How to Spend Funds on Behalf of the University (State)

AFD Financial Services – Transaction Processing
October 2014
Agenda

• Introduction and Policy Overview
• Travel
• Direct Buy
• Guest Lecturer
• Cell Phone Reimbursement
• Obtaining a New Pro Card
• Approval & Documentation of Pro Card Activity
• Purchase Requests
• Event Contracts
• Office Max
• Property
• Expenditure Transfers
• Hiring Student Assistants
• Petty Cash
Policies related to spending funds on behalf of the University

- Food Policy/Catering  [http://afd.calpoly.edu/cprm/catering.php](http://afd.calpoly.edu/cprm/catering.php)
- IT Guidelines  [http://afd.calpoly.edu/cprm/computers.asp](http://afd.calpoly.edu/cprm/computers.asp)
- Furniture Guidelines  [http://afd.calpoly.edu/cprm/furniture.asp](http://afd.calpoly.edu/cprm/furniture.asp)
- Procurement Policy  [http://afd.calpoly.edu/cprm/procurement.asp](http://afd.calpoly.edu/cprm/procurement.asp)
- Cell Phone Policy  [http://afd.calpoly.edu/fiscalservices/forms.asp](http://afd.calpoly.edu/fiscalservices/forms.asp)
- Petty Cash & Change Fund Procedures  [http://afd.calpoly.edu/fiscalservices/forms.asp](http://afd.calpoly.edu/fiscalservices/forms.asp)
Chartfield String Examples

Fund – DeptID – Account – Program – Project

State examples:
SL001 – 100100 – 6xxxxx
MOxxx – 108300 – 6xxxxx

Cal Poly Corporation example:
SL002 – 100100 – 6xxxxx – R1000 – Z82870

Cal Poly Foundation example:
NEW: 60441 – 100400 – 6xxxxx

NOTE: The Campus Program “Org Key” becomes the “Fund” effective November 1, 2014
Travel
Agenda

• Scope and applicability
• Policy governing travel
• Requestor and approver responsibilities
• Accessing necessary forms and information
• How to process a travel request and claim
• Travel with hospitality related expenses
• Travel form reminders
Travel Policy Scope

• The **CSU Travel Policy** applies to all travel necessary to conduct official university and auxiliary business regardless of funding source
• Travel related expenses must be ordinary, reasonable, not extravagant and necessary
• The university assumes no financial responsibility for expenses incurred by individuals that fail to adhere to the policy
• Campus and auxiliaries can establish more restrictive policies and procedures
Travel Policy Scope

• Who is subject to this Policy?
  • Cal Poly – University
  • Cal Poly – Corporation
  • Cal Poly – Foundation
  • Cal Poly – ASI

EVERYONE!

Including Students!
Travel Policy

Traveler’s Responsibilities

• Receive documented pre-authorization to travel
• Submit a travel claim for reimbursement certifying the following
  • Travel was for official university business
  • Actually spent the amount for listed expenses
  • Has verified the amount due is accurate
  • Has not and will not seek reimbursement for amounts previously reimbursed
Travel Policy

Approving Authority Responsibilities

• Review and approve the business purpose and ensure the request is in compliance with any applicable sponsored project/grant requirements
• Approve/deny payment of the travel claim in a timely manner
• Deny expenses not directly related to official university business
Travel Policy

All Travel Must be Pre-Authorized

- Source of funding does not change requirement
- Travel pre-authorization is documented via the Travel Pre-Authorization Form (1A)
- Department retains the Form 1A
- Form 1A copy is forwarded to accounts payable prior to travel only if a travel advance is required
- Form 1A must always accompany the Travel Claim Form when submitted to the Travel Office for processing
Travel Pre-Auth Form
Domestic Travel Procedures

Meal Reimbursements

• CSU Travel Policy allows traveler to claim actual meal expenses incurred up to a $55 cap per day
• Meals do not need to be substantiated by a receipt unless the individual meal is $25 or more
• Per the CSU Travel Policy, the $55 cap shall not be treated as a per diem

Example: If you spent $10/$15/$20 on breakfast/lunch/dinner, then you should only be claiming $45 in meals for the day, not $55
Domestic Travel Procedures

Meal Reimbursements for Partial-Day

• Departure Day Travel
  • If you leave prior to 8am, you can claim up to $55
  • If you leave prior to 12pm, you can claim up to two-thirds of the $55 maximum($36.66)
  • If you leave prior to 6pm, you can claim up to one-third of the $55 maximum($18.34)
Domestic Travel Procedures

Meal Reimbursements for Partial-Day

- **Arrival Day Travel**
  - If you return after 9am, you can claim up to one-third of the $55 maximum ($18.34)
  - If you return after 2pm, you can claim up to two-thirds of the $55 maximum ($36.66)
  - If you return after 6pm, you can claim up to $55 in meals expenses
Domestic Travel Procedures

Meals for < 24 Hour Travel

• If travel includes an overnight stay then meal expenses incurred may be reimbursed up to the $55 cap
• If travel does not include an overnight stay then breakfast and dinner expenses incurred may be reimbursed up to the $55 cap and will be treated as income for payroll tax purposes
• Under no circumstances will lunch expenses be reimbursed for < 24 hour travel
Domestic Travel Procedures

Incidental Reimbursements

• Reimbursement for incidental expenses incurred are capped at $7 per day
• No incidental expense reimbursement for the first day of travel

Examples:
Incidentals can include tips to baggage carriers, mailing costs, hotel business center charges, etc.
Domestic Travel Procedures

Lodging Reimbursements

• Actual lodging expenses may be claimed
• Expenses claimed should be reasonable
• Detailed receipts are always required
• Nightly rate, excluding taxes, cannot exceed $175 unless supported with justification and pre-approval
  • >$175 justification is documented and approved on the Travel Pre-Authorization Form
Domestic Travel Procedures

Mileage Reimbursements

• Mileage is reimbursed at 56 cents per mile
• Rate includes reimbursement for fuel, insurance, registration and wear and tear
• Travelers using a private vehicle should not submit actual fuel charges for reimbursement (only allowed for rental car arrangements)
• In order to travel using a privately owned vehicle you must have an Authorization to use Privately owned vehicle on State Business on file in your department
## Domestic Travel Claim

### Cal Poly San Luis Obispo Travel Expense Claim Form

**Claimant’s Name:** John Smith  
**Residence Address (Non-Employees Only):**  
**City:**  
**State:**  
**Zip Code:**

<table>
<thead>
<tr>
<th>EngID (use SSN)</th>
<th>Department</th>
<th>Account Code</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Services</td>
<td>6-xxxx</td>
<td>5GO7-SLO</td>
<td></td>
<td></td>
<td></td>
<td>0.560</td>
</tr>
</tbody>
</table>

### Travel Destination (city & state, or city & county)

- **San Diego, CA**  
  - Annual Fiscal Services Conference - Conference hotel rates are above the approved $175/night, and lodging at the conference hotel is required.

