Cardholder or any other persons for charges which are transacted on ProCard.
- Ensure duplicative payments do not occur.
- Confirm availability of funds committed.
- Personal charges are not permitted. If personal charges appear on the ProCard Statement, ensure that the Cardholder has reimbursed the University.
- Notify the **ProCard Administrator** immediately if there is a pending exit of a cardholder.
- Approving Officials may delegate signature authority when necessary. The delegate must meet Approving Official eligibility requirements. A copy of the delegation e-mail must be submitted with the reconciliation packet.
- **In the absence of the Cardholder (sick, vacation, leave, etc.),** the Approving Official is responsible for all cardholder responsibilities outlined above.

ProCard Administration (Includes ProCard Administrator, ProCard Auditor and ProCard Coordinator or audit designee):

- Conduct periodic post-audits, to ensure compliance with the CSU procurement credit card policies.
- Communicate via email any item(s) that needs correction and/or completion.
- Report uncorrected findings to the ProCard Program Administrator to enact card suspension or revocation as appropriate to the circumstances.

- Report cardholders who do not submit reconciliation packages to the ProCard Program Administrator to enact card suspension or revocation as appropriate to the circumstances.
- Confirm final card reconciliation and return-of-card process is followed.
- **The ProCard Administrator can request and audit records at any time.**

Office of Sponsored Projects (OSP):

- Audit Sponsored Projects purchases for compliance with grant terms and conditions and other regulations, as applicable.
- All other audit responsibilities listed above as relates to OSP ProCard activity.

Signatures on the statement further signify:

- All purchases have been reviewed and reconciled.
- All purchases are within the authorized budget of the account being charged.
- Disputed/fraudulent purchases have been resolved.
- All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff.
- No personal purchases have been made, or if personal purchases were made in error, reimbursement has been made to the appropriate University account before submittal of the reconciliation package.

3. TYPES OF CARDS

The Procurement Card Program has three types of procurement cards available to eligible State faculty/staff members and the Corporation has one type of procurement card available, as detailed below:

***NOTE**: Unless otherwise stated, all policies and procedures in this manual apply to all types of cards.*

Procurement Card (ProCard): *Eligible entity: University (all entities)*

This card is issued to an individual and can be used for a variety of suppliers to purchase goods and offsite services. A fully executed and approved ProCard Agreement Form, and training for the cardholder and approver is required to obtain the card.

Declining Balance ProCard (DB ProCard): *Eligible Entity: State*

The Declining Balance ProCard is a Procurement Card option which is used for a specific supplier as a replacement for the blanket purchase order process when the supplier accepts a credit card. The card limits are set to what is expected to be purchased during the fiscal year similar to the blanket purchase order process, but an encumbrance is not created. Each DB ProCard is issued for a specific supplier and cannot be used with any other supplier. Any use of the DB ProCard with a supplier other than the one who the card was issued for will result in suspension and/or revocation of the DB ProCard. All DB ProCards issued must comply with CSU bid limit requirements if applicable and CSU insurance requirements. A fully executed and approved ProCard Agreement Form is required to obtain the card. DB ProCard limits are increased by submitting a ProCard Agreement Form.

Event Planner ProCard (EP ProCard): *Eligible Entity: State*

The Event Planner ProCard is a special Declining Balance ProCard option which is used by staff members who are primarily responsible for planning events on behalf of the University. The card limits are more flexible and are determined by the expected annual department budget for events. The card can be used to pay for catering, venues, and other event planning expenses. All service agreements must be executed

by Procurement prior to commitment of monies. Only services directly related to a specific event are permitted to be paid using an EP ProCard. All purchases must comply with CSU bid limit requirements if applicable and CSU insurance requirements. A fully executed and approved ProCard Agreement Form is required to obtain the card.

4. ELIGIBILITY REQUIREMENTS

Cardholder

Cards are granted to permanent university and auxiliary employees, long-term employees, and temporary employees with a position appointment of at least six months.

The following are not eligible for the University ProCard:

- May not also be the Approving Official
- Short-term Temporary Employees (under six months)
- Staffing Agency Employees
- Retired Faculty/Staff
- Volunteers
- Student Assistants
- Emergency Hires

Approving Official

All Cardholders must have a designated Approving Official.

