ProCard
Approving Official Training
Agenda

- Why Have a ProCard
- Application Process
- Allowable Purchases
- Prohibited Purchases
- Approving Official Responsibilities
- Reconciling Monthly Statement
- The Audit Process
- Resources
Why Have a ProCard?

More cost effective and timely than issuing purchase orders for low value purchases.
Application

US Bank Purchasing Card Application
"ProCard"

Date: 6/11/2015

Employee Information

First Name: John
Last Name: Doe
Department: Engineering
E-Mail Address: jdoe@calpoly.edu
Phone #: 756-1234

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. The tutorial on how to request access can be found on the Contracts and Procurement webpage:
https://afd.calpoly.edu/cprm/pcard.asp

Monthly Credit limit requested* $3500.00

Please note that a credit limit over $10,000, will need approval from the
VP of Strategic Business Support Services

http://afd.calpoly.edu/cprm/pcard.asp
**Applying Official:** Per ICSUAM 3103.03, the Applying 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.

<table>
<thead>
<tr>
<th>Name of Approving Official</th>
<th>Title of Approving Official</th>
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<tbody>
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Applying Official: Signing below, confirms you have read the ProCard Policy Manual and understand your role and responsibilities in the reconciliation process.

Signature of Approving Official: ___________________________  Date: ___________________________

Applying Official Email Address: ___________________________

Name of Dept. Chair (If applicable) ______________________  Signature of Dept. Chair (If applicable)  ______________________

Please return via campus mail or scan and E-mail completed application with all signatures to: Contracts and Procurement, Attn.: Jeanette Paolucci jepaoluc@calpoly.edu
### Chart of Account Information

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<th>Account #</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
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**Applicant Signature:** John Smith

**Date:** 2/4/2015
Allowable Purchases

Jeanette Paolucci
756-2234
jepaoluc@calpoly.edu
Prohibited Purchases

**Cannot circumvent the $3500 Single Purchase Limit by splitting transactions**
Prohibited Purchases, continued

All Leases and Maintenance agreements must come through Contracts & Procurement
Conditional Purchases

- Description of what you are buying
- Supplier
- Cost

Send Software Waiver Requests to:
Purchasing@calpoly.edu

http://afd.calpoly.edu/cprm/computers.asp

Send Software Waiver Requests to:
Purchasing@calpoly.edu
Property Accounting
756-2570

Equipment over $500 or Theft
Sensitive
Environmental Health and Safety
756-6661 or 756-6662
Services

Off campus ONLY

On Campus Services are Prohibited on the ProCard!
Approving Official Responsibilities

- Bona fide Business Expense
- Correct Chart of Accounts
- Purchases adhere to ProCard Policy Manual
PeopleSoft Financials

http://afd.calpoly.edu/cprm/pcard.asp
Statement Reconciliation

The Statement date runs from the 15\textsuperscript{th} to the 15\textsuperscript{th} of every month.

ProCard Program Administrator

8 Days to Reconcile Statement

ProCard Statement Due Dates

- Denotes the date your charges will be loaded into PeopleSoft Financials and ready for viewing and begin the reconciliation process.
- Denotes the date your statement is due in Accounts Payable.

2015

Revised 10/2/2014
**Submitting the Statement**

**Cal Poly San Luis Obispo**
**US BANK PROCARD**

**Business Unit:** SLCPM  
**Account Name:** JEANETTE PAOLUCCI  
**Invoice Number:** PG041580818  
**Invoice Date:** March 17, 2015  
**Total Amount:** $755.00

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<th>Dept</th>
<th>Reference</th>
<th>Class</th>
<th>Proj</th>
<th>Amount</th>
<th>Updated By</th>
<th>Updated Date</th>
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**Total Distribution**  
- $525.00
- $210.00

**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 cardholder's statement of disputed items is attached.)

**Signature of Card Holder, JEANETTE PAOLUCCI**  
**Date**

**Signature of Approving Official, DRU ZACHMEYER**  
**Date**

Send ➔ [ACCOUNTS PAYABLE]
More Serious Infractions

- Failure to obtain itemized receipts
- Missing the deadline for submitting your reconciled and approved statements to Accounts Payable
- Missing signatures
- Not including waivers
- Using the card for personal purchases
- Splitting a transaction to avoid the single purchase limit
- Purchasing items on the prohibited list
ProCard Revisions

- Increase Requests
- Approving Official
- Chart of Accounts
- Department
- Phone Number
- Cancel Card

Send completed form to ProCard Program Administrator – Jeanette Paolucci - jepaoluc@calpoly.edu

https://afd.calpoly.edu/cprm/pcard.asp
Resources

Procurement Card (ProCard)

As an option to other procurement methods such as requisitions, petty cash, and direct buy, Contracts & Procurement/Risk & Real Estate Management offer the flexibility of the US Bank Visa Procurement Card. The card can be used for supplies and equipment. We encourage cardholders to use the card for low-value purchases in order to achieve overall cost savings and improve processing time.

Any staff member is eligible for the card, with proper departmental approval. Obtaining a card is not based on an individual's personal credit history and will not affect your credit. To apply for a card, fill out the application form and return it to Jeanette Paolucci jepeoluc@calpoly.edu. Once your card is received from US Bank, you will be required to attend a 30 minute training session to go over the Cardholder Handbook.

One of the recent enhancements of the ProCard is the use of Peoplesoft Financials to change the accounting information (Chart of Accounts) if necessary. Using PeopleSoft Financials will eliminate the need for expenditure transfers, provided your changes are done by the 26th of each month or the date assigned by Accounts Payable.

The program is jointly administered by Contracts & Procurement/Risk & Real Estate Management and Accounts Payable Departments.

Forms and Information

- Access Online Tutorial
- PeopleSoft Financials Tutorial/Reconciling your Procard Statement
- Group Manager Tutorial
- Group Manager Application
- New CMS Account Request Tutorial
- US Bank Visa ProCard Application Form
- ProCard Revision Request

https://afd.calpoly.edu/cprm/pcard.asp
Resources

Contracts & Procurement
- ProCard Program Administrator - Jeanette Paolucci
  Jepaoluc@calpoly.edu - (805) 756-2234

Accounts Payable
- Statements - Dawn Rudder
  - drudder@calpoly.edu – (805) 756-5871
    Building 1 Room 129
Resources

- ProCard Application - https://afd.calpoly.edu/cprm/pocard.asp
- ProCard Tutorials - https://afd.calpoly.edu/cprm/pocard.asp
- ProCard Increase Request - https://afd.calpoly.edu/cprm/pocard.asp
- Access Online - https://access.usbank.com
- Software Waiver Form - https://afd.calpoly.edu/cprm/computers.asp
Re-Cap

- The Approving Official is ultimately responsible for their subordinates’ charges
- The ProCard must be used in accordance with the ProCard Policy Manual
- Any waiver requests must be approved by Contracts & Procurement prior to purchase
- All statements must be sent to Accounts Payable by the due date
- All ProCard charges will be audited
This Concludes the Approving Official ProCard Training