<table>
<thead>
<tr>
<th>Departure and Arrival</th>
<th>City and State or City and Country where expenses were incurred</th>
<th>Domestic Travel Meals Costs</th>
<th>Domestic Travel Incidental Expenses</th>
<th>Foreign Travel Meals &amp; Incidental Rates</th>
<th>Meals and Incidents Total</th>
<th>Lodging Cost</th>
<th>Airfare Cost</th>
<th>Private Car Use</th>
<th>Mile Travel Expenses</th>
<th>Misc Travel Expenses</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/14 8 a.m.</td>
<td>SLO - San Diego, CA</td>
<td>8.25</td>
<td>13.52</td>
<td>22.93</td>
<td>44.70</td>
<td>202.50</td>
<td>325</td>
<td>582</td>
<td>50.00</td>
<td>165.87</td>
<td>429.20</td>
</tr>
<tr>
<td>10/11/14</td>
<td></td>
<td>5.45</td>
<td>6.97</td>
<td>25.00</td>
<td>5.00</td>
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<td>244.92</td>
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<tr>
<td>10/12/14</td>
<td></td>
<td>10.15</td>
<td>11.99</td>
<td>24.37</td>
<td>7.00</td>
<td>53.51</td>
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<td>0.00</td>
<td>256.01</td>
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<tr>
<td>10/13/14</td>
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<td>12.99</td>
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<td>4.00</td>
<td>38.99</td>
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<td>0.00</td>
<td>261.40</td>
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<tr>
<td>10/14/14</td>
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<td>5.00</td>
<td>15.75</td>
<td>25.00</td>
<td>3.00</td>
<td>48.75</td>
<td>202.50</td>
<td></td>
<td>0.00</td>
<td>251.25</td>
<td>251.25</td>
</tr>
<tr>
<td>10/15/14 2 p.m.</td>
<td>San Diego - SLO, CA</td>
<td>6.00</td>
<td>15.00</td>
<td>5.00</td>
<td>26.00</td>
<td>325</td>
<td>582</td>
<td></td>
<td>5.00</td>
<td>208.00</td>
<td>203.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.00</td>
<td>165.87</td>
<td>170.87</td>
</tr>
</tbody>
</table>

| Toll fee            |                                                              | 50.84                       | 18.23                                | 118.30                                 | 24.00                     | 0.00         | 274.37       | 1,012.50        | 650.00              | 364.00              | 1,655.87       |

### State (CPSU)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept#</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
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<tr>
<td>SL.001</td>
<td>125600</td>
<td>680001</td>
<td></td>
<td></td>
<td></td>
<td>1655.87</td>
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</table>

**CPSU Advance Received:** $1,000.00  
**CPSU Total:** $655.87  
**CAL POLY CORPORATION (CPC) AND OR FOUNDATION (CPF)**

**Org Key** | **Object Code** | **Amount**
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less CPC and or CPF Advance</td>
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<td></td>
</tr>
</tbody>
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### Travel Expenses Paid on Your Behalf - Direct Bill

**Notes:**  
- You are not claiming these expenses for reimbursement. They have been paid via Enterprise, Giselle’s, ProCard, etc.

<table>
<thead>
<tr>
<th>reimbursed</th>
<th>Amount</th>
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<tbody>
<tr>
<td>CPC and or CPF Total</td>
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</tr>
<tr>
<td>Subtotal</td>
<td>$350.00</td>
</tr>
<tr>
<td>Grand Total of Item</td>
<td>$2,085.87</td>
</tr>
</tbody>
</table>

I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with applicable California State University procedures and that all items shown were for the official business of The California State University. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by 6SM Sections 0750, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt use.

### Claimant’s Signature:

- **Signature Date:** 10/18/2014
- **Signature of Officer Approving Travel:**
  - **Must have signature authority on checklists listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair, or Equivalent:**
    - **Signature Date:** 10/20/2014

### Print Name:

- **John Smith**

### Print Name and Title for Approving Official:

- **Jane Doe, Director of Fiscal Services**
International Travel Procedures

• Meals and incidentals are combined per day and claimed for amounts incurred up to the published federal government per diem
  • No receipts required
• Lodging expenses incurred are claimed up to the published federal government per diem
  • Receipts always required
• The per diem amounts should be used as a cap
• The Federal government per diems can be found at the bottom of the Travel Claim Form
• All international travel requires provost pre-approval
International Travel Procedures

Meal Reimbursements Partial-Day

• For partial days, hours should be rounded to the nearest quarter day and then applied to the applicable federal per diem rate:
  • 3 hours up to 9 hours equals 1/4 day or 25%
  • 9 hours up to 15 hours equals 1/2 day or 50%
  • 15 hours up to 21 hours equals 3/4 day or 75%
  • 21 hours up to 24 hours equals 1 day or 100%
Meal Reimbursements Partial-Day

• Authorization to travel internationally must be obtained through the Cal Poly International Center (CPIC) prior to making any arrangements
• CPIC’s web site contains the required pre-authorization documents and walks the traveler thru the process step by step
• Due to an elevated level of risk and higher cost, international travel must be planned well in advance
  • See CPIC’s website for planning timeframes
# International Travel Claim

**Claimant's Name**: John Smith  
**Residence Address (Non Employees Only)**:  
**City**:  
**State**:  
**Zip Code**:  
**EmplID (for SSM)**:  
**Department**: Fiscal Services  
**Telephone**: 6-xxxx  
**Vehicle License**:  
**Mileage Rate Claimed**: 0.550

**Travel Destination (city & state, or city & county)**: London, UK  
**Purpose of Trip**: Attended International Conference on Taxation

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Departure and Arrival</th>
<th>City and State or City and Country where expenses were incurred</th>
<th>Domestic Travel/Meals Costs</th>
<th>Domestic Travel Incidental Expenses</th>
<th>Foreign Travel Meals % Incidental Plate</th>
<th>Meals and Incidental Totals Total</th>
<th>Lodging Cost</th>
<th>Airfare Cost</th>
<th>Private Car Use</th>
<th>Misc Travel Expense</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m</td>
<td></td>
<td>Flight leaves LAX</td>
<td>London</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
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<td></td>
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<td>10.00</td>
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<tr>
<td>11 a.m</td>
<td></td>
<td>Flight arrives LAX</td>
<td>London</td>
<td>133.00</td>
<td>133.00</td>
<td>300.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>573.00</td>
<td></td>
<td>573.00</td>
</tr>
<tr>
<td>11 a.m</td>
<td></td>
<td>Flight arrives LAX</td>
<td>London</td>
<td>170.00</td>
<td>170.00</td>
<td>380.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>550.00</td>
<td></td>
<td>550.00</td>
</tr>
<tr>
<td>11 a.m</td>
<td></td>
<td>Flight arrives LAX</td>
<td>London</td>
<td>150.00</td>
<td>150.00</td>
<td>340.50</td>
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<td>0.00</td>
<td>430.50</td>
<td></td>
<td>430.50</td>
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<tr>
<td>11 a.m</td>
<td></td>
<td>Flight arrives LAX</td>
<td>London</td>
<td>153.00</td>
<td>183.00</td>
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<td>London</td>
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<td>133.00</td>
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</table>

**STATE (CPSU)**

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<th>Feed</th>
<th>DeptID</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
<th>CPSU Advance Received</th>
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<tbody>
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<td>SL001</td>
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<td>006002</td>
<td></td>
<td></td>
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<td>3696.16</td>
</tr>
</tbody>
</table>

**CPSU Total**: 3696.16

**CAL POLY CORPORATION (CPC) AND OR FOUNDATION (CPF)**

<table>
<thead>
<tr>
<th>OrgKey</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
</table>

| Notes: | **TRAVEL EXPENSES PAID ON YOUR BEHALF - I**  |

| You are not claiming these expenses for reimbursement. They have been paid via Enterprise, Giselle. |

| **You are not claiming these expenses for reimbursement. They have been paid via Enterprise, Giselle.** |

<table>
<thead>
<tr>
<th><strong>CPSU Advance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3696.16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CPC and CPF Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3696.16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GRAND TOTAL OF TRIP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3696.16</td>
</tr>
</tbody>
</table>

**CLAIMANT'S SIGNATURE**:  
**DATE**: 1/22/2015  
**SIGNATURE OF OFFICER APPROVING TR**: (Must have signature authority on chariﬁelds listed, and hold an employment classiﬁcation of: MPP, Dept. Head.)  
**DATE**: 1/22/2015  
**PRINT NAME**: John Smith  
**PRINT NAME AND TITLE FOR APPROVING OFFICIAL**: Jane Doe
Travel Form Reminders

• List Travel Advances received
• List time AND date of departure and arrival
• Submit Travel Claim Form and Travel Pre-Authorization Form within 10 days of trip return
• Include travel expenses not incurred by the traveler (aka direct bill charges):
  • Airfare through Giselle’s Travel
  • Rental car from Enterprise
  • Conference Fees paid via university ProCard
• Approving officials for all travel forms must hold a minimum employment classification of Department Head, Department Chair, Confidential or MPP
Travel Policy