- Supervises the cardholder or has been delegated the authority to certify that the purchases made by the Cardholder are appropriate.
- Completed online training for ProCard and Audit.
- May not be the Cardholder or a subordinate or peer of the Cardholder.
- Must have fiscal authority for the default chartfield string being used.
- **Exception**: Office of Sponsored Projects do not require Approving Official to have fiscal authority, as long as the Cardholder has fiscal authority.

By submitting the ProCard Agreement, Cardholder and Approving Official verify that they have read, understand, and accept their responsibilities as outlined in this manual. It is further certified that the Cardholder and Approving Official have reviewed the online training for ProCard and Audit.

5. CARD ISSUANCE

- Read the ProCard Manual and complete training.
- Submit the **ProCard Agreement Form**
- The credit card is issued to the University in an individual's name.
- Cardholder will be contacted by the ProCard Administration once the card is available.
- The University is responsible for all payments.

6. PURCHASE LIMITS

	State/Foundation	Corporation
Single Purchase Limit	$5,000	$2,500
Monthly Purchase Limit	$20,000	$10,000
Temporary increase to the single transaction or monthly charge limit*	Not Allowable	Submit a Temporary ProCard Limit Increase Form
Request changes to the ProCard set up (permanent limit**, default chartfield, Cardholder name, telephone or office location changes, or Approving Official)	Submit a ProCard Agreement Form	

*Temporary Increases

- Requires approval from the Office of Sponsored Projects (for grant-related activity [85xxx projects]) or ProCard Administrator, for non-grant related activity (81xxx or 86xxx projects) before the ProCard Coordinator can process the increase request. Once the request has been processed, the cardholder may proceed with their purchase(s).
- Purchase limit requests and related approvals must be included in the ProCard Reconciliation packet.

**Permanent single transaction and/or permanent monthly increases are approved on a case-by-case basis. Cardholder must complete and submit a ProCard Agreement Form to request these increases.

7. PERSONAL PURCHASES

Personal purchases are not permitted. Cardholders must immediately notify their approver and reimburse the University if the card has been used for personal items in error. Cardholder must bring the completed CSUSM Deposit Form to the Cashier's Office when delivering repayment. Acceptable payment methods are cash or check only. A personal purchase may be excused one time with proper documentation to validate that it was an error. **Repeated violations will result in an immediate revocation of the ProCard and disciplinary action if applicable.**

The following documentation is required with the reconciliation package:

- A copy of the memo explaining how/why the transaction occurred and how it will be prevented in the future.
- A copy of the CSUSM Deposit Form stamped by Student Financial Services. (Please note: Incomplete chartfield strings, signatures, etc., will not be accepted by Student Financial Services.)

8. RESTRICTED AND PROHIBITED PURCHASES, RECOMMENDATIONS

Restricted	Prohibited
• Agreements of any type (unless agreement has been reviewed and signed by Procurement & Contracts, and the transaction has been approved by either the ProCard Administrator/AP Manager). • Alcohol Beverages or any related items (except for Event Planner, Alcohol approval form must be attached in the reconciliation packet). • Animals (except for instruction-related purposes). • CSUSM trademarked products. University Store has the first right of refusal. Approval to purchase outside the University Store must be attached if purchased from any other supplier. • Hazardous materials. • Hospitality expenses (unless an approved Hospitality Form is attached). • Information and Computer Technology purchases. Must follow Information Technology Review (ITR) and Technology Order Request (TOR). ITR approval in CSUBUY and TOR must be attached to reconciliation packet. **See additional details under Section 10.** • Postage/Postal Services (USPS, UPS, FedEx, etc.). Does not apply to Mail Center. • Printer Toner (please purchase HP/Xerox toner on the IRG punchout in CSUBUY).	• Fines, late fees, penalties, interest, past due balances, and finance charges. • Firearms (including ammunition). • Fixed Assets • **Illegal drugs**, narcotics, and other controlled substances (State/Foundation). • **All drugs**, narcotics, and other controlled substances (Corporation). • Cash advances, money orders, wire transfers, raffle prizes or other cash equivalents (beyond approved gift cards or pre-paid gift cards). • International supplier purchases aside from international conference registration. • Intentional splitting of transaction to circumvent the dollar limitation (making multiple purchases for the same commodity or service). • On site services. • Personal purchases. • Purchases using Corporation (SMURS) funds on a Stateside card. • Purchases using SMCMP/SMFND funds on a Corporation card. • Travel (any travel-related expenses except registration and membership) hotel, car rental, gas, airline, shuttle, taxi, food, etc.).

