

## IA2012-3R P-Card Resolution

Presented at Board of Directors meeting  
MARCH 14, 2012

WHEREAS, the need to adopt the Procurement Card Policy was identified in recent audit findings; therefore be it

RESOLVED, that the Procurement Card Policy, as defined by the document created and reviewed by the Internal Affairs committee entitled "Procurement Card Policy" be enacted by the ASI Board of Directors;

Approved On: 3/14/12

ASI President: 

  
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## IA2012-3 P-Card Policy

### General Information

The Procurement Card (P-Card) Program is a simple way for campus departments to purchase office supplies and make low dollar purchases using a credit card. The P-Card is issued to an individual in a department and, in general, will be the *primary method for that department* to purchase supplies costing \$2,500 or less per transaction (including tax and shipping). *Note: the P-Card may not be used for Travel Expenses.*

### Areas of Responsibility

#### Vendor – U.S. Bank

U.S. Bank is the procurement credit card contractor who issues the P-card. The campus program administrator submits all card requests to the vendor. The cards are forwarded to the program administrator within 5-10 working days. U.S. Bank provides 24-hour customer service and a website for cardholders to view their transactions.

#### Procurement Services

Procurement Services administers the program and is responsible for coordinating and evaluating all aspects of the program. The program administrator is responsible for the program, processing cardholder and approving official applications, program training, account maintenance, auditing and reconciling cardholder monthly reconciliation documents.

#### Program Administrator

Chantal Ebarle  
Ext. 53807  
[Chantal.Ebarle@csueastbay.edu](mailto:Chantal.Ebarle@csueastbay.edu)

### How to obtain a P-card

Credit cards are delivered in approximately 3 weeks and are distributed at the end of Cardholder training.

### Select an Approving Official

1. Every Applicant must have an Authorizing Official
2. The Authorizing Official should be the supervisor or manager responsible for approving purchase requisitions and has signature authority for budgeted accounts
3. The Authorizing Official cannot be someone who reports to the Cardholder.
4. If the approving official does not already have signature authority for the chartfield string assigned to that particular card, a Signature Authorization Form will need to be completed.
5. Contact the lead ASI accountant after management approval received.

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### **Complete Cardholder Training Program**

This is a required training program.

1. The program administrator will contact the cardholder when the card is available to schedule a training session.
2. Cardholders are required to sign the Acknowledgement and Responsibility form at the time of training.

### **Sign the P-Card Program Agreement**

1. Review and sign the P-Card Program Agreement
2. Pick up your new card in person.
3. Sign for receipt of the card.

### **Activate a P-Card**

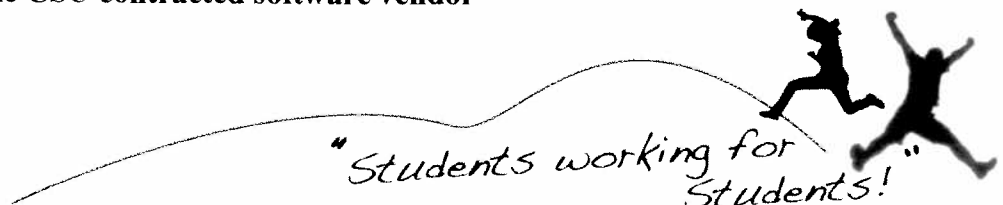
All new cards must be activated at the time of training. This will be done online through the US Bank Access Online website. All new cardholders must self register the first time they visit U.S. Bank Access Online website.

### **Using the P-Card**

Purchases made with the P-Card must conform to ASI policies and only be used for expenses associated with official business. Personal expenses are not allowed, must be reimbursed to ASI by the employee/cardholder, and puts the cardholder in jeopardy of losing their P-Card.

