



OFFICE OF
PAYMENT SERVICES
CSU BAKERSFIELD



PROCARD Communications

Procurement Credit Card (ProCard) Handbook

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Quick Reference Sources

US Bank 24-Hour Customer Service

1-800-344-5696

ProCard Email

procard@csub.edu

Procurement Card Technician

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Billing Cycle

The Procurement card billing cycle ends on the 10th of each month or on the following business day if the 10th falls on a weekend or holiday.

Reconciliation Due Dates

The reconciliation period in PeopleSoft CFS is 7 business days from notification that the monthly ProCard Report is available.

The ProCard Annual Cycle Date calendar is emailed to cardholders and is available on the campus [ProCard webpage](#).

The completed and signed monthly ProCard Reconciliation Packet is due to Payment Services 7 business days after the reconciliation period end date.

CFS / PeopleSoft – CSU ProCard

Monthly ProCard purchase reports can be accessed in [PeopleSoft CFS](#).

ProCard Reconciliation Quick Reference Guide

The [ProCard Reconciliation Guide](#) contains step-by-step instructions for reconciling the current month's ProCard report and prior month's report.

Introduction

The University offers the Procurement Credit Card (ProCard) as a payment option for the purchase of commodities (promotional items, books, etc.), and for off-campus services. The ProCard is available to campus employees, including staff, faculty, auxiliary employees, ASI Executives, and Student Housing Resident Technicians upon recommendation of their Approving Administrators (Dean, Chair, or MPP). The ProCard should be used as the first payment option to achieve cost savings and improve processing time, as a purchase order is the least cost-effective method of procuring low-dollar value commodities.

LEGAL REFERENCE AND AUTHORITY

[CSU Contracts and Procurement Policy for Procurement Cards](#)

DESIGNATED POSITION

Approving Administrators who approve Cardholders' ProCard transactions are considered the authority to make discretionary purchasing decisions. Therefore, these Administrators will be identified as designated employees required to file a Statement of Economic Interests Form 700 and will complete Conflict of Interest (COI) training. The campus COI Filing Technician will contact Approving Administrators and provide COI information and documentation.

ProCard Application Process

The following forms must be completed, submitted, and processed to receive a ProCard:

- [Procurement Credit Card Application](#): To be completed by the Requester and signed by the Approving Administrator(s). Upon completion, the form routes automatically to the ProCard Technician and Director of Payment Services for review and approval by Payment Services.
- [Common Finance System \(PeopleSoft CFS\) Access Request](#): Automated Adobe Sign PowerForm managed by Information Technology Services, which gives the Cardholder access to view and reconcile their monthly statements in PeopleSoft CFS.
- ProCard Acknowledgement Form: Emailed by the ProCard Technician in which the Cardholder acknowledges the receipt of the ProCard, and acceptance of the responsibility delegated to the Requestor.

Be aware of the following ProCard purchasing privileges the Requestor is applying for:

- **Purchasing:** purchases include office supplies, items for events, etc. Cardholders must follow this ProCard Handbook guidelines.
- **Hospitality:** hospitality privileges include purchasing anything edible and requires a pre-approved Hospitality Justification Form, found on the Campus Forms Gateway, and a guest list/flyer attached to the reconciliation. The cardholder must follow the [Hospitality Policy and Procedures](#).
- **Travel:** travel privileges include hotel reservations, car rentals, meals, and gas and require a preapproved travel request (Travel Authorization Request Form "TARF", Concur Travel Request, or Charge Request). Only the assigned cardholder's own travel expenses should be charged to their ProCard. Any travel expenses, except for registration fees, for staff and faculty is prohibited. The cardholder must follow the [Travel Policy](#).

TRAINING

The ProCard Technician will email the Requestor training instructions with a quiz attached. A passing score of 80% or higher is required and anything below that will need to be retaken.

CARD ACTIVATION

Upon receiving the ProCard, the Requester will receive instruction on how to activate the card. Once activated, the Requester shall sign the back of the card or write SEE ID for security purposes.

ProCard Applications are kept on file for 6 months from the date that Payment Services accepted it. After the 6 month period, the application will become invalid and the Requestor will need to reapply.