Recommendations
Strongly Recommended
• Membership* • Registration* • Advertising* • Printing* • Supplies* • Gift Cards** *If ProCard is not used, an explanation for not using ProCard must be included in the Direct Pay (DP) Request. **Method of payment must be ProCard.
Additional Documents
Must be included in the Monthly Reconciliation Submission: • Gift Cards: **Gift Card Log** and **Hospitality Form** • Hospitality-related items: Approved **Hospitality Form** • Software/Subscription: ITR Approval and Procurement confirmation in CSUBUY. See additional details under Section 10. • Missing Receipts: **Lack of Itemized Receipt** • Missing Sales Tax for Taxable Items: **Tax Accrual Form** • Hardware with Integrated Software (iPads, Cell Phones, Computers, 3D Printers, etc.): **Approved TOR Form.** • Personal Purchases: **Deposit Form** and email explaining how/why transaction occurred and how it will be prevented in the future. Repayment of funds must be deposited into the same chartfield string they were expensed from. • Trademark Items: **University Store First Right of Refusal** if buying trademark items outside of the University Bookstore
Other
• Refund Receipts: Make sure to attach the original receipt and the refund receipt to the monthly reconciliation. • Receipts with no description: Is not acceptable, an itemized receipt is required.

NOTE: Repeated incidents may result in revocation of the card and disciplinary action if applicable.

9. PURCHASES REQUIRING ADDITIONAL APPROVALS AND REQUIRED SUPPORTING DOCUMENTATION

Purchase Type	Restriction Type	Exception/Pre-Approval Requirement	Supporting Documentation
Hazardous Materials	Restricted	Purchase through Campus Marketplace.	Invoice indicates purchase through Campus Marketplace.
Animals	Restricted	Instruction-related or using Sponsored Projects funding.	Invoice stating instruction-related use. For sponsored projects, approved Institutional Animal Care and Use Committee (IACUC) protocol and active project numbers. Office of Sponsored Projects (OSP) will check congruency between protocol and proposal.
IT Hardware	Restricted	**See Section 10. IITS Pre-Approvals Requirements.**	Note networked printer on invoice, if applicable. Attach Technology Order Request approval.
IT Software	Pre-Approval	**See Section 10. IITS Pre-Approvals Requirements.**	IITS approved ITR in CSUBUY. See additional details under Section 10. Any agreement must be negotiated and signed by Procurement & Contracts.
Alcoholic Beverages CORPORATION FUNDS	Pre-Approval CORPORATION FUNDS ONLY	Must follow the Public Relations Policy (as applicable to funding source) and **Alcohol Use on Campus Policy**	Pre-Approved **Alcohol Approval Form**.
Alcoholic Beverages FOUNDATION FUNDS	Restricted to only Event & Conferences Services (ECS) and Office of the President (OOP) Executive Event Manager. *(No other cardholder will be granted permission to purchase alcohol or alcohol-related services.)*	Positions with approval to purchase alcohol from a store for events in circumstances where alcohol cannot be purchased through a campus-approved caterer are restricted to the following: ECS' *Director of Event Planning* and *Director of Event Operation*, and OOP's *Executive Event Manager*.	Pre-Approved **Alcohol Approval Form**.

Purchase Type	Restriction Type	Exception/Pre-Approval Requirement	Supporting Documentation
Mail & Shipping	Pre-Approval	Request approval from Distribution Services: distributionservices@csusm.edu	Attach approval email from Distribution Services.
Logo (CSUSM, CSUSM Corporation or The Foundation name, logo, or icon)	Pre-Approval	University Bookstore (Follett) has the first right of refusal.	Quote or first right of refusal from Follett Manager.
Pre-Paid debit cards Residential Education, Resident Assistant student programming	Pre-Approval CORPORATION FUNDS ONLY	As Required by Corporation Prepaid Debit Card Procedure	Itemized receipt including identification of prepaid debit card as noted in Corporation Prepaid Debit Card Procedure.
Gift Cards	Pre-Approval	As required by Gift Card Guidelines	The reconciliation must include the gift card purchase pre-approval, itemized receipt, Hospitality Form, and Gift Card log and event/flyer for the purpose of the purchase.
Hospitality & Catering	Pre-Approval Must use Approved Caterers or have a pre-approval for the exception.	Approved Hospitality Form with supporting documentation. If catering, must use Approved Caterers or have a pre-approval for the exception.	Approved Hospitality Form with supporting documentation.
Offsite Services Contracts	Pre-Approval from ProCard Administrator	If there is a contract or agreement, it must be signed by Procurement & Contracts	Signed agreement.
Lease/Maintenance Agreements	Prohibited	NA	NA
Onsite Service Contracts	Prohibited	NA	NA

10. IITS PRE-APPROVAL REQUIREMENTS

Hardware Purchase: IITS orders IT equipment hardware on behalf of the campus. **Equipment not purchased by IITS**, may be purchased with ProCard. Items that do not require a formal IT review may be found on the **IT Exclusions List**.