### **What you May Purchase with the P-Card**

- **Computer supplies/accessories**
- **Conference/seminar registrations**
- **Miscellaneous, laboratory supplies**
- **Office supplies from our contracted provider, Office Max**
- **Online business cards and stationery, only through the University-specified vendor**
- **Operational supplies**
- **Professional membership fees**
- **Software from the CSU contracted software vendor**
- **Subscriptions**



### Restricted Transactions

- **Computer peripherals:** only printers and scanners less than \$1000 may be purchased on the P-Card; absolutely no computers purchases are allowed with the pcard.
- **Contracts/Agreements Requiring an Authorized signature** – Any contract/agreement requiring a University authorized signature must be sent to Purchasing for review and authorization. Only Purchasing may obligate the University contractually. Use of the P-Card may be granted on a case-by-case basis, only if Purchasing has signed the contract and pre-approved use of the card.
- **Rentals**
  1. Equipment for Facilities and the Theater Arts department, (such as lighting, costumes, etc.). Equipment rental requires prior approval by the Purchasing Office. **Note: car or housing rentals are prohibited.**
  2. Transportation services: The p-card may only be used for bus rental if an agreement has been authorized and set in place by the Purchasing Office. The usual transaction limits apply.
  3. Recruiting events: Rental for venues such as hotel space, conference centers, etc. with pre-approval of contract by Purchasing Office. Transaction limits apply.
- **Service -related purchases:**
  1. Repair of items being shipped off-campus are allowed; on-campus repairs are not allowed and must be submitted through Purchasing
  2. Printer repair is approved only by contractors which are on Procurement's pre-approved list.
  3. Service on vehicles and maintenance equipment using pre-approved vendors. (Contact Purchasing Office first)
  4. Any service purchase requires pre-approval by Purchasing.
  5. Bottled water service
  6. Cell phone service from the University's contracted provider (Service only, no cell phones may be purchased on a pcard – submit an express po for equipment)

### Prohibited Transactions

The P-Card may **not be** used for the following:

- Animals (except for instructionally-related purposes)
- Cash advances (including transferring funds to a One-Card account), money orders, wire transfers
- Computer equipment and peripherals
- Construction/modifications/special repairs
- Equipment/Trackable assets (i.e. computers, projectors, cameras, etc.)
- Explosives, firearms/ammunition
- Furniture, including chairs
- Gifts, gift certificates, greeting cards, and balloons
- Hazardous chemicals/materials
- Narcotics and other controlled substances
- On-campus repair services

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- Personal purchases
- Plants, artwork for decorative purposes
- Services, unless specifically listed above in restricted transactions
- Splitting of purchases to circumvent dollar limitations
- Travel expenses

### Unauthorized Use of the P-Card

*The cardholder will be held personally liable for any fraudulent or personal use of the P-Card and such use may result in revocation of card privileges.*

### Fraudulent Charges

1. Fraud is more prevalent on internet purchases
2. Make sure you are using a secure site
3. Check Access Online regularly for unauthorized purchases. Report any unauthorized purchases to U.S. Bank at 800.344.5696 . Your card will be cancelled and reissued through the program administrator
4. Check your monthly statement at the end of each billing cycle whether or not you have made purchases to ensure there aren't any unauthorized purchases

### Obtaining Goods

- Cardholders use the P-Card to purchase goods in person, by telephone, by mail, or online. All items **must** be shipped directly to the user's *University* address.

Ship To:

California State University East Bay ASI

*(Cardholder name)*

Your department name/Bldg/Room *(mandatory information)*

25800 Carlos Bee Blvd

Hayward, CA 94542

- The cardholder is responsible for the examination of purchases and returning merchandise to the vendor in the event an item is damaged, broken, or otherwise does not meet expectations
- Transaction Limits: The single purchase limit is \$2500 (including tax and shipping) per day with monthly limits set by your Authorizing Official.