SELECT AN APPROVING ADMINISTRATOR

An Approving Administrator is defined as a Chair, Dean, or Administrator (MPP) who manages the activities of the employee on a day-to-day, project, or program basis. The assigned Approving Administrator is responsible for reviewing and approving the Cardholder's charges each month, regardless if the Cardholder used their default chartfield or not. A Cardholder cannot approve their own charges. It is recommended to have a secondary Approving Administrator in the event the primary Approving Administrator is unavailable to sign the ProCard Reconciliation Packet.

DETERMINE SPENDING LIMIT

Generally, the Cardholder's Approving Administrator will determine the spending limit for the ProCard. The monthly spending limit should be requested to accommodate the department's purchasing needs. Final approval of the requested spending limit will be issued by the Director of Payment Services.

DETERMINE DEFAULT CHARTFIELD STRING

One chartfield string will be associated with the ProCard. All transactions on the ProCard will be charged to this chartfield string by default, unless changed by the Cardholder in PeopleSoft CFS within 7 business days of notification that the monthly ProCard Report is available.

SIGNATURES

All ProCard applications must be signed by the Cardholder, Approving Administrator, and Director of Payment Services. Additional signatures may be required for some applications depending on the business unit.

CARD ISSUANCE

- The individual must be a University employee or a University-authorized student executive or Housing Resident Technician. Temporary employees and student assistants are not eligible for a ProCard.
- The credit card is issued to the University in an individual's name.
- The University is responsible for payments to US Bank for business purposes.
- All purchases must be made in accordance with established University, State, and Federal policies for expenses associated with official University business only.
- Upon receipt of this card, the Cardholder will be granted fiscal authority for ProCard purchases only.
- All Cardholders must have a designated Approving Administrator (Dean, Chair or MPP). The Approving Administrator:
 - May not be a subordinate or peer of the Cardholder.
 - Must have fiscal authority over the default chartfield string for the ProCard.

Areas of Responsibilities

US BANK

US Bank is the CSU ProCard Contractor who will issue credit cards and provide the monthly ProCard Report electronically, which will be uploaded into CFS. Paper statements will not be mailed to Cardholders.

CSUB BUSINESS AND FINANCIAL SERVICES

The AVP for Business and Financial Services delegates the administration of the ProCard program to the CSUB Payment Services Department. Within Payment Services, the ProCard program is managed jointly by Procurement & Contract Services and Payment Services. These departments are responsible for accumulating, reporting, coordinating, and evaluating all aspects of the program. Payment Services is responsible for distributing ProCards, administering ProCard online training, updating the ProCard Handbook and forms, managing Cardholder

accounts, and assisting Cardholders. Payment Services is responsible for processing payment to US Bank, auditing monthly ProCard Reconciliation Packets, and monitoring compliance with University and CSU policies and procedures.

CARDHOLDER

GENERAL RULES FOR PURCHASING

- It's the responsibility of the cardholder to keep the ProCard secure – only the assigned cardholder is allowed to make purchases on the ProCard.
- Complying with University and CSU guidelines and procedures.
- Complying with State and Federal guidelines, if applicable.
- The Cardholder will place an order for a purchase by phone/fax, mail, online order, or in-store pickup. The receipt must include the following information:
 - Name and address of vendor
 - Item description
 - Quantity purchased
 - Unit price per item
 - Sales tax, if applicable
 - Shipping charges, gratuity, and/or other fees, if applicable
 - Final total matching the transaction amount on the ProCard Reconciliation Report

Any commodities ordered that will be shipped to the University through the Receiving Department must include the designation "ProCard" on the shipping label. The shipping label should also include an exact location and contact person for delivery. Shipments missing this information may experience delays in delivery or the return of the order back to the vendor.

SALES TAX / USE TAX

If a vendor does not charge sales tax at the point of sale, the University is responsible for collecting use tax to submit to the Department of Tax and Fee Administration. Payment Services will audit Cardholders' reports and calculate the use tax for items not taxed. A chargeback transaction will be posted to the Cardholder's chartfield string for the sales tax amount.