Software Purchase (including Software-as-a-Service, online subscriptions, webpages, or online services) on ProCard are limited and only allowable if all of the following criteria are met:

- InfoSec Risk Level is "Low" on the ITR Approval
- Data Type is "No Sensitive Data" on the ITR Approval; and
- The cost is less than the ProCard limit.

An Information Technology Review (ITR) form is required when purchasing any **Information and Computer Technology** (ICT) item regardless of the price. Please note that this ITR form must be completed within CSUBUY. If Procurement determines that the purchase is allowable on ProCard, they will reach out to the requestor with their approval. If the purchase is allowed on ProCard, the ProCard holder must include a snippet of the CSUBUY comment section in their ProCard packet. **This should include both ITR approval from IITS and ProCard allowability approval from Procurement**.

- ITR Approval example:

  Information Security Review: Approved

  Infosec Risk Level: Low

  Data Type: No Sensitive Data

- An approved **Unauthorized Purchase Request for Approval (UPRFA)** is required for the following instances:
  - The cardholder purchased software without an ITR (submitted ITR after-the fact).
  - The cardholder had an ITR in advance but used a ProCard to purchase software that did not meet the ProCard usage requirements (e.g., the Infosec Risk Level was Medium or Data Type was Level 2).

***NOTE**: When purchasing software via ProCard, the standard CSU Cancellation language is not applicable. Please reach out to Procurement & Contracts (procurementservices@csusm.edu) as soon as possible, but not less than ninety (90) days before the annual renewal if you wish to cancel the software license/subscription.*

11. SHIPPING AND BILLING

- Deliveries must be shipped to one of the approved receiving docks listed below. Due to liability issues, no other ship-to location is acceptable.
- Deliveries and commodity orders require the following "ship to" address format

ProCard Billing and Shipping Address	Temecula Shipping Address
CSUSM - Cardholder Name, Dept, Bldg, Room # 441 La Moree Road San Marcos, CA 92078-5017	CSUSM Temecula - Cardholder Name, Dept, Bldg, Room # 43890 Margarita Road Temecula, CA 92592
UVA Front Office Shipping Address	**The QUAD Shipping Address**
University Village - Cardholder Name 305 Campus View Drive San Marcos, CA 92078	The QUAD - Cardholder Name 200 East Barham Drive San Marcos, CA 92078

12. OMMITTED/INCORRECT TAXES BY THE SUPPLIER

- The University is required to pay tax on all taxable purchases, even if not charged tax by the supplier.
- Physical items are taxable except for the items listed below:
  - Subscriptions, memberships, e-books, downloaded music, prepackaged food, most health items/supplies, and custom software are not taxable. For further guidance on taxability, please contact the ProCard Administrator.
- When a taxable purchase has not been charged tax or the amount of tax charged was incorrect, the Cardholder must report this amount.
  - A Tax Accrual Form must be submitted and the confirming email attached to the reconciliation package for the period in question.
- Shipping/freight charges alone **are not** taxable, but shipping and handling charges **are** taxable.
- Subscriptions, memberships, e-books, downloaded music, prepackaged food and snacks, most health items/supplies, and custom software are not taxable. For further guidance on taxability, please contact the ProCard Administrator.

13. INCORRECT BILLING

- Cardholder is to call the supplier immediately to fix the issue.
- If the supplier is unable or unwilling to correct the charges, notify US Bank at (800) 344-5696.
- Attach a copy of any relevant documentation to the reconciliation package.
- Ensure all issues are resolved and that credits are posted to the account as appropriate.

14. FRAUDULENT CHARGES

- Cardholder is to contact US Bank Customer Service at (800) 344-5696.
- Complete the **Fraudulent Charge Documentation Form** confirming that you have contacted the bank.
- Include form confirmation email with your reconciliation package.
- US Bank will send you a Fraud Verification Form that must be completed and returned to them within 15 days to receive your fraudulent charge credit.
- Report all fraudulent charges to US Bank within 45 days of the transaction date to receive a credit.