• Reference Materials:
  • Cal Poly Travel Web Page
    http://afd.calpoly.edu/fiscalservices/travel.asp?pid=1
  • Cal Poly Forms http://afd.calpoly.edu/fiscalservices/forms.asp
  • Sample Travel Claims
    • United States Travel – SLO to San Diego
    • International Travel – SLO to UK
## Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Entity</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marc Benadiba</td>
<td>University</td>
<td>Associate Controller Fiscal Services</td>
<td><a href="mailto:mbenadib@calpoly.edu">mbenadib@calpoly.edu</a></td>
<td>756-5864</td>
</tr>
<tr>
<td>Heather Stewart</td>
<td>University</td>
<td>Travel Coordinator</td>
<td><a href="mailto:hstewa01@calpoly.edu">hstewa01@calpoly.edu</a></td>
<td>756-1717</td>
</tr>
<tr>
<td>Debbie Tuson</td>
<td>Cal Poly Foundation</td>
<td>Campus Programs Analyst</td>
<td><a href="mailto:dtuson@calpoly.edu">dtuson@calpoly.edu</a></td>
<td>756-6116</td>
</tr>
<tr>
<td>Cindy Boone</td>
<td>Cal Poly Corporation</td>
<td>Payroll and Accounts Receivable Manager</td>
<td><a href="mailto:cmboone@calpoly.edu">cmboone@calpoly.edu</a></td>
<td>756-2457</td>
</tr>
</tbody>
</table>
Direct Buy Form

• The Direct Buy Form is used for tangible goods purchases not to exceed $2,500 and do not require a purchase requisition
• The Direct Buy Form can be used to reimburse an employee for purchases or to have the university pay a vendor directly
• Recurring purchase requests for tangible goods to the same vendor, or for the same types of goods are handled via a university contract, which is established by Contracts and Procurement
• On campus services cannot be paid via a Direct Buy Form and require a purchase requisition
# DIRECT BUY FORM

Cal Poly, San Luis Obispo
Accounts Payable Office Admin Bldg. Rm. 129
(805)756-2251 Main Line (805)756-2232 Fax Line

**May be used for Commodity Purchases and Limited Off Campus Services, Not to Exceed $2,500**

(See allowable services at the bottom)

<table>
<thead>
<tr>
<th>Type of Recipient</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Vendor Payment</td>
<td>□ Employee Reimbursement</td>
<td>□ Student Reimbursement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Buy</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Equipment $1000</td>
<td>□ Membership/Subscriptions</td>
<td>□ Limited Off Campus Services</td>
</tr>
</tbody>
</table>

**Cannot exceed $2,500**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Requested</th>
</tr>
</thead>
</table>

**Name/Payable To:**

**Campus Department**. For Cal Poly Employee and Student Reimbursements:

**Off Campus Vendor Address:**

**Special Instructions:**

**Reason for the request (attach required documents receipts, invoices, membership forms etc.):**

**PeopleSoft Chartfields to be charged:**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>FUND</th>
<th>DEPT ID</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJ/GRANT</th>
</tr>
</thead>
</table>

**Requested by:** (please type/print)

**Signature:**

**Date:**

**Approved by:** (please type/print name and title)

**Signature:**

**Date:**

**Department:**

**Contact Name:**

**Phone #:**

---

**Direct Buy Form**

- **Vendor Payment** - Attach invoice(s) or vendor
- **Employee/Student Reimbursement** - Attach original receipts
- **Membership/Subscriptions** - Attach membership or subscription forms to Direct Buy Form

**Allowable Services, $2,500 or Less**

- Conferences/Training Registration Fees
- Film/Post/Video services
- Rent/Purchase
- Professional Direct
- Photography/Videos
- Fed/State/Local Charges
- Printing/Printing Materials
- Off Campus Equipment Repair
- Advertisements
- Single purchase orders not requiring Procurement & Mgmt. auth.
- Other Services not listed require Pre-Approval from Contracts Procurement & Mgmt. auth.

**AP Use Only**

<table>
<thead>
<tr>
<th>VENDOR #</th>
<th>VOUCHER #:</th>
<th>AP USE ONLY</th>
</tr>
</thead>
</table>
Direct Buy Form

- At the top of the form select the correct type of recipient

This form may be used for commodity purchases and limited off campus services, not to exceed $2,500. (See allowable services at the bottom)

Check Appropriate Boxes:

<table>
<thead>
<tr>
<th>Type of Recipient:</th>
<th>* Vendor Payment</th>
<th>** Employee Reimbursement</th>
<th>** Student Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Buy:</td>
<td>Equipment &gt; $500</td>
<td>*** Membership/Subscriptions</td>
<td>**** Limited Allowable Services</td>
</tr>
</tbody>
</table>

Cannot exceed $2,500
Direct Buy Form

- Employee reimbursements are delivered to the applicable campus department
- Be sure to explain the business purpose
- Attach receipt or invoice

<table>
<thead>
<tr>
<th>Date:</th>
<th>Amount Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Payable To:</td>
<td></td>
</tr>
<tr>
<td>Campus Department. For Cal Poly Employee and Student Reimbursements:</td>
<td></td>
</tr>
<tr>
<td>Off Campus Vendor Address:</td>
<td></td>
</tr>
<tr>
<td>Special Instructions:</td>
<td></td>
</tr>
<tr>
<td>Reason for the request (attach required documents; receipts, invoices, membership forms etc.):</td>
<td></td>
</tr>
</tbody>
</table>
Direct Buy Form

- A Chartfield is necessary to direct the charges to the appropriate funding source
- At a minimum, the chartfield should include a fund, department ID and account number
- Program, Class and Project/Grant numbers are not used as often, consult your budget analyst for appropriate use of these categories

<table>
<thead>
<tr>
<th>PeopleSoft Chartfields to be charged:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMOUNT</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Direct Buy Form

- The requestor should be subordinate to the approving official
- Approving official must hold a minimum employment classification of Department Head, Department Chair, Confidential, MPP or higher

<table>
<thead>
<tr>
<th>Requested by: (please type/print)</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by: (please type/print name and title)</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department:</td>
<td>Contact Name:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>
Reference Information

Fiscal Services Forms, Policies and Procedures
http://afd.calpoly.edu/fiscalservices/forms.asp

Heather Stewart
Accounting Technician
756-1717
hstewa01@calpoly.edu

Marc Benadiba
Associate Controller
756-5864
mbenadib@calpoly.edu
Guest Lecturer
Guest Lecturer Form

- The Guest Lecturer Form is used for one-time services provided by a guest lecturer, not to exceed $1,000
- Guest lecture services that will exceed $1,000, or will extend beyond a one-time engagement should be handled via a university contract, which is established by Contracts and Procurement
- Guest lecture services that exceed $1,000 or that extend beyond a one-time engagement without Contracts and Procurement’s involvement potentially exposes the university to significant risk and may lead to overpayment for services
Purpose: This form is only meant to be used for one-time services provided by a Guest Lecturer, not to exceed $1,000. Guest lecture services that extend beyond a one-time engagement, or exceed $1,000 should be directed to Contracts and Procurement.

Information Regarding the Individual or Business Providing Services and Receiving Payment:

Name:

Phone Number:

Complete Address:

Please note that payment will be issued within 30 days after the date of service once a complete and approved form has been received in the Accounts Payable Office.

Information Regarding Services Being Provided:

Period of Service  to

Please provide a description of services being provided; if services are being provided in the classroom then include course name and number.

If guest lecturer services will extend beyond a one-time engagement this form cannot be used and Contracts and Procurement must be consulted. CalP can be reached at 6-2232.

Payee Certification Statement:

☐ I hereby certify that all information is true and correct, that prior payment has not been received, and that I am not subject to Federal Backup Withholding. Signature below replaces the Vendor Data Record Form.