SMALL BUSINESS AND DISABLED VETERAN ENTERPRISES

The Procurement & Contract Services department at California State University, Bakersfield is interested in expanding its supplier base, particularly in the areas of Small Business and Disabled Veteran Business Enterprises (DVBE). The University wants to ensure, in accordance with legislative requirements, that a fair proportion of its annual procurements are awarded to such firms offering dependable products and quality services at competitive prices. The California State Department of General Services provides an [online search engine](#) to locate Small Business and Disabled Veteran Business Enterprise vendors.

BUY RECYCLED

As a state entity, CSUB participates in the **State Agency Buy Recycled Campaign (SABRC)**, which was developed to comply with state laws requiring the procurement of recycled-content products and the tracking and reporting of those purchases. The University wants to ensure that a fair proportion of its annual procurements are awarded to firms offering dependable products and quality services at competitive prices.

CSU Environmental & Social Sustainability [Environmental & Social Sustainability | CSU \(calstate.edu\)](#)

Green Procurement Policy [Green Procurement Policy for Environmentally Preferable Products & Services | California State University, Bakersfield \(csub.edu\)](#)

Resources:

1. State Agency Buy Recycled Campaign ([State Agency Buy Recycled Campaign - CalRecycle Home Page](#)) for recycled-content product (RCP) requirements.
2. [SABRC's 11 reportable product categories](#) to see if a product has enough postconsumer recycled content to be SABRC-compliant, when filling out your agency's requisition form or searching for your pro-card estimates.
3. Search directory for Recycled-Content Product Manufacturers: [Recycled-Content Product Manufacturers \(RCPM\) \(ca.gov\)](#)

SUPPORTING DOCUMENTATION

- The Cardholder shall collect and maintain detailed supporting documentation for each ProCard transaction.
- If a detailed receipt is not available, the Cardholder must attach the summarized receipt with a description of what was paid for (i.e., "3 books@ \$10.00 plus tax" or "Dinner totaling \$27.42 before 15% tip, no alcohol.")
- If the Cardholder has lost receipts/invoices, they are required to make a good faith effort to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, the Cardholder must attach a Lost Receipt Form, available on the [Campus Forms Gateway](#), with an explanation to the monthly ProCard Reconciliation Packet.
- Hospitality expenses require the following:
 - itemized receipt
 - preapproved Hospitality Justification Form, and
 - guest list, flyer, or email invite
 - University Advancement Foundation cardholders are exempt from attaching the hospitality form. All other cardholders, all business units, are required to attach it.
- Travel expenses require the following documentation:
 - itemized receipt and
 - travel request such as TARF (Travel Advance Request Form), charge

request, or concur request

MONTHLY PROCARD PURCHASE REPORT

- After the close of each monthly billing cycle on the 10th of the month, the Cardholder will receive an email notification from Payment Services that their monthly ProCard Report from US Bank is available for reconciliation in CFS/PeopleSoft.
- Within seven (7) business days of this notification, the Cardholder is required to review the monthly ProCard Report online. The process should include:
 - Checking the monthly ProCard Report for accuracy
 - Reconciling the report to vendor receipts/invoices
 - Adding the business purpose in the description field for each transaction
 - Updating chartfields/distributions if needed
- After the 7-business day review period, updates may no longer be made to description fields or chartfields.
- The ProCard Reconciliation Packet is then submitted to Payment Services for auditing through the [Campus PowerForms](#). The ProCard Reconciliation packet consists of:
 - ProCard Reconciliation & Approval Form with accurate approval signatures
 - ProCard Purchase Report printed from CFS/PeopleSoft
 - Receipts/Invoices and other required documentation
- The Cardholder must save a copy of the signed packet to be retained for two (2) years for audit purposes.
- Within fourteen (14) business days from notification that the ProCard Report is available online, the signed packet must be submitted to Payment Services with complete documentation for all transactions. Grant paperwork must be routed to Sponsored Programs Post Award.
- ProCard reconciliations, or resubmissions, must be submitted through the [Campus PowerForms](#) and will be rejected if submitted any other way.

PROCARD SUSPENSION

Cardholders are responsible for making appropriate transactions that adhere to CSUB policies. Failure to do so may lead to the suspension of ProCard privileges by the AVP Business and Financial Services or Director of Payment Services. The following are reasons for a possible suspension:

- Continuous purchase of prohibited items
- Continuous personal purchases
- ProCard suspended several times
- Continued disregard of ProCard Handbook and campus policies
- Any missing statement(s) missing for 2 months or more

The Cardholder, in addition to their primary approver being CC'd, will receive an email notice of their ProCard being suspended. For a ProCard to be reactivated the

following needs to be completed.

