ProCard Approving Official Training

Agenda

- Why have a Procard?
- Application Process
- Allowable Purchases
- Hospitality Purchases
- Prohibited Purchases

- Increases to the monthly limit
- 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://afdk.calpoly.edu/cprm/pcard.asp

Monthly Credit Limit requested: $3,500.00

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

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

Application continued

Approving Official(s):

Per POLICY 3143.3, the Approving Official(s) must ensure compliance with procurement card policies and with NSF campus, state fiscal and procurement rules by reviewing the cardholder's transactions for appropriateness, adequate documentation is received, identifying possible violations and taking appropriate action. If violations are found and notifying the card program administrator of changes in departmental program participants.

NOTE: The approving official(s) is defined as an employee with a classification of HPP, Department Head, Department Chair or Confidential Employee.

Name of Approving Official: ____________________________ Title of Approving Official: ____________________________

Signature of Approving Official: ____________________________ Date: __________

Approving Official Email Address: ____________________________ Signature of Dept. Chair: ____________________________

Name of Dept. Chair (if applicable): ____________________________ (If applicable)

Please return via campus mail or scan and E-mail completed application with all signatures to: Contracts and Procurement, Attn: Jeanette Paulin, jpaulin@calpoly.edu
Application continued

<table>
<thead>
<tr>
<th>Chart of Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Applicant Signature: John Smith
Date: 2/4/2015

Allowable Purchases

Jeanette Paolucci
756-2234
jepaoluc@calpoly.edu
Hospitality

- The Hospitality policy can be found on the Payment Services Webpage:
  https://afd.calpoly.edu/fiscalservices/forms.asp

**Hospitality Authorization Form**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Descriptions</td>
<td>List of Events Attended</td>
<td>Attach and Reuse</td>
</tr>
<tr>
<td>Description</td>
<td>List of Attending Person</td>
<td>Attach and Reuse</td>
</tr>
<tr>
<td>Description</td>
<td>Food Served in Event</td>
<td>Attach and Reuse</td>
</tr>
<tr>
<td>Description</td>
<td>Alcohol Served in Event</td>
<td>Attach and Reuse</td>
</tr>
<tr>
<td>Description</td>
<td>Who Will Be Supplying the Food</td>
<td>Attach and Reuse</td>
</tr>
</tbody>
</table>

** Helpful tool - use as a guide to determine what expenses are allowed under the hospitality policy**
Prohibited Purchases

**Cannot circumvent the $3500 Single Purchase Limit by splitting transactions**

All Leases and Maintenance agreements must come through Procurement Services

Conditional Purchases

- Description of what you are buying
- Supplier
- Cost

jepaoluc@calpoly.edu

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

Send Software Waiver Requests to: sbs-Procurement@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!

Limit Increases

- Increases can be granted to monthly limits with authorization PRIOR to the purchase, from the ProCard Administrator

- Email signed form to jepaoluc@calpoly.edu OR
- Email from Approving Official authorizing the increase

- Brief description of purchase
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 15th to the 15th of every month

ProCard Program Administrator

8 Days to Reconcile Statement

Submitting the Statement

Send ➔ Payment services
Auditing

More Serious Infractions

- Failure to obtain itemized receipts
- Missing the deadline for submitting reconciled and approved statements to Payment Services
- 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

Resources

Procurement Card (ProCard)
An alternative to other procurement methods such as requisitions, petty cash, and direct buy. Contracts & Procurement/Work & Real Estate Management offers 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 even 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 Jemalique Parkinson (parkj@calpoly.edu). Once your card is issued 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 to use a new payment method, ProClick. Using ProClick, funds will automatically be sent for your purchases, provided your change is close to the 25th of each month or the date assigned by Accounts Payable.

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

Terms and Information
- ProClick Financial Tutorials
- ProClick Financial Training
- ProClick Financial User Guide
- ProClick Financial Application Form
- US Bank Visa ProCard Application Form
- US Bank Statement Guide
- ProCard Payment Program

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

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

Payment Services
- Statements - Dawn Rudder
  o druuder@calpoly.edu – (805) 756-5871
    Building 1 Room 129

Resources

- ProCard Application - https://afd.calpoly.edu/cprm/pcard.asp
- ProCard Tutorials - https://afd.calpoly.edu/cprm/pcard.asp
- ProCard Increase Request - https://afd.calpoly.edu/cprm/pcard.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 Procurement Services prior to purchase
- All statements must be sent to Payment Services by the due date
- All ProCard charges will be audited

This Concludes the Approving Official ProCard Training