

California State University, Fresno



PROCUREMENT CARD MANUAL

ADMINISTRATIVE SERVICES DIVISION
Procurement & Support Services
Accounts Payable

December 17, 2010

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I. QUICK REFERENCE GUIDE

CREDIT CARD PROCESSOR:



PO Box 6318
Fargo ND 58125-6318
24-Hour Customer Service: 800-344-5696

PROCUREMENT & SUPPORT SERVICES

Joyal Administration Building, Room 148
M/S JA111
Procurement Card Program Administrator
Judy Gillette, 8-5348
jgillette@csufresno.edu
ehenderson@csufresno.edu

PROCARD WEB PAGE:

<http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

ACCOUNTS PAYABLE DEPARTMENT

Joyal Administration Building, Room 181
M/S JA58
Celia Gonzalez, 8-5485
cegonzalez@csufresno.edu

CARD ACTIVATION INFORMATION

Last 4 of social security number

BILLING CYCLE

11th of current month – 10th of following month*
(Exception: If 10th falls on a Saturday, Sunday or Holiday,
the billing cycle will end at midnight on following business day.)

PEOPLESOFT NAVIGATION

<https://www.csufresno.edu>
My Fresno State > CSU ProCard > Use & Inquiry > ProCard Adjustment

II. GENERAL INFORMATION

Why Have a Procurement Card?

Fresno State uses a variety of methods to purchase goods and services, including petty cash, purchase orders, and direct expense. Processing purchase orders is not cost effective for low-dollar value goods and occasionally suppliers refuse to accept a purchase order.

The Procurement Credit Card (also known as a ProCard or Pcard) is an additional option for purchasing supplies (goods), and allowable services costing \$5,000 (including tax and shipping) or less, which are not restricted or prohibited. Cardholders are encouraged to use the Procurement Credit Card for low value purchases in order to achieve cost savings and improve processing time for such items. The Procurement Credit Card is for authorized University purchases only and is not for personal use.

Applying for a Procurement Credit Card

- Complete an application (Exhibit A) or download it from our web page at: <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>
- Designate an Approving Official and an Alternate Approving Official. An Approving Official will review and authorize the cardholder's charges each month and should be at least one level above the cardholder. Cardholders cannot approve their own charges. The Approving Official should have a signature authority card on file with the Procurement Office.
- Determine Spending Limits. Generally, the cardholder's Approving Official or Department Budget Analyst will determine the spending limits for a cardholder. Spending limits should be set to accommodate your department needs, and can be raised later if needed. The single purchase limit (what can be spent at one time with one merchant) is set at a maximum of \$5,000 for all cardholders.
- Signatures. The application should have the signatures of the cardholder, the Approving Official, and an Alternate Approver.
- Program Training. Once your card arrives, you will be contacted for a short training session and delivery of your card. The training session is mandatory for all cardholders. The US bank ProCard Handbook is available for download at <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

Card Activation

To activate your card, call (1-800-344-5696), the customer service number shown on your card.

- Using your telephone keypad, enter your account zip code (93740 for most cardholders.)
- Select "1" to activate your account
- Enter the last four numbers of your social security number, and then press the # key
- Enter your preferred business telephone number.
- Please remember to sign the back of your procurement card.

Card Defaults (Chartfields)

The chartstring you entered on your ProCard application will be assigned by default to all transactions. All charges on your credit card will be charged to this chartfield, unless they are changed in PeopleSoft ProCard Module before the 16th of each month.

Prohibited Uses of Procurement Credit Card

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. The following is a representative list of prohibited uses of the ProCard. It is not intended to be all-inclusive. If you are not sure your purchase is allowed, please contact the ProCard Administrator before you acquire any product.