- All past-due statements have been received by Payment Services.
- All statements have passed audit
- The Cardholder has verified that he/she has read and understand the CSUB ProCard policies found within this handbook

DISPUTE RESOLUTION

The most common dispute reasons are described below.

- **Merchandise or service not received:** The card has been charged for a transaction, but the merchandise or service has not been received.
- **Merchandise returned:** The card has been charged for a transaction, but the merchandise has been returned and there has been no credit given by the merchant.
- **Duplicate processing:** The card has been charged for a transaction twice, when only one charge was authorized.
- **Unrecognized:** The card has been charged for a transaction that is not recognized by the Cardholder. It's the responsibility of the cardholder to inquire with the merchant a detailed receipt to verify it was a valid purchase or fraudulent. A copy of the documentation received from the merchant to certify the charge (sales draft) will be sent to the Cardholder for review.

If an item is in dispute, the Cardholder must type **disputed** in the description field on the ProCard Purchase Report in CFS and contact US Bank customer service at: **1-800-344-5696**.

- The Cardholder is responsible for contacting US Bank regarding any disputed items which appear on the monthly ProCard Report within thirty (30) days after the date of the ProCard Report.
- ProCard credit receipts for returned items are to be kept until the credit transaction posts to the monthly ProCard Report. ProCard credit receipts will be attached to the monthly ProCard Reconciliation Packet.

If items purchased are received defective or incorrect, it is the Cardholder's responsibility to return the item(s) to the vendor for replacement or to receive a credit for the purchase. If the vendor refuses to replace a defective or incorrect item, then the purchase of this item will be considered disputed, and the Cardholder must notify US Bank. US Bank may require the Cardholder to complete and submit a US Bank Dispute Form. The Cardholder will be notified by US Bank when the dispute has been resolved.

PERSONAL PURCHASES

If the ProCard is accidentally used for a personal purchase, the Cardholder should first

contact the vendor and ask for the charge to be reversed/credited to the ProCard and charged to the Cardholder's personal card. If unsuccessful, the Cardholder must reimburse the University before submitting the ProCard Reconciliation Packet.

A completed Collection Sheet form must be submitted to the Cashiers' Office with payment in cash, check (payable to CSUB), or money order. If you are unsure how to fill out the form, contact the Cashier's Office prior to submitting payment.

A copy of the Collection Sheet and the deposit slip received from the Cashier's Office must be attached to the ProCard Reconciliation Packet, along with a brief written explanation on the statement description or receipt. If excessive instances of personal purchases occur, the ProCard may be revoked for misuse.

SHIPMENTS TO ADDRESS OTHER THAN CSUB (AV) CAMPUS WITH CSUB FUNDS

All transactions on a ProCard are purchased with CSUB funds, therefore, must be shipped to CSUB (AV) Campus only. However, if you have an extreme circumstance, you can acquire an email approval from your Primary Approver explicitly stating the justification of why you need to ship your items to a location other than the CSUB (AV) campus. The approval will need to be attached to the reconciliation packet. This will only justify the one-time expense. It is not valid for any future transactions.

Any continuous transactions on a ProCard shipped to a personal address is grounds for suspension.

PERSONAL COMPENSATION

Receiving personal compensation, including receipt of direct or indirect gratuities, commissions, personal profit, or any other type of personal compensation for placement of a University order with a vendor or contractor is considered a conflict of interest and is not allowed.

TRANSACTION SPLITTING

Splitting of purchases by making two or more transactions to the same vendor to avoid bid process or dollar limitation or making two or more transactions to different vendors for the same items to avoid the bid process or dollar limitation is not allowed.

REVISING CARDHOLDER ACCOUNT INFORMATION

If a Cardholder needs permanent revisions made to their account, including modifying single purchase or monthly limits, adding travel and/or hospitality privileges, changing approving Administrator(s), and/or changing the default chartfield string associated with the card, the Cardholder must submit a [ProCard Revision Form](#).