Signature of Payee/Guest Lecturer

Date Signed

Chartfields (State Accounts Only):

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>FUND</th>
<th>DEPT ID</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: (please type/print)  Signature:  Date:

Approved by: (please type/print name and title)  Signature:  Date:

Department:  Contact Name:  Phone #:

† Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential

abc.atd.caipoly.edu
Guest Lecturer Form

- Enter the vendor’s identifying information
- Payment cannot be issued without a social security number or taxpayer identification number

Information Regarding the Individual or Business Providing Services and Receiving Payment:
Name: ________________________________ SSN/EIN: ________________________________

Phone Number: ________________________________
Complete Address: _______________________________________

Please note that payment will be issued within 30 days after the date of service once a complete and approved form has been received in the Accounts Payable Office.
Guest Lecturer Form

- Enter the date services were provided
- Provide a description of the service provided

<table>
<thead>
<tr>
<th>Information Regarding Services Being Provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Service __________ to __________</td>
</tr>
<tr>
<td>Please provide a description of services being provided, if services are being provided in the classroom then include course name and number.</td>
</tr>
</tbody>
</table>

If guest lecturer services will extend beyond a one-time engagement this form cannot be used and Contracts and Procurement must be consulted. C&P can be reached at 6-2232.
Guest Lecturer Form

- Vendor signs payee certification

Payee Certification Statement:

☐ I hereby certify that all information is true and correct, that prior payment has not been received, and that I am not subject to Federal Backup Withholding. Signature below replaces the Vendor Data Record Form.

______________________________  __________________________
Signature of Payee/Guest Lecturer  Date Signed
Guest Lecturer Form

• A Chartfield is necessary to direct the charges to the appropriate funding source
• At a minimum, the chartfield should include a fund, department ID and account number
• Program, Class and Project/Grant numbers are not used as often, consult your budget analyst for appropriate use of these categories
Guest Lecturer Form

- Requestor should be subordinate to the approving official
- Approving official must hold a minimum employment classification of Department Head, Department Chair, Confidential, MPP or higher

<table>
<thead>
<tr>
<th>Requested by: (please type/print)</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by: (please type/print name and title)</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department:</td>
<td>Contact Name:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

*Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential*
Guest Lecturer Form

• Guest lecture payments are for services performed and are subject to independent contractor reporting via the 1099 process
• Depending on budget availability, departments have the option to reimburse guest lecturers for the cost of their university business travel
• Travel reimbursements submitted by the guest lecturer are not subject to 1099 reporting if properly substantiated
Reference Information

Fiscal Services Forms, Policies and Procedures
http://afd.calpoly.edu/fiscalservices/forms.asp

Heather Stewart
Accounting Technician
756-1717
hstewa01@calpoly.edu

Marc Benadiba
Associate Controller
756-5864
mbenadib@calpoly.edu
Cell Phone Reimbursements
Cell Phone Policy and Procedures

• The cell phone policy and procedures outlines the terms under which cell phones can be used by employees in the performance of their duties and helps ensure compliance with current IRS tax guidance.

• Determination of the need for an employee to have use of a cell phone in order to perform the duties of their position is made by the employee’s manager.
Cell Phone Policy and Procedures

• University employees that require use of a cell phone to perform the duties of their position have two options:

1. University-owned cell phone
2. Non-taxable reimbursements made to MPP and Confidential employees only for the cost of obtaining and maintaining a personal cell phone and plan that is sufficient to meet the business needs of the university
How are University-Owned Phones Issued?

• Manager will determine the need for the employee to have a university-owned phone and determine the device and plan necessary to meet the business needs of the university
• Department head submits the cell phone request to the departmental telephone coordinator
• Telephone coordinator submits a Cellular Service Request Form to ITS and retains a copy of the form in the department
• Department administrators/supervisors review university provided cell phone billing statements monthly and adjust cell plans annually in line with business needs
• Employee reimburses the university for any incremental cost incurred as a result of personal use
  • Reimbursements are made at the University Cashiers Office
How Do I Get Authorized For Cell Phone Reimbursements?

• Cell phone reimbursements for the cost of maintaining a personal cell phone plan for business use is only allowed for MPP and Confidential employees
• Manager determines the need for employee to have a cell phone in order to perform the duties of the position
• Manager assesses the plan, services and equipment needed utilizing the lowest rates available from approved service providers
• Employee gets approval from their manager to use a personal cell phone for business use and to be reimbursed for the business portion of the plan via the Cell Phone Reimbursement Authorization Form
# Cell Phone Reimbursement Pre-Authorization Form

**Purpose of this form:**
This form documents the anticipated cell phone/plan costs in order for the approving authority to ensure the costs are consistent with the University business needs of the employee and that any reimbursement is in line with the [University Cell Phone Policy](#).

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Campus Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Cell Usage/Plan*

<table>
<thead>
<tr>
<th></th>
<th>Proposed Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Device Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicable Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cell Phone Purchase*

- [ ] Retain current cell phone
- [ ] Purchase new cell phone
  - Manufacturer: 
  - Model #: 
  - Cost: 

### Employee Certifications (all boxes must be checked):
- [ ] I certify that I will obtain and maintain a cell phone plan and device that provides the level of services referenced above.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approving Authority Name</th>
<th>Approving Authority Title*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approving Authority Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How Do I Request Reimbursement For Cell Phone Expenses?

- The employee obtains a phone and submits a Cal Poly [Cell Phone Reimbursement Request Form](#) for the actual cost of agreed upon device
- Attach the most recent bill demonstrating the incurred costs being submitted for reimbursement
- Reimbursement requests are done in advance
  - For example, your June 30th Verizon bill would be attached to your Cell Phone Reimbursement Request Form to request reimbursements for cell charges to be paid for July thru September
Cell Phone Reimbursement Request Form
Cal Poly State University, San Luis Obispo
Accounts Payable Office, Administration Building Room 129
(805)756-2291 Main Line • (805)756-2292 Fax Line

Date: ___________  Months covered by this reimbursement: ___________

Employee Name: ______________________  Campus Telephone: ______________________

Department: ______________________

Cell Usage/Plan needed to cover business use:

<table>
<thead>
<tr>
<th>Description</th>
<th>Monthly Cost x 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Reimbursement-for business portion only</td>
<td>$_________</td>
</tr>
<tr>
<td>*May be submitted for three months in advance. Attach most recent bill demonstrating the cost. Do not submit call usage detail.</td>
<td></td>
</tr>
<tr>
<td>Device Insurance</td>
<td>$_________</td>
</tr>
<tr>
<td>*(If billed monthly, may submit for three months same as above)</td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>$_________</td>
</tr>
<tr>
<td>Cell Phone Purchase*</td>
<td>$_________</td>
</tr>
<tr>
<td>Manufacturer and Model #:</td>
<td></td>
</tr>
<tr>
<td>Other costs</td>
<td>$_________</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$_________</td>
</tr>
</tbody>
</table>

PeopleSoft Chart Fields to be charged:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJ/GRANT</th>
</tr>
</thead>
</table>

* *Receipts must be attached in order to be reimbursed. The phone is not University property and should not be copied or inventoried. Contact your local LAN Coordinator/Technical Support to ensure the cell phone being purchased is supported.

Employee Certifications (all boxes must be checked):

☐ I certify that the cell phone charges being submitted are for the cost of maintaining a personal cell phone plan for business use.

☐ I certify that the bill being submitted for reimbursement is representative of costs incurred for the months shown above. I will notify the approving authority if the cell phone plan charges being submitted for reimbursement change.

Employee Name: ______________________  Signature: ______________________

Approving Authority Certification (all boxes must be checked):

☐ I certify that there are substantial business reasons for requiring the employee to use their personal cell phone plan for work-related purposes.

☐ I certify that I have determined the minimum plan and device requirements for this employee for business use, that this reimbursement is for the discounted cost of those services, and it does not exceed the charges paid by the employee for the cost of a cell phone plan attributable to University business.

☐ I certify that this reimbursement is non-compensatory (i.e., not in lieu of pay).

Approving Authority Name: ______________________  Approving Authority Title: ______________________

Approving Authority Signature: ______________________  Date: ______________________
How Do I Get My Requests Approved?