- ◆ Airline Tickets
- ◆ Alcoholic Beverages
- ◆ Ammunition/Firearms
- ◆ Animals and Animal Related Products
- ◆ Automotive Gasoline and Oil
- ◆ Awards, plaques, certificates, flowers, gifts
- ◆ Bottled Water
- ◆ Capital Equipment¹
- ◆ Car Washes
- ◆ Car Rental
- ◆ Cash Advances, Cash Refunds
- ◆ Catering Services
- ◆ Cellular Phones and Service
- ◆ Computers and Computer Equipment
(considered sensitive equipment – see definition below²)
- ◆ Computer and Equipment Repairs
- ◆ Computer parts to build complete system
- ◆ Conflict of interest
- ◆ Consulting Services, Instructors and Guest Speakers
- ◆ Controlled Substances
- ◆ Food and Food Related Products and Services (Hospitality)
- ◆ Furniture
- ◆ Hotels, Motels and Lodging Expenses
- ◆ In Lieu of Supplemental Wages
- ◆ Leases and maintenance agreements
- ◆ Meals, Travel or Entertainment Expenses
- ◆ Office Decorations, posters, artwork
- ◆ Office Supplies (Use OfficeMax only)
- ◆ Pagers
- ◆ Paper (Use University Warehouse)
- ◆ Party Favors
- ◆ Personal Items
- ◆ Personal Purchases
- ◆ Purchases resulting in personal gain
- ◆ Postage and Postage Stamps
- ◆ Prescription Drugs
- ◆ Printing, unless approved by Print Shop
- ◆ Public Works Projects
- ◆ Purchases that violate CSU, CSUF policy or procedures
- ◆ Radioactive/Hazardous Materials
- ◆ Rental Agreements
- ◆ Repairs, Computer and Equipment
- ◆ Restaurants
- ◆ Services and Service Agreements (Annual Maintenance Contracts)
- ◆ Services not explicitly allowed
- ◆ Silk Plants
- ◆ Splitting of purchases to circumvent spending limitations/bidding process.
- ◆ Uniforms
- ◆ Vehicle Repairs

Definitions:

¹Capital equipment - Real or personal property that has a unit acquisition cost equal to or greater than \$5,000 including sales tax, and which has an estimated life of one year or greater, and can stand on its own (e.g. furniture, statue, vehicles or component equipment). This equipment is capitalized and has a unit cost or a combined component parts cost of \$5000 or more. An example of component parts system is a mixing machine that has three parts that are \$2000.00 each.

²Sensitive equipment - This includes software, computers, printers, monitors, scanners, copiers, and projectors only. This equipment is not capitalized and has a unit acquisition cost (including sales tax) between \$3000.00-\$4999.99

Consequences for Misuse of the Card

- Revocation of the card
- Disciplinary steps that may include termination and legal action
- Use of the ProCard is subject to review by the Campus, CSU or State auditor at any time!

Allowable Services

- Approved Advertisements – must be approved by Procurement. Typical acceptable use would be candidate search advertisements in professional journals. Advertisements for promotional efforts are not allowed.
- FedEx/UPS
- Subscriptions / Memberships – these charges are allowable, provided that an acceptable justification that details the benefit to the University is stated in the transaction description box within the ProCard Adjustment panel. In addition, for subscriptions your itemized receipt must also detail the number of publications per year.
- Professional Dues - these charges are allowable, provided that an acceptable justification that details the benefit to the University is stated in the transaction description box within the ProCard Adjustment panel.

III. US Bank WEBSITE

US Bank provides an online system which allows cardholders to view information for their credit card transactions. Contact your ProCard Administrator if you need access to this website.

IV. PROCEDURES - CARDHOLDER

Cardholder Responsibilities

Cardholders are responsible for ensuring the Procurement Credit Card is used in accordance with the policies outlined in this manual and that all purchases are in compliance with CSU procurement and contracting procedures and policies, including but not limited to:

- compliance with all CSU Procurement Procedures for purchase of Commodities, Services, or Information Technology Acquisitions, as described in the CSU Policy Manual for Contracting & Procurement - <http://www.calstate.edu/csp/crl/policy/policy07-07-06.doc>;
- making purchases that are reasonable, appropriate and cost effective;
- obtaining the best possible price for the merchandise purchased;
- verifying and certifying that all purchases listed on their bank statement are correct and made for official purposes which meet the business needs of the campus;
- notifying the Procurement Card Administrator when their Approving Officer leaves or changes (see Exhibit C);
- returning the ProCard to the Procurement Card Administrator upon leaving the department or terminating service with the University.

Security of Procurement Credit Card

You are responsible for ensuring the card is kept in a secure location. If kept in your office, it should be kept out of sight, and preferably some place that can be locked during the evening.

The cardholder is the **only** person that is authorized to use the card. **Do NOT lend your card to others for use.** If you are going to be absent for an extended length of time, the department

should request that a new card be issued to a different person for the duration. It takes approximately five (5-7) working days to issue a new card, so plan ahead.

Obtain Commodity

You may go to the place of business to obtain the commodity, call and place the order, or order via the Internet. In all cases, you will need an itemized receipt/invoice. An itemized receipt/invoice consists of the following information:

- Description of commodities purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor

If ordered via the Internet, provide the supplier your name, card number, expiration date, department name, building, room and mail stop. If merchandise is to be shipped, the supplier must incorporate this information on the shipping label and ship to University Warehouse, 2671 E. Barstow Ave, Fresno, CA 93740-8007.