TEMPORARY INCREASE IN PROCARD LIMITS

If a Cardholder needs a short-term/temporary increase to their single purchase or monthly limits:

- Only the Cardholder can submit the form.
- It will route for signature approval to the Primary Approving Administrator and Director of Payment Services.
- Once the form has been signed for approvals, it will automatically route to the ProCard team.
- The ProCard Technician will process the increase and inform the Cardholder that the temporary increase is in effect.

REPORTING LOST PROCARDS

The following steps must be taken immediately if the ProCard becomes lost or stolen:

- The Cardholder must contact US Bank at 1-800-344-5696 and report the card as missing.
- The Cardholder must notify the campus ProCard Coordinator by email that the card has been lost/stolen.
- The ProCard Technician will notify the Cardholder when a replacement card is available for pickup. A new ProCard Acknowledgement Form, with the new card number stated, will be emailed to the Cardholder to sign prior to picking up the ProCard.

REPLACEMENT OF WORN OR DEFECTIVE CARDS

To replace a ProCard that is worn or defective, the Cardholder must cut the card in half, return it to the ProCard Technician, and request a new card. The ProCard Coordinator will notify the Cardholder when the replacement card is available.

REPLACEMENT DUE TO EMPLOYEE DEPARTMENTAL REASSIGNMENT

When a Cardholder transfers to a new department, the Cardholder must notify the ProCard Technician by email or written notification. The ProCard Technician will suspend the account until a ProCard Revision Form is submitted for the Cardholder's new department information.

SEPERATION FROM CSUB

Upon separation from the University, the Cardholder is to turn in their ProCard to the Cashier's Office in accordance with the Separation Clearance Process, available on the campus webpage under [Human Resources Policies](#).

Approving Administrator Responsibilities

The Approving Administrator is responsible for the following:

- Reviewing the Cardholder's monthly ProCard Purchase Report and accompanying documentation to ensure that all purchases comply with campus policies and procedures.

- Signing the monthly ProCard Reconciliation Packet on the Adobe Sign PowerForm, regardless of whether the default chartfield was charged or not.
- If grant-related, ensure that Sponsored Programs Post Award is part of the approval route.
- If the primary approving administrator is out of office, the monthly ProCard Reconciliation Packet can be signed by the secondary approving administrator (if the cardholder has chosen one) on the Adobe Sign PowerForm with the note why they are signing in place of the primary approver.

Secondary Administrator Responsibilities

- Reviewing the Cardholder's ProCard Purchase Report and accompanying documentation to ensure that all purchases comply with campus policies and procedures.
- The secondary Administrator only approves the Cardholder's ProCard Reconciliation in the case that the Primary Administrator is not in office and should be noted on the PowerForm when signing.

Prohibited and Restricted Items on the ProCard

- **Advertising:** Faculty recruitment may be purchased with preapproval from the Provost. Contractual recruitment/advertising must be processed through Procurement. Non-contractual display advertising and non-contractual staff recruitment advertising is allowable.
- **Air Fresheners:** Air fresheners, both plug-in and aerosol spray, are prohibited.
- **Animals:** Only animals for instructional purposes may be purchased.
- **Auction Items/Raffle Prizes:** Allowable on Foundation Funds only.
- **Capitalized Property:** Capital property, defined as property that has a normal, useful life of one year or more, has a total acquisition (including tax, shipping and handling) of \$5,000 or greater, and has use in the course of University business, is prohibited.
- **Cash Advances:** Prohibited.
- **Construction/Public Work Projects:** Alteration to or modification of campus structures including painting, remodeling, rewiring, carpet installation, etc., is prohibited.
- **Contractual Documents:** Leases, maintenance agreements, service/consulting agreements, and all other contractual documents are prohibited.
- **Controlled Substances:** Narcotics, controlled substances, and hazardous chemicals/materials are prohibited.
- **Deposits:** Contractual deposits to hold a venue space is prohibited. Deposits on physical items is prohibited.
- **Equipment:** Non-Capital Equipment, defined as tangible, non-consumable property

with a total acquisition (including tax, shipping and handling) cost of \$2500 or greater, is prohibited.