### Obtain Receipt/Invoice

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1. An itemized receipt is required for ALL purchases including internet purchases. An itemized receipt is one which contains the description of each item purchased.
2. Receipts should be faxed directly to you. Mailed receipts do not usually reach the end user. If a vendor cannot provide an appropriate receipt, do not do business with them.
3. Small receipts: Please secure small receipts to an 8-1/2 x 11 piece of paper to ensure they will not be lost in transit.
4. Receipts for online purchases: Purchases made online may be documented by printing a copy of the order confirmation. Confirmation must contain required information, i.e. items, transaction date and cost.
5. Unacceptable Receipt Submissions: The following are ***not acceptable*** in lieu of an original receipt or invoice:
  - ***packing slips***
  - ***credit card slips*** (unless the individual items and cost are listed on the slip)
  - ***copies of receipts/invoices***

### Lost Receipt

- If the cardholder loses a receipt/invoice, a duplicate receipt must be requested from the vendor.
- The cardholder should complete a Certification of Receipt of Goods form and attach it to the ProCard Statement stating that a duplicate request has been requested.
- Excessive instances, as determined by Procurement Services, will result in revocation of card privileges.

### Sales Tax

CSU East Bay is required to pay California sales tax for all out-of-state commodity purchases on the credit card. If an out-of-state vendor does not charge you sales tax, Procurement Services will deduct the appropriate use tax from your default chartfield string. It will appear as a separate entry on your departmental charge-back.

### Card Rejections

1. If at any time a purchase is rejected, be sure that you have not exceeded the single and/or monthly limit
2. Other common rejections are incorrectly entered expiration dates or omitted CVV codes (three digit code on the back of your card).
3. If the rejection is a result of a merchant code block, you will not be able to make the purchase with the Visa card and an express purchase order should then be submitted to Procurement for that purchase.

  
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### Exceptions to P-Card Policies & Procedures

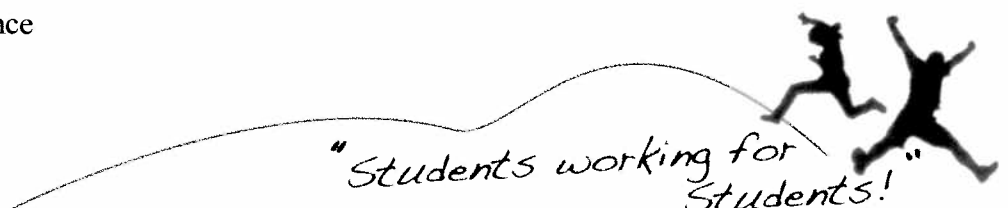
- Exceptions will be considered and may be approved by the Executive Director and P-card administrator as follows:
  - Increase in the monthly P-Card limit
  - Increase in single transaction limit
  - Exception for prohibited or restricted items
- On a case by case basis, the P-Card Administrator may approve requests for an exception to P-Card policy or procedures. These requests should be made in writing (e-mail is acceptable) and sent to the P-Card Administrator. Requests must come from the Authorizing Official and must fully explain the reasons why the exception is being requested. Additional documentation may be requested by the P-Card Office for exception requests.

### Cardholder Responsibilities

1. Attend procurement card training prior to receiving the card
2. Complete a Conflict of interest Form 700 Annual Statement (Further information regarding this form will be provided on an annual basis by the Conflict of Interest Filing Office for the Procurement Card.
3. Taking a mandatory Ethics & Conflict of Interest Training, conducted online through the Office of the Chancellor every two years. (Information is sent directly from the Chancellor's Office.
4. Card may only be used by Cardholder
5. Use card in compliance with CSUEB and CSU Procurement Services Procedures and Policies.
6. Keep card and card number in a secure place
7. Obtain *original sales receipts* for each transaction for goods received
8. Receipts must be itemized with cost and description of goods purchased
9. Obtain credit from vendor/merchant on returned goods or disputed items
10. Reconcile monthly statement with the P-Card ProCard Statement and submit by monthly deadline.
11. Submit completed reports to Authorizing Official(s) for approval
12. Immediately report stolen or lost cards to our P-Card provider (currently US Bank), the University Police Department, the P-Card administrator and the Authorizing Official.
13. If Authorizing Official changes, cardholders must submit the Approving Official Change form to the P-Card Administrator. The form is available at [http://www.aba.csueastbay.edu/BusAndFinance/New\\_Forms\\_Instructions/departments/forms/POChangeInApprovingOfficial.pdf](http://www.aba.csueastbay.edu/BusAndFinance/New_Forms_Instructions/departments/forms/POChangeInApprovingOfficial.pdf)
14. Return the card to Procurement Card Administrator before separating from the University
15. If transferring to another department on campus, contact the P-Card Administrator for instructions.