Before you finalize placing the order, check one last time to make sure all the information is correct. Make sure that the appropriate department administrator is aware of your purchase and that you have followed all campus and departmental procedures regarding order processing and records retention.

When receiving a shipment, it is the responsibility of the Cardholder to properly inspect the shipment. In case of returns, damages, etc., it is the responsibility of the Cardholder to coordinate directly with the supplier. All packing slips must be retained as part of the ProCard documentation.

Sales/Use Tax

The University is **NOT** exempt from paying California Sales Tax. Some out-of-state suppliers do not charge California State Sales Tax. It's the University's responsibility to remit use-tax (when applicable), and remit directly to the State Board of Equalization for our purchases. The Accounting department will accrue and remit use taxes for any transactions for which the University did not pay the appropriate sales tax, and these charges will appear in a future expense journal entry.

Card Disputes

In case of an exception or disputed charge, the Cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, you should see the correction on your next monthly statement. If you cannot reach an agreement with the supplier, the next step is to dispute the charge by calling US Bank Customer Service (800) 344-5696. It is important to document all the steps taken to try to resolve the disputed charge, and to retain all relevant documentation to ensure proper resolution during the dispute process.

- If items purchased with the Procurement Credit Card are received defective, you are responsible for returning the item(s) to the merchant for replacement or for receiving a credit on the purchase. If the merchant refuses to replace the defective item, then you must contact US Bank Customer Service and dispute the transaction, and check the

disputed box on the PeopleSoft ProCard Adjustment screen.

- **IMPORTANT:** Failure to take immediate and appropriate action could result in a loss for the University, disciplinary action against the Cardholder and cancellation of their ProCard.

Returns and Credits

Returns: If you need to return an item for any reason, first request a “Return Goods Authorization Number” (RMA) from the supplier, enter that number as part of the documentation you are keeping for that transaction in case further follow-up is required. Determine if the supplier will pick up the item, issue a “Call Tag” or if it is necessary for you to return it to the supplier.

Credits: The supplier should issue a credit for any item that has been discussed and agreed upon for return. This credit will appear on a subsequent statement.

Procurement Credit Card Receipt/Invoice

- Whether the purchase is made by telephone, in person, or via the web, you will need an itemized receipt or invoice.
- If you have lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, attach a “Lost Receipt Memo” form (Exhibit B).
- **NOTE:** Your Procurement Credit Card may be revoked if there are excessive instances of lost receipts.
- If the invoice is to be mailed back to the campus, tell the merchant that it must be sent directly to you, the cardholder, **NOT** to the Accounts Payable Department.
- Procurement Credit Card receipts must be kept until the transaction(s) show up on the bank statement. Original receipts should then be stapled behind the Cardholder ProCard Statement and forwarded to Accounts Payable.
- It is recommended that individual receipts/invoices smaller than 4 1/4” x 5 1/2” should be taped to an 8 1/2 x 11” sheet of paper to ensure they are not lost in transit.

Approving Transactions in the PeopleSoft ProCard Module

Credit card transactions are posted to the US Bank online account throughout the month. Once a month Accounts Payable downloads these transactions from the US Bank website into PeopleSoft.

Reviewing Transactions In the PeopleSoft ProCard Module

On or around the 11th of each month, procurement card holders will be notified by email that their monthly statement is available for reconciliation.

ProCard End Of Cycle Reminder

From: Judy Gillette <jgillette@csufresno.edu> Tue, Dec 14, 2010 11:03 AM
Subject: ProCard End Of Cycle Reminder
To: PROCARD <PROCARD@LISTSERV.csufresno.edu>

Greetings,

This email is a reminder that the US Bank Procurement Card cycle ending December 10, 2010 has closed. If you had transactions during the month please keep the following in mind as you process your paperwork:

Download **ProCard Module Logon Instructions** from:
- <http://csufresno.edu/purchasing/purchasing/wavs/procard.shtml>

Log onto your "My Fresno State" account at: https://my.csufresno.edu/gsp/mfs/CSU/FRESNO/n/?tab=PAPP_GUEST

Access ProCard Module Adjustment Screen:
- Navigation: Reports Portfolio > Financials > ProCard Adjustment

Audit Posted Transactions on ProCard Adjustment Screen

- Compare your receipts to the transactions posted.
- Add a description of the purchase
- Adjust charfields, if required
- Dispute transaction, if required

Print Cardholder ProCard Statement

- To print ProCard Statement click on the printer icon in the upper right corner of the ProCard Adjustment screen, and then click on the Process Monitor link.
- Both you and your authorized approver must sign the report.