- **Firearms, Ammunition, and Explosives:** Prohibited.
- **Food and Catering:** On-site catering must be requested in CSUBUY/P2P unless the vendor is Aramark. Aramark catering may be paid with a ProCard if the user has an approved Hospitality Justification form submitted via the [Campus Forms Gateway](#) (the approved form must be submitted with the ProCard Reconciliation Packet).
- **Foreign Vendors:** Paying for a service (such as a meeting speaker) from a foreign vendor is prohibited. All service requests should be routed to Procurement to determine if a purchase requisition should be submitted or if the service can be paid on a Direct Pay.
- **Furniture:** Desks, modular/cubicle panels, and task chairs are prohibited. File cabinets, bookcases, and reception furniture/seating are allowable if no onsite assembly/installation will be performed by the vendor (see On-Campus Services for more information on onsite assembly and installation).
- **Gifts:** Tangible goods for CSUB employees (flowers, candy, etc.) are prohibited on stateside funding. See page 5 of the CSUB Hospitality Policy (linked above under Food and Catering).
- **Gift Cards/Certificates:** Gift cards/certificates are considered cash equivalent and may not be awarded to staff, faculty, or student assistants if awarded to them for their work roles. All gift cards/certificates must be preapproved on a Gift Card Request Form and must follow the Hospitality Award Matrix found in the [Hospitality Policy](#). All preapproved gift card/certificate must be purchased on a ProCard and properly documented, and a log must be kept listing the recipients on a Gift Acknowledgement Form. The Gift Card Request Form and the Gift Acknowledgement Form are available on the [Campus Forms Gateway](#).
- **Information and Communication Technology (ICT):** Laptops, computers, cellphones, peripherals, internet services, software, cloud services, etc. are prohibited due to accessibility and security requirements and/or campus policies. Submit a request ticket to ITS and, once approved, a requisition to Procurement in P2P.
- **Memberships:** Amazon Prime, Costco, Sam's Club, and other personal memberships are prohibited. Any auto-renewal memberships are prohibited.
- **On-Campus Services:** Onsite services such as equipment repair, installation, catering etc. must be processed in CSUBuy/P2P as insurance is required from service provider.
- **Personal Purchases:** Portable heaters and fans, breakroom appliances, and breakroom food/supplies are prohibited purchases. Cardholders who use the ProCard for personal purchases are subject to prosecution under Penal Code provisions. See Personal Purchases for more information.
- **Printing Services and Printer/MFD Purchases:** For printing devices, visit [CSUB](#)

[Managed Print Services](#). See On-Campus Operations below for more information.

- **Postal Services:** Prohibited. See On-Campus Operations below for more information.
- **Rentals:** Rentals to be delivered/set up on campus such as tents, tables, chairs, large equipment, etc. are prohibited.
- **Respiratory and Hearing Protection:** Prohibited, as these items must be preapproved by Safety & Risk Management at [661/654-6320](#).
- **Security Systems:** Prohibited.
- **Sensitive Equipment:** Equipment required to be tagged by Asset Management is prohibited, as per the [CSUB Property Policy](#).
- **Signage:** Building and directional signage are prohibited. Please contact Facilities Management at 661/654-2211 for campus signage policy.
- **Storage Container/Unit Rentals:** Both on-campus and off-site are prohibited.
- **Travel:**
 - Only the cardholder's expenses should be charged to the ProCard. Charging other CSU employees' or students' expenses on the ProCard is only allowable when part of Group Travel (faculty and coaches traveling with student groups).
 - Personal travel expenses (airfare, hotel, meals, etc.) are prohibited.
 - Relocation expenses are prohibited.
 - Meals within 25 miles of CSUB on travel days are prohibited.
 - For further travel information refer to the [Travel Policy](#).
- **Vehicle Purchasing, Leasing, and Rentals:**
 - Vehicle purchases are prohibited.
 - Vehicle leasing prohibited unless preapproved in writing from the Director of Procurement (attach to all related paperwork).
 - Vehicle rentals (local & trips beginning in Bakersfield) prohibited and should be on a Charge Request through Campus Forms Gateway.
 - Vehicle rentals (trips beginning outside of Bakersfield) allowable if travel has approved and if no Charge Request has been submitted for the expense.