• Requestor should be subordinate to the approving official
• Approving official must hold a minimum employment classification of Department Head, Department Chair, Confidential, MPP or higher
Reference Information

Fiscal Services Forms, Policies and Procedures
http://afd.calpoly.edu/fiscalservices/forms.asp

Heather Stewart
Accounting Technician
756-1717
hstewa01@calpoly.edu

Marc Benadiba
Associate Controller
756-5864
mbenadib@calpoly.edu
Obtaining & Using ProCard
Obtaining a ProCard

• Why have a ProCard?
  • Used as a convenience for low dollar purchases
  • Used for Vendors who will not accept purchase orders
  • The purchasing vehicle for eBuy

• Purchasing Authority
  • Contracts and Procurement/Risk and Real Estate Management has delegated purchasing authority to the cardholder for low value purchases
Obtaining a ProCard

• Complete the ProCard Application
• Security-CMS request tutorial
  • You must have access to PeopleSoft Financials to reconcile your monthly statement, the hyperlink takes you to the tutorial on how to request access.
• Your card will arrive in about 5 days. You will be required to attend ProCard Handbook training
• Access Online-US Bank’s Website
  • Access Online is an informational tool. You can access your available credit, see transactions posted to your account, and dispute charges
• How to Reconcile your Statement
  • Step by step guide on how to reconcile your monthly statement
• Forms-ProCard Revision Form
  • Complete the revision form if you have any changes to your current account
    • New approving official, New chart of accounts, new phone number, request an increase
ProCard Application

Sample

This is a fillable form

complete, print out, obtain all signatures

send to Contracts & Procurement/Risk & Real Estate Management

purchasing@calpoly.edu

abc.afd.calpoly.edu
ProCard Application

• Enter your basic employee information
ProCard Application Cont.

You must have PeopleSoft financials to reconcile your monthly statement.

Do you have access to PeopleSoft Financials?  
☐ Yes  ☐ No

If you checked "NO", you will need to request access to PeopleSoft Financials prior to receiving your ProCard. You will need access to reconcile your monthly statement. To request access to PeopleSoft Financials click here.

Link to tutorial

Monthly Credit limit requested*  
Enter your requested monthly limit

*Please note that a credit limit over $10,000, will need approval by the Director of Contracts and Procurement/Risk and Real Estate Management

The typical limit is $3500.00

Chart of Account Information

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept. ID</th>
<th>Account #</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Signature:  

Date:

abc.afd.calpoly.edu
ProCard Application Cont.

• It is important to note that the Approving Official is ultimately responsible for all department charges

**Approving Official:** Per ICSUAM 3103.03, the Approving Official must ensure compliance with procurement card policies and with CSU, campus, state fiscal and procurement rules by reviewing the cardholders transactions for appropriateness, adequate documentation is received, identifying possible violations and taking appropriate actions if violations are found and notifying the card program administrator of changes in departmental program participants.

**NOTE:** An approving official is defined as an employee with a classification of MPP, Department Head, Department Chair or Confidential Employee.

**Name of Approving Official:**

**Title of Approving Official:**

By signing below, confirms you have read the ProCard Handbook and understand your role and responsibilities in the reconciliation process.

**Signature of Approving Official:**

**Date:**

**Approving Official Email Address:**

**Name of Dept. Chair (If applicable):**

**Signature of Dept. Chair (If applicable):**

Please return via campus mail or scan and Email completed application with all signatures to: Contracts and Procurement/Risk and Real Estate Management. Attn: Jeanette Paolucci jepaoluc@calpoly.edu

Questions? Contact Jeanette Paolucci x2234
Contacts

• Jeanette Paolucci
  • jepaoluc@calpoly.edu
  • X2234
  • Link to ProCard Webpage
ProCard Documentation and Approval

- Contracts and Procurement issues the ProCard to new users, provides training and manages the credit limits
- Accounts Payable receives the completed ProCard statements and required support, pays the ProCard bill and audits each ProCard holder’s statement for compliance
ProCard Documentation and Approval

• ProCard users are granted access to the Peoplesoft ProCard module which enables them to see their charges for the current month and select the appropriate chartfield to charge the expenses.

• Each ProCard user has a default chartfield, which can be changed as necessary via the ProCard module.
ProCard Statement

Cal Poly San Luis Obispo
ProCard Statement

<table>
<thead>
<tr>
<th>Tran Dt</th>
<th>Vendor</th>
<th>St</th>
<th>Line Qty</th>
<th>Description</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Prgrm</th>
<th>Class</th>
<th>Proj</th>
<th>Amount</th>
<th>Pur Cat</th>
<th>Upd By</th>
<th>Upd Dt</th>
<th>Disp</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/10/14</td>
<td>RAY A MORGAN CO INC</td>
<td>CA</td>
<td>169,972.99</td>
<td>ID37EJXDS9 WHOLESALE PHOTO BQPT ID37EJXDS9</td>
<td>617001</td>
<td>RL004</td>
<td>126500</td>
<td>R0615</td>
<td>169,972.99</td>
<td>15000030302803/18/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Distribution 169,972.99 ✗

Purchase Categories:
E - Equipment
T - Tax
R - Registration
P - Printing
C - Computer
S - Services

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, MORE M. BENADIBA/MUS Date 3/19/14

Signature of Approving Official, LORLIE LEETHAM Date 3/21/14
ProCard Statement Support

More Office Solutions
3131 ESPLANADE
CHICO, CA 95973
(530) 343-6065 fax (530) 343-5021

INVOICE

Customer
Name: Cal Poly Copier Program
Address: 1 Grande Ave
City: San Luis Obispo State CA Zip 93407
Phone: 805-756-2723

Date: 2/14/2013
Due Date: 3/16/14
Rep: Dave Arneson

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quarterly Equipment Rental</td>
<td>$88,688.53</td>
<td>$88,688.53</td>
</tr>
<tr>
<td>1</td>
<td>Quarterly Meter Subtotal</td>
<td>$69,433.41</td>
<td>$69,433.41</td>
</tr>
<tr>
<td>1</td>
<td>Total Tax Due</td>
<td>$11,851.05</td>
<td>$11,851.05</td>
</tr>
</tbody>
</table>

Subtotal: $169,972.99

Payment Details
Cash
Credit Card

Name: 
CC #:
Expires:

Office Use Only

abc.afd.calpoly.edu
ProCard Compliance

• Accounts payable reviews all ProCard activity for compliance with campus policy. Users that do not comply with policy receive an email explaining the non-compliance issue.

• The following types of activities are not allowed on the ProCard:
  • Travel
  • Hospitality
  • On campus services
  • Personal benefit items (even if reimbursed after the fact)
  • Expenses that do not serve a bona fide university business purpose

• Fiscal Services and Contracts and Procurement will revoke or suspend cards for users that have repeated instances of non-compliance.
ProCard Compliance

- ProCard approvers are configured at the time of card issuance.
- The ProCard approver’s name automatically shows up on the signature line of the ProCard statement generated from Peoplesoft.
- Statement must be signed by the Procard approver.
  - If the listed ProCard approver is not available to sign the statement, the statement can be signed by another manager.
  - The ProCard statement must be accompanied by a memo signed by the listed ProCard approver delegating the signature authority.
  - Delegation of authority in these instance should be on a one-time basis.
Reference Information

Fiscal Services Forms, Policies and Procedures

http://afd.calpoly.edu/fiscalservices/forms.asp

Heather Stewart
Accounting Technician
756-1717
hstewa01@calpoly.edu

Jeanette Paolucci
Buyer
756-2234
jepaoluc@calpoly.edu

Marc Benadiba
Associate Controller
756-5864
mbenadib@calpoly.edu
Purchase Requests

abc.afd.calpoly.edu
• What is Procurement?
• Purchasing Methods
• eMarketplace
• Purchasing Guidelines
• Purchase Request (PeopleSoft Financials)
What is Procurement?