### Monthly Reconciliation Procedures:

1. Go online to PS Finance



2. Review and approve each transaction noting the description of the item. Instructions and navigation are contained as an attachment to this Handbook, and can also be found at: <http://www20.csueastbay.edu/af/departments/aa/documentation/finance.html>
3. In Transaction Detail review the amount of purchase and chartfield information. If applicable, change the chartfield values as needed, i.e. Dept ID, Fund, etc.
4. You may begin reconciling transactions after the first of the month, or when notified by Accounts Payable that the P-card information is available.

### **Monthly Expense Report:**

1. Print the ProCard Statement Report.
2. Match the current date range for the reporting cycle. (*Note: Balance amount should be same on the ProCard Statement as it is on the Credit Card Statement*).
3. Attach receipts and supporting documentation to the ProCard Statement Report. Receipts should be put in the same order as they appear on the credit card statement.
4. Attach credit card statement to documents.
5. Submit signed ProCard Statement to Authorizing Official for his/her signature.
6. Submit original report to P-Card administrator no later than the 10th of the following month, or if the 10<sup>th</sup> falls on a weekend, the following business day. (Example: billing cycle closes September 25; monthly report must be in the hands of the Accounts Payable PCard Administrator by October 10).
7. Once the transactions have been loaded to PeopleSoft, you will no longer be able to access Use Tax or print your expense report.

### **Billing Cycle:**

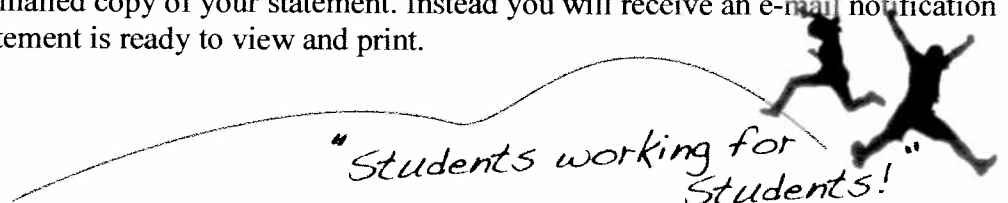
The 25<sup>th</sup> of each month, with the following exception: When the 25<sup>th</sup> falls on a weekend or holiday, the billing cycle will end on the following business day.

### **Reconciliation Due Date**

Reconciliations must be received by the Program Administrator, Procurement Services SA2750, no later than 5:00 p.m. on the 10th of the following month.

### **Statements**

You will no longer receive a mailed copy of your statement. Instead you will receive an e-mail notification from U.S. Bank that your statement is ready to view and print.