ON-CAMPUS OPERATIONS

The purchase of commodities and services normally supplied by on-campus operations, including the Runner Bookstore, Campus Support Services Department, and CSUB Printshop, is restricted. Contact these departments first with any questions about a particular service. If circumstances merit, they will provide written authorization to obtain these services off campus, which will need to be attached to the Cardholder's Reconciliation Packet.

PROCARD PRINTSHOP WAIVER FORM

- This form is to be used to request approval to purchase print products or promotional products from an off-campus supplier, after having spoken with the Printshop Manager.
- Only the Cardholder can submit the form.
- It will route automatically to the Printshop Manager for approval.
- The Cardholder will receive the approved form and attach it to their reconciliation.

PROCARD SOFTWARE WAIVER FORM

- This form is to be used to request approval to purchase software on a ProCard, as it is a prohibited item.
- Only the Cardholder can submit the form.
- It will route automatically to the Director and Chief Procurement Officer.
- The Cardholder will receive the approved form and attach it to their reconciliation.

Emergency Purchases

The ProCard may be used when there is an emergency need for commodities or services necessary for the continuance of critical daily operating functions, or when a condition exists involving public health, welfare, or safety. **Failure to allow adequate lead time for the processing of payment through regular purchasing methods (such as a requisition) does not constitute an emergency.**

Due to State reporting requirements, a written and signed justification stating the reason why the purchase qualified as an immediate threat to the public health, welfare, or safety, or damage to State property, and the supporting paperwork for the transaction will be required and forwarded to Procurement & Contract Services for signature by the Assistant Vice President for Business Services or their designee.

Handbook Revisions

4/10/24

- Updated Procurement Card Technician and Administrators: Melissa Henriquez primary ProCard contact; Bethany Davis ProCard backup. Becky Lappin and Mike Chavez ProCard Administrators.
- Card Issuance: Interim employees are now allowed to apply for a ProCard.
- Monthly ProCard Purchase Report: The ProCard Reconciliation Report must be submitted ONLY on the PowerForm found on the [Forms Gateway](#).
- Approving Administrator Responsibilities: They must sign the Cardholder's monthly ProCard Reconciliation Report PowerForm.
- Revising Cardholder Account Information: Added the process to request temporary card increases.
- Prohibited & Restricted Items: Vehicle category was enhanced, and different rules applied to categories: Purchase, Lease, and Rental.

8/30/24

- ProCard Administrators; Bianca Wohlgemuth and Tina Livingston as backup.
- Quick Reference Sources: added a link to the revamped ProCard Reconciliation Guide.
- ProCard Application Process: explained what forms are required in order to receive a ProCard, what training entails, and how long a ProCard Application is on file.
- Cardholder General Rules for Purchasing: added that only Cardholders can make purchases on their assigned ProCards.
- Supporting Documentation: included required documentations for hospitality expenses and travel expenses.
- ProCard Suspension: explained ways a ProCard can get suspended and what must be done to have it reactivated.
- Temporary Increase in ProCard Limits: new process to request a temporary limit on Cardholders single and/or monthly limits. Form is not live yet but will be communicated to Cardholders when it does.
- Auction items/Raffle prizes: allowable only on Foundation funds.
- Deposits: contractual deposits on venue spaces or physical items are prohibited.
- Memberships: auto-renewals are prohibited.
- Travel: personal travel expenses, relocation expenses, meals within 25 miles of CSUB on travel days, all prohibited.
- ProCard Printshop Waiver Form: new process to be attached to reconciliation packets when applicable. Form is not live yet but will be communicated to Cardholders when it does.
- ProCard Software Waiver Form: new process to be attached to reconciliation packets when applicable. Form is not live yet but will be communicated but will be communicated to Cardholders when it does.

10/18/24

- Gift Cards/Certificates: The Gift Card Request Form is its own form separate from the Hospitality Justification Form.
- Information and Communication Technology (ICT): added a brief description of what to do in order to purchase software, not on a ProCard.
- ProCard Privileges: at the top of page 5 brief descriptions of each purchasing privilege on the ProCard Application is noted.
- Travel: included a bullet point to clarify any travel expenses, except for registration fees, for staff and faculty is prohibited.
- Approving Administrator Responsibilities: included a bullet point to clarify when it's appropriate to have a secondary approving administrator signing in place of the primary approver.