1. Purchase planning
2. Specifications development
3. Supplier research
4. Analysis
5. Negotiations
6. Making the purchase

Other considerations in the procurement process: Policy compliance, internal controls, risk management, strategic sourcing.
# Purchasing Methods

<table>
<thead>
<tr>
<th></th>
<th>Goods less than or equal to $50.00</th>
<th>Goods less than or equal to $2500.00</th>
<th>Services less than or equal to $2500.00</th>
<th>Goods &amp; Services greater $2500*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td><strong>Direct Buy Form</strong></td>
<td><strong>Direct Buy Form</strong></td>
<td><strong>Direct Buy Form</strong> Limited Use Please refer to the direct pay form</td>
<td></td>
</tr>
<tr>
<td>ProCard</td>
<td><strong>ProCard</strong></td>
<td><strong>ProCard</strong></td>
<td><strong>Procard</strong> Off Campus Only Please refer to ProCard Handbook</td>
<td><strong>Procard</strong> single purchase limit $3500 Off campus services only</td>
</tr>
<tr>
<td>eMarketplace</td>
<td><strong>eMarketplace</strong></td>
<td><strong>eMarketplace</strong></td>
<td><strong>eMarketplace</strong></td>
<td><strong>eMarketplace</strong></td>
</tr>
<tr>
<td>Direct Buy Form</td>
<td><strong>Purchase Request (PS Requisition)</strong></td>
<td><strong>Purchase Request (PS Requisition)</strong></td>
<td><strong>Purchase Request (PS Requisition)</strong></td>
<td><strong>Purchase Request (PS Requisition)</strong></td>
</tr>
</tbody>
</table>
eMarketplace

• Cal Poly’s eMarketplace allows users to purchase from vendors that offer negotiated prices. Reference the "Supplier and How to Purchase" section for instructions on how to utilize these contracted vendors. http://afd.calpoly.edu/cprm/emarketplace.asp

  • Ambulance Service
  • Audio Conferencing Service
  • Books/eBooks
  • Bus service
  • Business cards
  • Car rentals
  • Catering
  • Chairs/Tables/Keyboard, Ergonomic Solutions
  • Computer accessories
  • Computer equipment
  • Copiers
  • Document storage
  • Furniture/Desks/File cabinets/Classroom
  • Gases/Safety products/Welding products
  • Hotels
  • Industrial supplies
  • Laboratory supplies
  • Uniforms/Lab Coats/Linen and janitorial rental, service and supplies
  • Moving services
  • Office supplies
  • Portable lavatory services
  • Printing services
  • Promotional items
  • Rentals/Tents/Tables/Chairs
  • Vehicle Maintenance/inspections
  • Vehicle towing
  • Water services

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Purchasing Guidelines

For purchases over $2500.00, Contracts & Procurement will perform a due diligence (informal or formal bidding). It is important to get us involved in the planning stage.

1. For service requirements, departments may obtain multiple quotes, however, this is not required. You may simply submit a purchase request in People Soft Financials which will be reviewed and approved by Contracts & Procurement.
2. Any service requirements budgeted for over $50,000 must be competitively bid by Purchasing Staff. Contact us 805-756-2232 to begin the planning process.

Department may purchase goods under $2500 by using a ProCard, eMarketplace, Purchase Request, Petty Cash, or Direct Buy Form.

1. Product sold through distributors/manufacturers, depts. may obtain multiple quotes, however, this is not required. You may simply submit a purchase request in People Soft Financials which will be reviewed and approved by Contracts & Procurement.

Service Purchases between $0 - $50,000:

1. For service requirements, departments may obtain multiple quotes, however, this is not required. You may simply submit a purchase request in People Soft Financials which will be reviewed and approved by Contracts & Procurement.
2. Any service requirements budgeted for over $50,000 must be competitively bid by Purchasing Staff. Contact us 805-756-2232 to begin the planning process.
Purchase Requests (Requisition) using PeopleSoft Financials (PS Financials)

• What is a requisition? What is the difference between a requisition and purchase order?
• How do I get started? Need security: Log into Cal Poly Portal, click on Technical Service Request in Single Click Links. Once security has been granted. PS Financials will be in the Single Click Links section on the portal.
• Training – C&PS staff is notified when new users are granted access to schedule one on one training.
• Current Users – Training Guides are available.
• Requisitions (needs a requestor and an authorized approver) are built into Purchase Orders twice a week. 7-10 working days to review and approve. If the purchase is complex, high dollar commitment, contact purchasing@calpoly.edu or call 805-756-2232 to begin working with a Buyer.
Event Contracts
Events

• Events off campus

• Event Insurance

• Catered Events on Campus
Event Planning
http://afd.calpoly.edu/cprm/events.asp

- Review Guidelines for planning an event off campus
- Submit the Event Planning Worksheet

EVENT PLANNING WORKSHEET

Event Sponsor (Campus Dept) 

Contact Name 

Phone: 756- Email: @calpoly.edu 

Name of Event 

Description of Event 

Date of Event: FROM: 

TO: 

Who will be Attending the Event? 

Number of attendees: 

Age of attendees: 

Location of event (venue) 

Note: Facility use agreement must be reviewed and signed by Contract & Procurement Services
Event Planning

Will food be served?  ○ YES  ○ NO

If YES, who will be supplying the food?

Note: Catering agreement must be reviewed and signed by Contract & Procurement Services

Will alcohol be served?  ○ YES  ○ NO

If YES, who will be supplying the alcohol?

If YES, who will be serving the alcohol?

Are tickets being sold or donations requested for event attendance?  ○ YES  ○ NO

Will ticket price include alcohol?  ○ YES  ○ NO  Will there be a NO-HOST bar?  ○ YES  ○ NO

Please list any additional vendors that will be contracted with for the event (i.e. equipment rental, table/chair/tent rental, toilet rental, band, speaker, vehicles, lighting, sound video, etc...)

Note: Agreements must be reviewed and signed by Contract & Procurement Services
Event Insurance

http://afd.calpoly.edu/riskmgmt/specialevents.asp
Catered Events on Campus

http://afd.calpoly.edu/cprm/catering.php

• Approved off-campus caterers may be utilized to provide service for university sponsored on-campus catered events as long as they adhere to the following:
  • Terms and Conditions for utilizing an approved caterer
  • Food Policy
  • Hospitality Policy

• Non-approved caterers will not be authorized to provide service on campus

• A waiver from University Catering will be required for any food that you plan to purchase and pick up from a grocery store, caterer, restaurant, or commercial food facility that is not on the list of approved caterers. Donated food also requires a waiver.
# Catered Events on Campus


## All Caterers

<table>
<thead>
<tr>
<th>University Catering</th>
<th>House of Bread</th>
<th>SLO Coast Coffee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bliss Cafe</td>
<td>Kona Ice</td>
<td>Splash Cafe</td>
</tr>
<tr>
<td>Bon Temps Creole Cafe</td>
<td>Mr. Pickle's Sandwich Shop</td>
<td>Sweet Alexis Bakery</td>
</tr>
<tr>
<td>Dickey's Barbecue Pit</td>
<td>Pacific Harvest Catering</td>
<td>Testa Catering</td>
</tr>
<tr>
<td>Elly's Sweet Tooth</td>
<td>Papa John's Pizza</td>
<td>Thomas Hill Organics</td>
</tr>
<tr>
<td>Entrée Express</td>
<td>Pluto's</td>
<td>Trumpet Vine Catering</td>
</tr>
<tr>
<td>Field to Table Events</td>
<td>Popolo Catering</td>
<td>Two Cooks Catering</td>
</tr>
<tr>
<td>Firestone Grill</td>
<td>Rib Line BBQ &amp; Grill</td>
<td>Upper Crust Trattoria</td>
</tr>
<tr>
<td>Fromagerie Sophie</td>
<td>SeaBreeze Cupcakes</td>
<td>Woodstock's Pizza</td>
</tr>
<tr>
<td>Gusto on the Go</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Contact Information:

Melissa Swanson

mswanson@calpoly.edu
(805) 756-6755
Setting up & using your Office Max Account

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Setting up and using your Office Max Account

• Office Max offers office supplies at discounted prices

• [Office Max Request Form](mailto:purchasing@calpoly.edu) - Requests for an Office Max account can be sent to purchasing@calpoly.edu
  • Requests include
    • Name
    • Email Address
    • Building/Room number
    • Phone Number
    • CHART OF ACCOUNTS/SPEEDCHART