Attach Receipts

- Attach your original receipts behind your ProCard Statement

Forward paperwork to Accounts Payable by 12/20/2010

- ProCard Statement (signed by you and your approver)
- Original Receipts
- Paperwork should be sent to Accounts Payable within 5 business days of the cycle close date.

Your paperwork should be sent to the attention of Celia Gonzalez at M/S JA58.

If you have any questions, please contact Judy Gillette (8-5348).

Reconciliation must be completed by the fifth business day after the monthly cycle closed (@ 18th of month). At that time, the charges will be uploaded to the Accounts Payable system and the Cardholder will no longer be able to make any changes to their transactions.

Reviewing Transactions In the PeopleSoft ProCard Module

-Log into “My Fresno State”

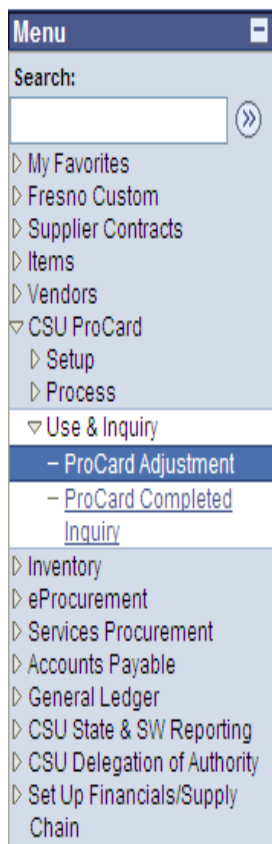
-Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

-Select Business Unit of either FRSNO (default) or FRATH (for Athletics)

-Enter Cardholder’s last name

-Enter Cardholder’s first name

-Select



ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

| | | | |
|-----------------|-------------|--------|---|
| Business Unit: | = | FRSNO | <input type="button" value="Search"/> |
| Origin: | begins with | | <input type="button" value="Search"/> |
| Invoice Date: | = | | <input type="button" value="Calendar"/> |
| Last Name: | begins with | Harbin | |
| First Name: | begins with | | |
| Invoice Number: | begins with | | |

Case Sensitive

[Basic Search](#)

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

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 First 1-2 of 2 Last

| Business Unit | Origin | Invoice Date | Last Name | First Name | Invoice Number | Cardmember Number |
|-----------------------|---------------------|----------------------------|------------------------|-------------------------|----------------------------|-------------------|
| FRSNO | USB | 09/10/2010 | HARBIN | MELANIE | PC09100001 | : |
| FRSNO | USB | 09/11/2010 | HARBIN | MELANIE | PC09100002 | : |

- Double click on invoice date for current accounting cycle.

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #105090843

1

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63 [Process Monitor](#)

2

Transactions [Find](#) | [View All](#) First 1 of 3 Last

Vendor Name: HUGHES SECURITY SOLUTI State: ID

Transaction Date: 09/06/2010 Merchandise Amt: 117.54

Description: 00147168 DETECTIVE/PROTECTIVE SERV 00147168

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last


| | *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. | | |
|---|----------|-------|--------|---------|-------|---------|---------------|---|---|
| 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | 117.54 | + | - |

4

1. Invoice #: System generated. The first two characters are PC, the next four characters are MMY (the month and year of the billing statement, and the last 4 are sequential numbers).
2. Invoice Date: The billing statement date
3. Description: Default description based upon vendor's MCC (merchant category code.)
4. Distribution: These fields are automatically populated with the cardholder's default chartstring.

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63  [Process Monitor](#)

Transactions Find | View All First 1 of 3 Last

Vendor Name: HUGHES SECURITY SOLUTI State: ID

Transaction Date: 09/06/2010 Merchandise Amt: 117.54

Description: TR #87568 SECURITY CAMERA, DOME, WARNING STICKER

1

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Customize | Find | View All First 1 of 1 Last

| | *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. | | |
|---|----------|-------|--------|---------|-------|---------|---------------|---|---|
| 1 | 660817 | 49695 | 64506 | 0000 | 00000 | | 117.54 | + | - |

2


1. Description: Enter a brief description of the item purchased and it's business purpose.
2. Distribution: If required, change chartfields here. Click on magnifying glass to view chartfield list.