15. DEFECTIVE ITEMS

- If items purchased with the ProCard are found to be defective, contact the supplier for replacement or a credit on the purchase.
- If the supplier refuses to replace the defective item or fails to issue a credit, the purchase will be considered "in dispute." Notify US Bank at (800) 344-5696.

16. MONTHLY RECONCILIATION

Timeline

- The billing cycle runs from the 26th of the month through the 25th of the following month (with some exceptions).
- Monthly reconciliations in PeopleSoft must be completed **by 4:00 p.m. on the 5th of each month (with some exceptions)**. Any chartfield changes requested thereafter must be submitted to accounting using the **financial transfer process.**
- Submit reconciliation package by the 10th of each month (see instructions below). Failure to submit by the 10th of the month may result in a temporary suspension of the card until the reconciliation package has been submitted.

CFS/PeopleSoft

- Upon notification of the opening of the reconciliation period the Cardholder will have access to review ProCard transactions in PeopleSoft for:
  - Accuracy. Confirmation of chartfield for all entries (Account, Fund, and Dept ID) is required.
  - For Foundation and Corporation, Project is also required. Program and Class are optional for all business units.
  - Update the description field of the purchase indicating business purpose in the "CFS ProCard adjustment" menu screen when reconciling supplier receipts or invoices. Ex: Office supplies (pens and paper).
  - If the deadline is missed, note the business purpose on the supporting documentation.

***NOTE**: CSUSM State ProCard may only be used for charges to state (SMCMP) and Foundation (SMFND) business unit chartfields in PeopleSoft. CSUSM Corporation ProCard may only be used for charges to Corporation (SMURS) business unit chartfields in PeopleSoft.*

Reconciliation Package Submission

- Include the ProCard Statement, with appropriate signatures having fiscal authority over the funding source.
- Include all itemized receipts, invoices, and other required supporting documentation in **the same order as they appear on the printed statement.**
- If no receipt is given or the original receipt is lost and a duplicate cannot be obtained, the ProCard **Lack of Itemized Receipt** form must be completed.
- Other Supporting Documentation (**Reference Section 9**, "Purchases Requiring Additional Approvals and Supporting Documentation" All prior approvals must be included as supporting documentation.)
- The entire reconciliation package (as defined above) must be submitted by the 10th of the month for the previous month's transactions for audit using the form at the following links:
  - **State and Foundation**
  - **Corporation**
- **No Usage**: If no transactions were made, the Cardholder will receive an email from ProCard noting there was no activity for said Cardholder. This validation should be kept with the Cardholder's records and ensures that fraudulent charges have not impacted the Cardholder account unbeknownst to the Cardholder.

Record Retention

All ProCard documents must be retained by the Cardholder or Approving Official as departmental record for five (5) years, and a copy of any additional documentation submitted at the request of the auditor shall be added to the package to ensure the complete package is retained.

- Cardholder contacts US Bank Customer Service (800) 344-5696.
- Inform ProCard Administrator that a replacement card has been requested.
  - State Cardholders email **pcard@csusm.edu**.
  - Corporation Cardholders email **corppcard@csusm.edu**
- US Bank will mail replacement card to ProCard Administrator.
- ProCard Administrator notifies Cardholder when replacement card is received.
- In the case of worn out/defective cards, the Cardholder is responsible for destroying the defective card.

17. MOVE/ACCOUNT CLOSURE/UNIVERSITY EXIT

Move	Voluntary Account Closure & University Exit
Complete ProCard Agreement Form indicating if the account is being closed or if the account is being transferred to the new department.	Complete the ProCard Agreement Form indicating the request to close the account. Cardholder must destroy the card.

18. PROGRAM CONTACT INFORMATION

US Bank	CSUSM/Foundation ProCard Administrator
24-Hour Customer Service (800) 344-5696	Jason Mendoza (760) 750-8809 pcard@csusm.edu
CSUSM Corporation ProCard Administrator	**CSUSM Corporation ProCard Coordinator**
Janine Prior Phone: (760) 750-4729 corppcard@csusm.edu	Daniela Moehlecke Phone: (760) 750-4720 corppcard@csusm.edu

19. LEGAL REFERENCE AND AUTHORITY

The Contracts and Procurement policies of the California State University (CSU) are not based upon a single statutory reference, but rather are adopted to form compliance with a variety of statutory and policy provisions found in the State of California statutory codes (i.e., Education Code, Public Contract, Government Code, etc.); Title 5, California Code of Regulations; the standing Orders and Resolutions of the Board of Trustees; specific Trustee policy issued via Chancellor Executive Orders; and administrative memoranda.