### Disputed or Defective Items

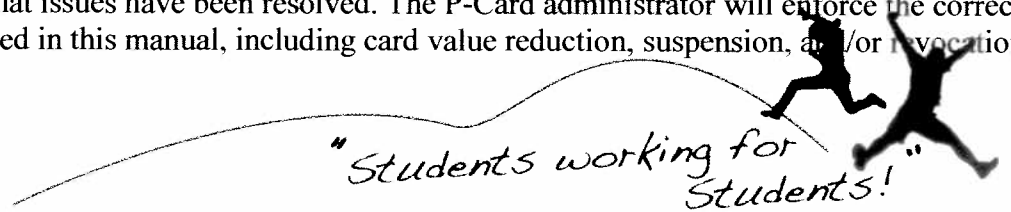
- If an item is billed incorrectly or is defective, the cardholder should try to resolve with the vendor.
- If unsuccessful, the cardholder must place the transaction in dispute online in the US Bank system and note it on the ProCard Statement.
- Cardholder is responsible for handling the dispute:
  1. In transaction summary, highlight the disputed amount.
  2. The cardholder should click on the dispute tab.
  3. A list of dispute reasons can be found as part of the dispute screen
  4. Complete required data on the dispute screen.
  5. If the reason does not appear on the list, use the “other” tab.
  6. Then click on “save”.
- **IMPORTANT NOTE:** Disputes must be entered by the 30<sup>th</sup> of the month. As a rule, Cardholder statements are paid in full, including disputed items in order to avoid late fees and penalties. It is the Cardholder’s responsibility to secure a reversal of charges (credit) from the bank.

### Program Administration

Procurement Services is responsible for all administrative aspects of the P-Card Program, including obtaining new and replacement cards for Cardholders, auditing Cardholder reports and supporting documents, and paying the procurement card vendor’s monthly invoice.

### Audits

- In accordance with Office of the Chancellor Coded Memo BF94-23, the P-Card Program is subject to periodic audits by CSUEB and CSU Internal Auditors as well as State Auditors, including statements, monthly expense reports, receipts and all other pertinent documents. For this reason, as well as in the interest of good business practice, cardholders, authorizers and Procurement Services administrative personnel must conduct all P-Card Program business in strict compliance with established policies and procedures.
- Department and cardholder records will be audited for:
  - Original itemized receipts (or certified receipt copies, faxed or e-receipts)
  - Accurate reconciliation of receipts and monthly expense reports with card statement
  - Cardholder signature on monthly reporting documents
  - Proper approval signature on monthly reporting documents
  - Appropriate use of the P-Card: no split purchases, no prohibited transactions and restricted purchases within policy guidelines
- All cardholder submissions are audited every month by the P-card administrator. Those cardholders, who have audit findings in a given month, will be audited more closely the following month to ensure that issues have been resolved. The P-Card administrator will enforce the corrective actions outlined in this manual, including card value reduction, suspension, and/or revocation of card privileges.



### **Failure to Comply with Policies and Procedure**

Cardholders and/or department card privileges may be revoked or face other disciplinary measures for a period up to one calendar year, when major infractions by the cardholder are found. These include:

- Misuse of card such as using it for prohibited purchases; splitting transactions and personal use of card
- Excessive instances of lost receipts
- Excessive late review and reconciliation of online charges and late submittals of receipts to the Program Administrator.
- Card may be revoked for other reasons as determined by the P-Card Administrator(s) and/or Procurement Services management. The Authorizer will be copied on all notifications regarding corrective action.

### **Consequences of Missing Documentation**

- Failure to submit proper documentation will result in an email notification requesting the missing documentation.
- After first notification, cardholder limit may be reduced to \$1
- After reduction to \$1, if missing documentation is not provided after one month, card privileges may be cancelled completely.

### **Lost or Stolen cards**

1. **Cardholder** is to immediately contact the card issuer, USBANK
2. **Cardholder** is to immediately contact Authorizing Official
3. **Cardholder or Authorizing Official** must notify P-Card Administrator by telephone and follow up with an e-mail or other written communication
4. **Cardholder** should pick up replacement card *in person* and sign for its receipt

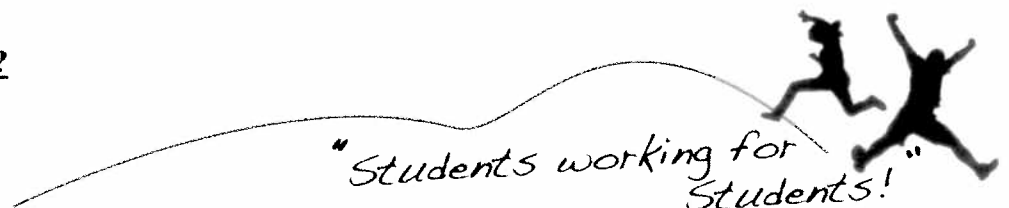
### **Replacing a badly worn or defective credit card**

1. **Cardholder** is to notify Authorizing Official that card needs to be replaced, due to its worn or defective condition
2. **Cardholder** is to deliver worn/defective card *in person* to the P-Card Administrator
3. **Cardholder** must pick up and sign for the replacement card *in person*.