To see the next transaction, select the ▶

To see all charges for the billing cycle select View All

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE :


Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63  [Process Monitor](#)

| Transactions | | | | | | | | Find View All | First | 2 of 3 | Last |
|------------------------------------|----------|---|--------|---------------------------------------|-------|---|---------------|-----------------------------------|-------|--------|------|
| Vendor Name: | | SCANTRON CORPORATION | | | | State: | | CA | | | |
| Transaction Date: | | 09/09/2010 | | Merchandise Amt: | | 181.07 | | | | | |
| Description: | | 470532539WTO8SDO0TM5L MISCELLANEOUS AND SPECIAL 470532539WTO8SDO0TM5 | | | | | | | | | |
| <input type="checkbox"/> Equipment | | <input type="checkbox"/> Tax | | <input type="checkbox"/> Registration | | <input type="checkbox"/> Printing/Promo | | <input type="checkbox"/> Computer | | | |
| <input type="checkbox"/> Service | | <input type="checkbox"/> Hospitality | | <input type="checkbox"/> Other | | <input type="checkbox"/> Disputed | | | | | |
| Distribution | | | | | | | | Customize Find View All | First | 1 of 1 | Last |
| | *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. | | | | |
| 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | 181.07 | + | - | | |

Transaction prior to any adjustments.

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE #105090843

Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63  [Process Monitor](#)

Transactions Find | View All First 2 of 3 Last

Vendor Name: SCANTRON CORPORATION State: CA

Transaction Date: 09/09/2010 Merchandise Amt: 181.07


Description: TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT


Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Customize | Find | View 1 First 1-2 of 2 Last

| | *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. | | |
|---|----------|-------|--------|---------|-------|---------|---------------|---|---|
| 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | 90.53 | + | - |
| 2 | 660814 | 54301 | 41410 | 0000 | 00000 | | 90.54 | + | - |

 Save  Return to Search  Previous in List  Next in List

To split the distribution on a transaction, select the  on the distribution line to insert a new row. Add the chartfields for the second distribution. You may enter additional lines for additional distributions.

When you are finished, select  Save


Printing Procurement Card Statements

When you are finished reconciling your charges, you will need to print your ProCard Statement.

To print the statement click on the printer icon in the upper right corner of the ProCard Adjustment panel, then on the Process Monitor link.

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: HARBIN, MELANIE # *****
Invoice: PC09100002 Invoice Date: 09/11/2010 Total: 885.63

 [Process Monitor](#)

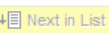
Transactions Find | View All First 2 of 3 Last

Vendor Name: SCANTRON CORPORATION State: CA
Transaction Date: 09/09/2010 Merchandise Amt: 181.07
Description: TR# 87561 TEST FORMS PRINT SHOP & PROCUREMENT

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed

Distribution Customize | Find | View 1 First 1-2 of 2 Last

| | *Account | *Fund | DeptID | Program | Class | Project | Distrib. Amt. | | |
|---|----------|-------|--------|---------|-------|---------|---------------|---|---|
| 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | 90.53 | + | - |
| 2 | 660814 | 54301 | 41410 | 0000 | 00000 | | 90.54 | + | - |

 Save  Return to Search  Previous in List  Next in List

Enter Server Name: PSUNX

Process List **Server List**

View Process request For

User ID: 17403 Type: [] Last: 3 Days Refresh

Server: PSUNX Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

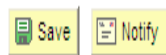
Process List Customize | Find | View All First 1 of 1 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 455898 | | SQR Report | CSUP008 | 17403 | 09/20/2010 8:41:11AM PDT | Success | N/A | Details |

Click on the yellow refresh button until the Run Status changes to success.

Click on the Details link

[Go back to ProCard Adjustment](#)



[Process List](#) | [Server List](#)

Process Detail

| Process | | | |
|-------------|----------|----------------------|-------------------|
| Instance: | 455898 | Type: | SQR Report |
| Name: | CSUP0008 | Description: | ProCard Statement |
| Run Status: | Success | Distribution Status: | N/A |

| Run | Update Process |
|---------------------|---------------------------------------|
| Run Control ID: 002 | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX | <input type="radio"/> Cancel Request |
| Recurrence: | <input type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|--|-------------------------------------|
| Request Created On: 09/20/2010 8:41:12AM PDT | Parameters Transfer |
| Run Anytime After: 09/20/2010 8:41:11AM PDT | Message Log |
| Began Process At: 09/20/2010 8:41:34AM PDT | Batch Timings |
| Ended Process At: 09/20/2010 8:41:35AM PDT | View Log/Trace |