• Speedcharts
  • A speedchart is the identifier for Office Max to charge the correct department
    • A speedchart is made up of your chart of accounts (Fund, Dept. Id, Account code)

• How to process an Office Max Order-[Tutorial](mailto:abc.afd.calpoly.edu)
Contacts

• Contracts and Procurement/Risk and Real Estate Management
  • purchasing@calpoly.edu
  • X2232
  • Link to Office Supplies webpage
Property
Property

Overview

• ICSUAM 3150.01 and CSU Administration of University Property – Equipment Procedures
• Property Accounting - Role & Responsibility
• Definition of University Property
• Property Acquisitions
• Annual Property Inventory and Certification
• College/Department Inventory Coordinators/Authorized Approvers - Roles & Responsibilities
• Resources available to manage inventories - Tools and Forms

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Property

• What is Property Accounting?
  • Responsible for tagging, tracking and surveying of University/State-Owned property
  • Maintain perpetual inventory records in a centralized database including property acquisitions, relocations, transfers and dispositions
  • Conduct periodic physical inventories across campus
  • Support departments in meeting mandated State and CSU policy via the Property Control Procedures
Property

• What is University Property?
  • Equipment - Tangible, movable articles of non-expendable personal property
    • Normal Useful Life of at least one year. For Instructional Equipment, a normal useful life of at least two years
    • Used to conduct University business
    • Not Furniture
    • Instructional Equipment unit acquisition cost or value of at least $500.00 (inclusive of sales/use tax and freight)
    • Theft and/or information sensitive
Property

• What is University Property-Cont.
  • Software

• Other equipment not meeting thresholds may be tagged and tracked as determined by campus departments
Property

• How is Property Acquired?
  • Purchases
    • 619001 - Equipment
    • 619002 - Equipment Instructional
      • Purchase Order (PO)
      • Procurement Credit Card (P-Card)
      • Direct Buy
      • Vendor Invoices not requiring a PO
  • Gift-in-Kind Donations - University Advancement
  • Auxiliary-Purchased Transfers
    • Cal Poly Corporation, including Sponsored Programs
Property

- **Annual Equipment Physical Inventory and Certification Process**
  - Annual inventories performed throughout entire campus by Property Accounting, building by building
  - Annual certification provided to departments for review and signature
  - Equipment not found communicated to department
    - Within a predetermined period of time departments will need to locate, identify and/or resolve unfound items
  - Items not located during physical inventory will be included in an Annual Loss Report
Property

• Who are Department Inventory Coordinators?
  • They are designated by the Authorized Approver

• What are the responsibilities of the Department Inventory Coordinator?
  • Maintain current and complete property records
  • Track acquisitions, receipt of and assignment of property within department
  • Notifies Property Accounting with changes of location, transfers to another department, disposals, and off-campus use
  • Obligation to safeguard CSU equipment and property and discourage theft, loss and misuse
Property

• Who are Authorized Approvers?
  • Department Heads, Department Chairs, Management Personnel Program (MPP’s) and higher.

• Responsibilities of Authorized Approvers
  • Designate Department Inventory Coordinator
  • Safeguard and ensure proper care of University/State-owned property from loss, theft or misuse
  • Ensure maintenance of up-to-date departmental inventory records
Property

• Procedures and Forms
  [Link](http://afd.calpoly.edu/fiscalservices/forms.asp)

• Procedures:
  • **Property Control Procedures**
  • **Off-Campus Property Use Control Policy & Procedures**

• Forms to report changes to Property Accounting:
  • **Property Relocation Change Form** - Relocation within same department
  • **Transfer of Property Ownership Form** - Interdepartmental Transfers
  • **Off Campus Use form** - Items Used Off Campus
  • **Request to Survey Property Form** - Disposals
  • **Property Loss Report** - Missing, Lost, Stolen or Vandalized Property. To be completed with Request to Survey Property Form
Property Accounting - Contacts

Ken DelMese  
Property Analyst  
(805) 756-2570  
kdelmese@calpoly.edu

Dee Louie  
Capital Assets Accountant  
(805) 756-5961  
dqlouie@calpoly.edu

Rosalie Carlson  
Inventory Clerk  
(805) 756-5813  
rcarlso@calpoly.edu

Kimberly Perez  
Director of General Accounting  
(805) 756-7415  
kperez@calpoly.edu

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Expenditure Transfers

• A process initiated by a department to correct, adjust or charge non-payroll expenditures between University funds/departments.
• This form allows for an automated process that eliminates keying of multiple line items.
• An expenditure transfer may be requested when a transaction was recorded in the wrong chartfield by the initiator or when a department is sharing the cost of a purchase and the appropriate source was not indicated on the original source documents.
Expenditure Transfers

• Policies Governing Expenditure Transfers
  • Follows all CSU and campus spending policies
  • The fund purpose and/or the funding source must allow for the expenditure
    • For example:
      • If monies are donated and are restricted by the donor for a specific purpose say travel, you cannot request an expenditure transfer to move an expenditure of paper into this fund.
      • If the funds purpose is for putting on an event, you cannot request an expenditure transfer to move the purchase of equipment, such as an iPad into this fund.
Expenditure Transfers

• Non-Payroll Expenditure Transfer Instructions

• Non-Payroll Expenditure Transfer Form
Expenditure Transfers

How do I initiate an expenditure transfer?

• Complete the Expenditure Transfer Form
  • Must be in excel form (xls or xlsx)
• Supporting Documentation
  • Dashboard screen shot (3rd View)
  • Written explanation for request e.g. email
  • Specific details for charging of goods, services, facilities, i.e. invoice
• Appropriate departmental approval
• Complete and email documents to expendituretransfer@calpoly.edu
  • Copy all parties affected
Expenditure Transfers

- Completed Expenditure Transfer Form
  - Enter the full chartfield string on transaction
  - No commas in any field
  - Include a line description that conveys the action, this will be visible on Dashboard
  - Verify debits (positive) and credits (negative) net to zero
  - Form must be saved as an xls or xlsx type
Expenditure Transfers

- Supporting Documentation
- Image or screenshot from Dashboard showing the transaction to be adjusted using the 3rd View from My Revenue and Expense Transactions Tab
Expenditure Transfers

• Primary Contacts
  • Linda Ortiz
    • 6-1711
    • lortiz01@calpoly.edu
  • Van McCarty
    • 6-1438
    • vmccarty@calpoly.edu
• Expenditure Transfers (send form and all backup by email to)
  • expendituretransfers@calpoly.edu
Hiring Student Assistants

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Hiring Student Assistants

Overview

• Payroll Services administers the hire, online student pay system, payroll, and associated reporting for student assistants

• Students are hired into the student payroll position number associated with your department, the funding source is attached to this position number (can have multiple position numbers)

• Students enter hours worked online in the Student Pay System by the due dates

• Department approvers approve hours worked online in the Student Pay System by the due dates

• Payroll processes hours approved online

• Paychecks are distributed to the student on payday in Student Accounts Office, Administration Building, room 211
Hiring Student Assistants

Eligibility

Student Assistant duties must meet state classification standards and enrollment thresholds

• DO: perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills

• DO NOT: perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities

• Enrolled at Cal Poly in a degree seeking program, in a minimum of:
  • Undergraduates: 6 units per quarter
  • Graduates: 4 graduate level units per quarter
Hiring Student Assistants

Federal Work-Study Program

- The federal government contributes 75% while employers contribute the required 25% matching share of the student’s hourly rate of pay
- A student’s eligibility is determined by the Financial Aid Office and a FWS award is made when financial need exists and if funds are available (student must complete FAFSA)
- It is the employer’s responsibility to verify that a student has a work-study award
- Students may earn up to but not exceed their work-study award amount (Student Pay System monitors)
- Federal Work-Study students cannot be paid late...if late, defaults to 100% employer contribution
Hiring Student Assistants

What is the Department responsible for?