### **Cardholder Request to Close Account**

Cardholder should send a written request (e-mail is acceptable) and return the credit card in person to the P-Card Administrator.

### **Whom to Contact for Help?**



For additional help or to report problems with PSoft Finance functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk) (<http://www.csueastbay.edu/servicedesk>).

**Procurement Services P-Card Staff**

**P-Card Administrator:**

Chantal Ebarle – [Chantal.Ebarle@csueastbay.edu](mailto:Chantal.Ebarle@csueastbay.edu) ext 5-3807

**Accounts Payable Manager:**

Lana Lewis – [lane.lewis@csueastbay.edu](mailto:lane.lewis@csueastbay.edu) – x5-2854

Procurement Services Website: <http://www.aba.csueastbay.edu/procure/psspur.htm>

**Information Sources**

**U.S. Bank**

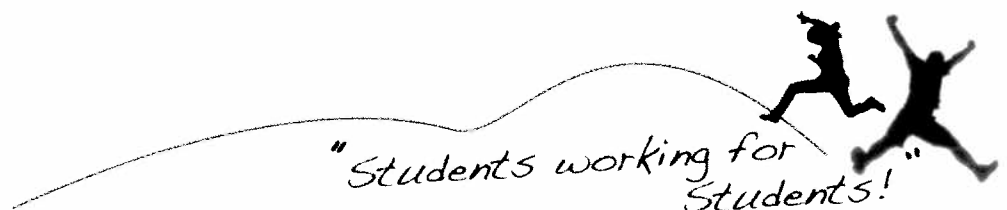
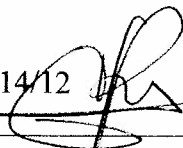
24-hour Customer Service Number  
(800) 344.5696

**U.S. Bank Access Online website**

<https://access.usbank.com>

Approved On: 3/14/12

ASI President: \_\_\_\_\_



## IA2012-3G P-Card Policy Guide (ASI Guide for Procurement Transactions) – Revised November 2011

What are you trying to buy/pay for	What process/form to use	Additional Information/ Restrictions	Exceptions
Advertisements	PCard	Provide invoice + tear sheet (A copy of the actual advertisement must be attached to the invoice)	
Business Cards / Letterhead	PCard	University has contract for business cards / stationary that can be ordered via website	ASI can choose to use the University's contracted vendor or ASI can set up a blanket PO with a vendor of their choice.
Computer accessories (i.e. mouse, keyboard, etc.)	PCard	PCard Handbook.	
Computer peripherals (external hard drives, monitors under \$1000, etc.)	Pcard	Within limits established in PCard Handbook; cannot be used to purchase items identified as sensitive assets, these must be ordered via a CFS express PO.	
Computer Software	CFS express PO	Submit with specifications	
Computers	CFS express PO	Request through ITS Service Desk; not allowed on Pcard as it circumvents asset tracking procedures	
Consultants, Independent Contractors, under \$1000	Independent Contract form	See form guidelines for specific classifications of types of services allowed via this process	
Consultants, Independent Contractors over \$1000	CFS express PO (EPO)	Submit with Scope of Work document that provides specifications on services required by ASI, also include any documents provided by Contractor. Contractor may be required to meet University's insurance provisions.	ASI has retained signature authority for their contracts. ASI has 2 choices: 1. Sign and attach the contract to the EPO; or 2. Send the proposed contract over with the EPO for review by Purchasing; which will be returned to ASI w/ comments for consideration, then signed by ASI.
Contracts for off-campus space rentals	CFS express PO	Submit with vendor contract/form (soft copy can be emailed)	ASI has retained signature authority for their contracts. ASI has 2 choices: 1. Sign and attach the contract to the EPO; or 2. Send the proposed contract over with the EPO for review by Purchasing; which will be returned to ASI w/ comments for consideration, then signed by ASI.
Contracts requiring signatures	CFS express PO	Submit with vendor contract/form (soft copy can be emailed)	ASI has retained signature authority for their contracts. ASI has 2 choices: 1. Sign and attach the contract to the EPO; or 2. Send the proposed contract over with the EPO for review by Purchasing; which will be returned to ASI w/ comments for consideration, then signed by ASI.
Copier repair	CFS express PO	A blanket PO can be issued to cover service on an annual basis. Contractor will be required to meet University's insurance provisions.	
Equipment	CFS express PO	Provide specifications.	