Click on the View Log/Trace link yellow

OK

Cancel

View Log/Trace

| Report | | | |
|-------------|----------|-------------------|------------------------------------|
| Report ID: | 392937 | Process Instance: | 455898 Message Log |
| Name: | CSUP0008 | Process Type: | SQR Report |
| Run Status: | Success | | |

ProCard Statement

| Distribution Details | | | |
|----------------------|--------|------------------|---|
| Distribution Node: | FFRTST | Expiration Date: | <input type="text" value="09/22/2010"/> |

| File List | | |
|---|-------------------|---------------------------------|
| Name | File Size (bytes) | Datetime Created |
| SOR_CSUP0008_455898.log | 1,737 | 09/20/2010 8:41:47.000000AM PDT |
| csupo008_455898.PDF | 3,183 | 09/20/2010 8:41:47.000000AM PDT |
| csupo008_455898.out | 231 | 09/20/2010 8:41:47.000000AM PDT |

| Distribute To | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | 17403 |

Click on the PDF link.

[Return](#)

California State Univ, Fresno
ProCard Statement

| | |
|---|----------------------------------|
| Business Unit: FRSNO | Invoice Number: PC09100002 |
| Account Name: MELANIEN 559-278-2111 #1..... | Invoice Date: September 11, 2010 |
| Origin: USB | Total Amount: \$ 885.63 |

| Tran Dt | Vendor | St | Line Amt | Description | Distrib | Lu* | Acct | Fund | Dept | Prgrm | Class | Proj | Amount | Pur Cat | Upd By | Upd Dt | Dup | |
|----------|--------------------------|----|----------|--|---------|--------|-------|-------|------|-------|-------|------|--------------------|---------|-----------|----------|-----|--------|
| 09/06/10 | HUGHES SECURITY SOLUTI | ID | 117.54 | TR #87568 SECURITY CAMERA, DOME, WARNING STICKER | 1 | 660817 | 49695 | 64506 | 0000 | 00000 | | | 117.54 | | 17403 | 09/20/10 | | |
| | | | | | | | | | | | | | Total Distribution | | | | | 117.54 |
| 09/09/10 | SCANTRON CORPORATION | CA | 181.07 | TR# 87561 TRST FORMS PRINT SHOP & PROCUREMENT | 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | | 90.53 | | 17403 | 09/20/10 | | |
| | | | | | 2 | 660814 | 54301 | 41410 | 0000 | 00000 | | | 90.54 | | | | | |
| | | | | | | | | | | | | | Total Distribution | | | | | 181.07 |
| 09/06/10 | MIDWEST TUNGSTEN SERVICE | IL | 587.02 | 54595 WHOLESALE METAL SVC 54595 | 1 | 660820 | 90000 | 41408 | 0000 | 00000 | | | 587.02 | | 101865995 | 09/17/10 | | |
| | | | | | | | | | | | | | Total Distribution | | | | | 587.02 |

Purchase Categories:

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, MELANIE Date

Signature of Approving Official, BRIA? Date

Monthly Processing Guidelines

- Both the Cardholder and Approving Official must sign the ProCard Statement.
- If your Approving Official is unavailable to review and approve your purchases you are responsible for contacting your designated Alternate Approver to review and approve your purchases.
 - If your paperwork is late any three times in a 12-month period, your card WILL be suspended for a minimum of 90 days. If you continue to late submissions of your paperwork to Accounts Payable, your Procurement Credit Card will be revoked.
- Staple all backup documentation (original receipts/invoices) in the same order as they appear on the transaction detail report.
- Individual receipts/invoices smaller than 4 1/4" x 5 1/2" should be taped to an 8 1/2 x 11" sheet of paper to ensure they are not lost in transit.
- The ProCard Statement and attached backup should be submitted:
 - To: Celia Gonzalez, Accounts Payable Dept, M/S JA58
 - When: By the 5th business day following the cycle end (@18th. of month).
- Keep a copy of your US Bank ProCard Statement, and all invoices/receipts for a minimum of 90 days (preferably 1 year).