• Application, job interviews and applicant selection
• Determining details of the position and rate of pay (within salary range)
• Sending new SA to Payroll Services no later than the first day of work for pay (Form I-9). *Must also bring original Social Security Card*
• Hiring student online using the Student Pay System (only for previous state student employees)
• Ensuring hours are entered online and approved according to posted payroll calendar dates
• Terminating student job online
Hiring Student Assistants

• I’m ready to hire, how do I start?
  • Follow steps outlined on the New Student Employee page on the Payroll Services website

• How do I use the Student Pay System?
  • Review the Student Timekeeper Navigation guide

• When does my student get paid?
  • Review the Student Employee Pay Dates webpage

• How do I know when to approve online?
  • Payroll sends out email reminders; dates on Payroll Calendar

• What are the Student Employment policies?
  • This information is included in the Student Handbook

• How do I get security?
  • Complete a Technical Service Request found on the “Home” tab of the My Cal Poly Portal, under “Single Click Links”
Hiring Student Assistants

More Info/Contact Information

• Student Payroll Lead
  • Monica Bennett – 756-5862 mmbennet@calpoly.edu
  • Payroll Services – 756-2605 payroll-services@calpoly.edu

• Payroll Services Website
  • http://afd.calpoly.edu/payroll/

• ABC Business Connection
  • http://afd.calpoly.edu/business_connection/
  • ABC Fall Summit: Hiring Student Employees training

Questions for me?

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Petty Cash
Petty Cash - Highlights

**Petty Cash (PC) Funds** are used for the reimbursement of small dollar (<$50) business-related expenses for Faculty, Staff or Students only when payment by cash is the most cost efficient method of payment.

**Change Funds**: (Temporary or Permanent)

- Available to support change-making activity at locations handling cash
- Shall not be used to provide reimbursement for any expenditure or be co-mingled with any Petty Cash Funds

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Petty Cash - Highlights

- At the University Cashiers Office (UCO):
  - Setup/Closure, Increase/Decrease, Replenishment of PC Fund (Fund Custodians)
  - Reimbursement for purchases made with Petty Cash (Individuals)

- Separate CPF and State Petty Cash Funds to be combined into one! (Effective 11/1/14)
  - Campus Program Funds
  - Misc. Trust Funds
  - CSU Operating Fund (SL001)
Petty Cash - Overview

- Petty Cash and Change Fund Policy
- Procedures:
  - Fund Setup / Increases
  - Custodial Transfers
  - Fund Closure / Fund Decrease
  - Fund Maintenance
- Forms:
  - Petty Cash & Change Fund Issuance / Return Form
  - PC & Change Fund Custodial Transfer Request Form
  - Petty Cash Reimbursement Form
- Security
Petty Cash – Policies

Policies Governing Petty Cash and Change Funds:

- Integrated CSU Administrative Manual (ICSUAM) – Section 3000:
  - 3103.11 – Petty Cash
  - 3102.10 – Change Funds
Petty Cash – Procedures

- At the University Cashiers Office (UCO):
  - **Fund Setup / Fund Increase**
    - Read *Petty Cash & Change Fund Procedures*
  - **Custodial Transfers**:
    - Custodianship assigned to an individual and any transfers / change in Custodian must be approved (incl. temporary)
  - **Fund Closure / Fund Decrease**
    - Funds are subject to involuntary closure if frequency of reimbursements does not warrant having a separate Fund (PC reimbursements instead available at UCO)
  - **Fund Maintenance**:
    - Cash advances to make purchases (Faculty/Staff) require a note kept with Fund
    - Fund reimbursements must comply with Fiscal YE Deadlines
  - **Retrieve / Submit Currency** (ordered / to be deposited)
Petty Cash - Forms

**Petty Cash / Change Fund & Custodial Transfer Request Form**

- Required for:
  - ☑ Fund Setup / Increases
  - ☑ Custodial Transfers
  - ☑ Fund Closure / Fund Decreases

- Authorized by:
  - ☑ Emp. classification of MPP, Dept. Head, Dept. Chair or Confidential

- Available on the AFD Forms Website:
  [http://afd.calpoly.edu/fiscalservices/forms.asp](http://afd.calpoly.edu/fiscalservices/forms.asp)
Petty Cash - Forms

**Petty Cash & Change Fund Issuance / Return Form**

- Used for:
  - Fund Setups / Increases
  - Fund Closures / Decreases
  - Audit Overage Deposits
  - Audit Shortage Replenishments

- Provided at the University Cashiers Office
Petty Cash - Forms

**Petty Cash Reimbursement Form**

- **Required for:**
  - ✔ Petty Cash Reimb. *(Individual)*
  - ✔ PC Fund Replenishment *(Custodian)*

- **Authorized by:**
  - ✔ Signature authority on G/L chartfield
  - ✔ **AND** Emp. classification of MPP, Dept. Head / Chair or Confidential

- **Photo ID required (identified on Form)**

- **Avail. on the AFD Forms Website:**
  - [http://afd.calpoly.edu/fiscalservices/forms.asp](http://afd.calpoly.edu/fiscalservices/forms.asp)
Petty Cash – Security

- **Physical Security:** Fund currency and coin (placed in a safe or locked receptacle kept in a properly secured area)

- **Fund Audits:**
  - Funds must be available for audit and reconciled at all times
  - Frequency per ICSUAM
  - Variances recorded in G/L
    - Overages – Deposited
    - Shortages – Replenishment Funds ordered by UCO
      - If significant:
        - Police report filed
        - Department charged
        - Fund is subject to closure
Petty Cash – How to Process a PC Reimbursement

- *Petty Cash Reimbursement Forms* (*Reimbursement Forms*) are exchanged for cash through the University Cashiers Office.

- Fund reimbursements will only be issued to the Fund Custodian.

- *Reimbursement Form* authorization requirements:
  - Signature authority on chartfields charged AND employment classification of MPP, Dept. Head, Dept. Chair, or Confidential.
  - Must provide name of the person picking up reimbursement (not Authorizer) - Reimbursements issued to the person noted on the *Form* presenting a photo ID.
Petty Cash – How to Process a PC Reimbursement

- **Purchase Guidelines**

  - **Disallowed:**
    - Invoices from established University vendors that normally bill the University
    - Payments for services
    - Loans and advances
    - Travel and entertainment purchases
    - Personal meals

    (Note: Hosting and food purchases or items that appear to have a personal benefit require appropriate justification)
Petty Cash – How to Process a PC Reimbursement

Petty Cash Reimbursement Requirements:

- $50 limit per vendor per day (excluding sales tax)
  (Purchases > $50: Direct Buy Form (Accounts Payable))
- Can submit multiple receipts on one Reimbursement Form

Receipt requirements:
- Original receipts must be less than 30 days old
- Date and amount paid
- Imprinted with the vendor or payee’s name
- Itemized
- Detailed description
- Taped to a blank 8 ½” x 11” piece of paper (no highlighter or tape over information). Attach invoices with a paperclip.
Petty Cash – How to Process a PC Reimbursement

- **Petty Cash Reimbursement Requirements:**
  
  ✓ **Business meal receipt requirements:**
    - Business purpose (detailed description)
    - Who attended (e.g. Cal Poly employees, Students, official guests)
    - Identify meal (breakfast, lunch, or dinner)
  
  ✓ **G/L Chartfield Notes:**
    - Fund RL002 requires Program R0617
    - Program Codes R1000, R1001 & R2000 require a Project Code
Petty Cash – Contact

- **University Cashiers Office**
  - Website: [http://afd.calpoly.edu/fiscalservices/cashier.asp](http://afd.calpoly.edu/fiscalservices/cashier.asp)
  - Email: universitycashier@calpoly.edu
  - 756-2256
  - **Office Hours & Location**
    - 9:00 am – 4:00 pm Window Hours (Mon-Fri)
    - 8:00 am – 5:00 pm Phone/Office Hours (Mon-Fri)
    - Administration Building (01) Room 131E

- Kathryn Dunham
  - Admin Analyst / University Cashiers Office Lead
  - 756-2310
  - kdunham@calpoly.edu
Thank you for joining us down The Yellow Brick Road of How to Spend Funds on Behalf of the University

For additional information, contact any of the presenters, or Brett Holman, bholman@calpoly.edu x67417