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
ProCard
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
Application continued

**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.

<table>
<thead>
<tr>
<th>Name of Approving Official</th>
<th>Title of Approving Official</th>
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Approving Official: Signing below, confirms you have read the PreCard Policy Manual 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 E-mail completed application with all signatures to: Contracts and Procurement, Attn.: Jeanette Paolucci jepaoluc@calpoly.edu
Application continued

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

Send Software Waiver Requests to: sbs-Procurement@calpoly.edu

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

jepaoluc@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!
Let increases can be granted to monthly limits with authorization PRIOR to the purchase, from the ProCard Administrator.

- Email signed form to jepaoluc@calpoly.edu
- 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

8 Days to Reconcile Statement

ProCard Program Administrator

ProCard Statement Due Dates
2016

8 Days to Reconcile Statement
## Submitting the Statement

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Supplier</th>
<th>St Line Item</th>
<th>Description</th>
<th>Account</th>
<th>Department</th>
<th>Class</th>
<th>Ref</th>
<th>Charge</th>
<th>Class</th>
<th>Amount</th>
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<tbody>
<tr>
<td>03/19/15</td>
<td>PACIFIC</td>
<td>CT</td>
<td>Conference Fee</td>
<td>SLCMP</td>
<td>606001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>525.00</td>
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<tr>
<td>03/26/15</td>
<td>NATIONAL PROCUREMENT DIST</td>
<td>NV</td>
<td>Subscription</td>
<td>SLCMP</td>
<td>606001</td>
<td></td>
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<td>210.00</td>
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</table>

**Total Amount:** 735.00

### Purchase Categories:
- E - Equipment
- 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 "Disposition," 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 disposed items. (A copy of the cardholder's statement of disposed items is attached.)

<table>
<thead>
<tr>
<th>Cardholder's Signature</th>
<th>Date</th>
<th>Approving Official's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Paolucci</td>
<td></td>
<td>D. Zachmeier</td>
<td></td>
</tr>
</tbody>
</table>

**Payment services**

[Send button]
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)

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 jepoaoluc@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

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

Payment Services
• Statements - Dawn Rudder
  ○ drudder@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