Monthly Processing Cycle Dates

Although we have migrated to US Bank, there may be outstanding transactions that will post to your AMEX account. You are still responsible for following previously established guidelines for reviewing and submitting any AMEX transactions posted against your account.

| AMEX | | |
|------------|------------|------------|
| BEGIN | END | DUE |
| 9/16/2010 | 10/15/2010 | 10/22/2010 |
| 10/16/2010 | 11/15/2010 | 11/22/2010 |
| 11/16/2010 | 12/15/2010 | 12/22/2010 |

| US BANK | | |
|------------|------------|------------|
| BEGIN | END | DUE |
| 9/11/2010 | 10/12/2010 | 10/19/2010 |
| 10/13/2010 | 11/10/2010 | 11/18/2010 |
| 11/11/2010 | 12/10/2010 | 12/17/2010 |
| 12/11/2010 | 1/10/2011 | 1/18/2011 |
| 1/11/2011 | 2/10/2011 | 2/17/2011 |
| 2/12/2011 | 3/10/2011 | 3/17/2011 |
| 3/11/2011 | 4/11/2011 | 4/18/2011 |
| 4/12/2011 | 5/10/2011 | 5/17/2011 |
| 5/11/2011 | 6/10/2011 | 6/17/2011 |

V. PROCEDURES – APPROVING OFFICIAL

Approver Responsibilities

The Approving Official is responsible for the following:

- **On an ongoing basis:**
 - Be familiar with the nature and intended purposes of all purchases made by cardholders; ensure sending of complete, accurate, and timely documentation for all purchases to the Accounts Payable Department
 - Ensure retention of all documentation submitted to Accounts Payable Department;
 - Ensure that only necessary products are purchased;
 - Ensure purchases are reasonable, appropriate and cost effective;
 - Ensure no prohibited items have been purchased (e.g., computers, equipment, furniture, food, etc);
 - Read “Approver’s Responsibilities” in the Procurement Card Manual and submit signed “Approver Certification” form to Procurement in a timely manner;
 - Enhance oversight, by conducting compensating or periodic alternative controls such as performing and documenting periodic or surprise reviews of cardholder’s ProCard usage; and
 - Stay current regarding acceptable and prohibited ProCard usage practices

- **On a monthly basis:**
 - Review cardholders monthly ProCard Statement to ensure that all purchases were appropriate, especially taking care to ensure that all invoices and receipts are attached, and that the report accurately details for each transaction made during the month:
 - The business purpose and how the item(s) were used;
 - Where items were used or deployed; and
 - What benefit was provided to the University
 - If approved, sign and date the report.

- Ensure that all required paperwork is received by the Accounts Payable Department, to include all receipts and authorized signatures, by the fifth business day after the monthly cycle close. Incomplete or inaccurate paperwork submitted to the Accounts Payable Department will be considered to have been received late, and will be tracked for the purpose of possibly taking remedial action including suspension or revocation of card usage.

- An Approving Official cannot approve his/her own purchases, nor can the cardholder’s subordinate or peer.

VI. REPLACING LOST, DAMAGED CARDS

There may be instances where it becomes necessary to replace your credit card. It is the Cardholder’s responsibility to initiate this process. Follow those instructions below, which apply:

Reporting a Lost/Stolen Procurement Credit Card

- The Cardholder must immediately contact US Bank at (800) 344-5696.
- The Cardholder must immediately notify the Procurement Card Administrator, Judy Gillette, jgillette@csufresno.edu, by email.

When your card is reported lost or stolen, a new card will automatically be issued. Replacement cards will be mailed to the Procurement Office. The Procurement Card Administrator will notify the Cardholder when the replacement card is available for pickup.

Replacement of Worn Out/Defective Cards

If a Procurement Credit Card needs to be replaced because it is worn out or defective, please email jgillette@csufresno.edu and a new card will be requested for you. This will have the same account number as your original card.

Changes in Cardholder Employment

When a Cardholder leaves the University or transfers to another department, the Approving Officer should immediately cancel the cardholder's ProCard by calling the Procurement Card Administrator at 278-5348. The ProCard must be hand-delivered to the Procurement Card Administrator. The Cardholder and the department will be held responsible for all charges made on the card until it has been canceled and returned.

If a Cardholder transfers to another department, Procurement and Support Services must be notified in writing in order to update the Cardholder and Approving Official information. If a new card is required, the cardholder must complete a new application. An Approving Official Update form must also be completed and submitted to Procurement and Support Services (Exhibit C).

VII. RAISING CARD LIMITS

Monthly Credit Limit

Your ProCard has a "Monthly Credit Limit". If you reach this limit before the end of the month and you try using your Card, the transaction will be rejected by the merchant. To permanently or temporarily change either monthly or daily credit limit, the Approving Official must send an email to Procurement Card Administrator, Judy Gillette, jgillette@csufresno.edu.