20. CONFLICT OF INTEREST

The Cardholder is delegated limited purchasing authority on behalf of the University, and as such has the responsibility to ensure that purchases made on their ProCard do not fall within the definitions of a conflict of interest.

For more information, visit State Human Resources Conflict of Interest webpage or Corporation's Conflict of Interest Policy.

21. HELPFUL RESOURCES

ProCard Resources	Additional Resources
• Campus Marketplace • Gift Card Guidelines • Hospitality Guidelines • Hospitality Form • Information Technology Review (ITR) for Software Approval Request • ProCard Agreement Form • Procurement & Contracts • Travel Guidelines • University Approved Caterers • University Printing (Printing Suppliers)	• CSUSM Corporation Gift Cards • CSUSM Corporation Hospitality Policy • CSUSM Corporation Procurement

22. APPENDIX A: FAQS

1. **My card is expiring soon, should I email the ProCard team**?

   Answer: All Standard ProCards automatically renew unless closed. When the new card arrives, the Cardholder will be notified to pick it up. Declining Balance cards do not automatically renew. Please reach out to pcard@csusm.edu prior to expiration to have a new card ordered.

2. **I am leaving the University next month. What should I do with my ProCard?**

   Answer: To return your ProCard, please fill out the ProCard Agreement Form, under "Purpose" select the "Return a ProCard" option. Once this form has been submitted you can shred your card.

3. **Can we ship the item we purchased on ProCard to our home address?**

   Answer: All shipments should be to campus. If an individual needs to pick something up from Distribution Services, please contact them directly.

4. **Can we use ProCard with PayPal?**

   Answer: You may use your ProCard with PayPal option. Please attach all supporting documents needed as part of the monthly reconciliation submission.

5. **How can we change the default approving official?**

   Answer: To change the default approving official on your account, please fill out the ProCard Agreement Form. Under "Purpose" select "Change a ProCard," then click the "Approving Official." The approving official must have the fiscal authority for the default chartfield string and meet all other qualifications as posted in the ProCard Manual.

6. **How can we change the default chartfield string?**

   Answer: To change the default chartfield string on your account, you need to fill out the ProCard Agreement Form. Under "Purpose" select "Change a ProCard," then click the "Chartfield string." Make sure the approving official has fiscal authority for the new chartfield prior to submitting this request for change.

7. **I lost my ProCard. What should I do?**

   Answer: Please contact US Bank at (800) 344-5696. They will close your account immediately and issue a new card. You will be notified by the ProCard Team once your replacement card arrives.

8. **I placed an order, and it was not shipped. What should I do if I can't get my refund?**

   Answer: If the supplier refuses to issue the credit it is considered "in dispute." Notify US Bank at (800) 344-5696.

9. **I would like to use my ProCard for an advertisement. Can I use my ProCard?**

   Answer: Yes, if this is within your single purchase limit and no agreement/signature is required. Make sure to attach a copy of the advertising ads.

10. **I can't make any changes with the chartfield string on my ProCard reconciliation packet in PeopleSoft. What should I do?**

    Answer: If the adjustment period for that specific month is closed, you will no longer be able to make any changes. Please print your reconciliation report through the completed history option in PeopleSoft. You may submit a completed Financial Transfer Request (FTR) form and back-up documentation to **accounting@csusm.edu** for any adjustments to the default chartfield.

11. **I am not yet set-up in PeopleSoft to complete my adjustment or reconciliation. What are the steps?**

    Answer: Please fill out the **CFS Security Access** request form or contact the FSO team at **fso@csusm.edu**.

12. **I made an accidental purchase with my ProCard.**

    Answer: Please refer to the ProCard Manual #7, regarding "**Personal Purchases**."

13. **Where can I pick up my ProCard?**

    Answer: ProCard Team will notify you once your ProCard has arrived. Please make sure to make an appointment via email at **pcard@csusm.edu** (State and Foundation) or **corppcard@csusm.edu** (Corporation) to pick up the card.

14. **Whom should I contact with any questions I have about ProCard?**

    Answer: Please email **pcard@csusm.edu** (State and Foundation) or **corppcard@csusm.edu** (Corporation) for any questions and inquiries about your ProCard.