Film/Video rentals	P-Card/Check Request	Should be paid by P-Card if a credit card payment is accepted, if not, a Check Request may be used. Invoice will need to be attached to P-Card reconciliation or Check Request.	
Food/catering	Check Request	Limited to no more than \$1000; for transactions more than this use CFS express PO	ASI may, but is not required to use Aramark. If using Aramark, items may be paid via the direct billing process online.
Furniture	CFS express PO	Provide with specifications.	
Memberships	P-Card / or if necessary Check Request		
Office Supplies	P-Card	University uses OfficeMax	ASI can choose to use the contract if it meets their needs
Operating Supplies	P-Card	P-Card Handbook	
Printer repair	P-Card	Can use P-Card only if using printer repair vendors who are on contract with the University. Contact Purchasing for information	If ASI has a preferred printer repair vendor, other than the one identified by the University, after meeting insurance criteria, services can be paid via P-Card or set up on a blanket PO.
Printers, scanners, fax	P-Card	Only if under \$500; if over, use CFS express PO	
Printing Services	CFS express PO	Provide with specifications	If ASI has a specific vendor they prefer to use, and the projected total annual spend with the vendor is under required bidding limits, a blanket PO can be issued for the year.
Recruitment expenses	Travel Expense Claim & Summary Form (TEC)	Submit all expenses and receipts on a TEC form for reimbursement after the trip. All prepaid expenses must be included on the TEC.	
Registration fees	P-Card / or if necessary Check Request	Provide additional registration form / info	
Reimbursements to staff	Check Request	Only up to \$1000; provide receipts. Cannot be for purchase of equipment or computers at any amount	
Repairs (sent off campus)	Check Request	Provide invoice	
Speakers	Independent Contract form	Limited to no more than \$1000; for transactions more than this use CFS express PO	ASI has retained signature authority for their contracts. ASI has 2 choices: 1. Sign and attach the contract to the EPO; or 2. Send the proposed contract over with the EPO for review by Purchasing; which will be returned to ASI w/ comments for consideration, then signed by ASI.
Student Reimbursements	Check Request	Limited to no more than \$1000; for transactions more than this use CFS express PO	
Subscriptions	P-Card/Check Request	P-Card / or if necessary Check Request. Invoiced must be attached to request.	
Prepaid Expenses	Travel Expense Claim & Summary Form (TEC)	All prepaid expenses, must be submitted on a TEC form after completion of the trip. All receipts must be attached to TEC.	

Travel Reimbursement	Travel Expense Claim & Summary Form (TEC)	Submit expenses with all receipts, including any prepayment. This form is also used to reconcile prepaid expenses.	

**Policy for ASI Procurement Transactions FOR STUDENT CLUBS AND ORGANIZATIONS:**

<b>What are you trying to buy/pay for</b>	<b>What process/form to use</b>	<b>Additional Information/ Restrictions</b>	<b>Exceptions</b>
Reimbursements	<b>Check Requests</b>		
Cash advances for minor purchases			
Travel			
Printing			
Memberships			
Events			