Single Transaction Credit Limit

ProCards have a "Daily/Single Transaction Limit". In accordance with the University's current fiscal freeze policy this limit has been set at \$2,000 maximum for most departments. Your department administrator can set your individual Daily/Single Transaction Limit at any amount up to the University limit. The daily limit includes all charges made which include the purchase price, tax, and freight and/or handling. Any attempt to exceed this limit will cause your transaction to be rejected by the merchant. Splitting the purchase of merchandise in order to circumvent the "Daily/Single Transaction Limit" is explicitly prohibited. Purposely doing so will result in the immediate cancellation of your ProCard.

VIII. FORMS



US Bank ProCard Application/Agreement

Cardholder Information

Name: [] Phone #: 8-xxxx
Last Five Social Sec. #: [] Employee ID #: []
Single Transaction Limit: [] Monthly Limit: []
Email Address: [@csufresno.edu]

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Manual (the "Manual"), and as such Manual may subsequently be revised. I acknowledge receipt of the Manual, and confirm that I have read and understood its terms and conditions. I understand that California State University, Fresno (the "University") is liable to the Bank for all charges made by me.

As the holder of a Procurement Card ("ProCard"), I agree to accept responsibility for the protection and proper use of it as outlined in this Agreement and the Manual. I understand that the University will audit the use of my Procurement Card. I understand that I cannot use the Procurement Card for the restricted commodities or prohibited uses as detailed within the ProCard Manual. I understand that commodities, where University Master Agreements are in place, must be purchased from the University's contract suppliers.

I further understand that improper use of the ProCard may result in disciplinary action up to and including termination of employment. Should I fail to use the ProCard properly, I authorize the University to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect any amounts owed by me, even if the University no longer employs me. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the University in such proceedings.

I understand the University may terminate my rights to use the ProCard at any time for any reasons. I agree to return the ProCard to the University immediately upon request or upon termination of employment.

Cardholder's Signature: X _____ Date _____

Department Information

Department Name: [] Mail Stop: []
Department Street Address: [] Zip Code: []

Accounting Information

Default PeopleSoft Chartfields: Account: 660820 Fund: [] Org: [] Class: []

Approver Information

Approving Officer's Name: [] Required

Approver's Email Address: [@csufresno.edu]

Approver's Signature: X _____ Date _____
I hereby certify that I understand and agree to abide by all obligations in Section V, "Procedures - Approving Official"

Alternate Approving Officer's Name: [] Required

Alternate Approver's Signature: X _____ Date _____
I hereby certify that I understand and agree to abide by all obligations in Section V, "Procedures - Approving Official"

Return completed and signed application to: Procurement & Support Services, M/S JA111
Questions? Contact Judy Gillette (8-5348)

Lost Receipt Memo

Date: _____

Cardholder's Name: _____

Department: _____

Last 8 Digits of Card #: _____

Date Purchased: _____

Vendor's Name: _____

Vendor's Address: _____

| Qty | Description of Items Purchased | Unit Price | Extended Price |
|-----|--------------------------------|-----------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Tax | |
| | | Shipping | |
| | | Total | |

Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of lost receipts/invoices may result in my card being revoked.

Cardholder's Signature Date

Approving Official Update

Department Name: _____ Date: _____

Submitted by: _____ Phone #: _____

Former Approving Official:

Print Name: _____

Signature: _____

New Approving Official:

Print Name: _____

Email address: _____

Signature: _____

Cardholder(s) under New Approving Official:

| | |
|--------|--------|
| 1 . | 5 . |
| 2 . | 6 . |
| 3 . | 7 . |
| 4 . | 8 . |

RETURN COMPLETED FORM TO:
Procurement & Support Services, M/S JA111, Attn: Judy Gillette

**PROCUREMENT CARD
APPROVER CERTIFICATION**

Approvers and Alternate Approvers: Please complete this form and return it to Procurement & Support Service within 30 days of the issue date.

Date Issued: _____

Issued By: _____

I hereby certify that I have reviewed all requirements and related obligations that are required of me as an Authorized Approver for the US Bank Procurement Card program as described in Section V of this Handbook, "Procedures – Approving Official."

By signing below, I hereby agree to abide by all requirements of the US Bank Procurement Card program, and will ensure that I will stay current with Program requirements as disseminated by the Procurement and Support Services Department.

Signature

Printed Name

Date

| |
|--|
| <p>FORWARD COPY OF CERTIFICATION WITH ORIGINAL SIGNATURE TO: PROCUREMENT & SUPPORT SERVICES, M/S JA111, ATTN: JUDY GILLETTE</p> |
|--|

