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Section I

QUICK REFERENCE SOURCES

US Bank 24-Hour Customer Service 1-800-344-5696
PO Box 6318
Fargo, ND

CONTRACTS AND PROCUREMENT/RISK AND REAL ESTATE MANAGEMENT
Bldg. 1, Room 128
Procurement Credit Card Program Administrator
Jeanette Paolucci, Ext 6-2234, jepaoluc@calpoly.edu

ACCOUNTS PAYABLE DEPARTMENT
Bldg. 1, Room 129
Billing Contact
Dawn Rudder
drudder@calpoly.edu

BILLING CYCLE
Billing Cycle ends on the 15th of the Month
(*Exception: when the 15th falls on a Saturday or Sunday,
The billing cycle will end on the following business day.)

ACCESS ONLINE
View Transaction and Statement
https://access.usbank.com/cpsApp1/index.jsp?src=homedropdown

PEOPLE SOFT FINANCIALS – CSU PROCARD
Monthly ProCard Statements
https://my.calpoly.edu/cas/login
Section II

GENERAL INFORMATION

Individual ProCard

The individual ProCard is issued to an employee in their name. This card can be used to make purchases of all types of goods, per the Procurement Card Policy Manual

Department Card

This card is issued in the name of a department and assigned a ProCard Program Manager (PPM). The PPM is responsible for ensuring all persons checking out the ProCard is aware of ProCard policy and does not make any purchases that would be in violation of the policy.

The PPM is required to keep track of faculty or staff members who check out the ProCard.

The PPM is responsible for collecting all receipts and reconciling the monthly statement

Why Have a ProCard?

Cal Poly uses a variety of methods to purchase goods and services, including petty cash, purchase orders, and direct expense. Processing purchase orders is not cost effective for low-dollar value goods and occasionally, vendors refuse to accept a purchase order.

The Procurement Credit Card can be used as an option to existing methods to obtain supplies (goods), and allowable services, which are not restricted or prohibited. Cardholders are encouraged to use the Procurement Credit Card for low value purchases in order to achieve cost savings and improve processing time for such items. The Procurement Credit Card is for authorized University purchases only and is not for personal use, even if you intend to reimburse the University.

Applying for a Procurement Credit Card

Complete an application or download it from our web page at: http://www.afd.calpoly.edu/cprm/pcard.asp?pid=2

Select an Approving Official. An Approving Official is defined as an employee with a classification of MPP, Department Head, Department Chair or Confidential Employee. An Approving Official will review and authorize the cardholder’s charges each month and should be at least one level above the cardholder. A cardholder cannot approve their own charges.

Determine a Monthly Spending Limit. Generally the cardholder’s Approving Official or Department Budget Analyst will determine the monthly spending limit for a cardholder. The monthly spending limit should be set to accommodate your department needs.

Determine a Default Account. A chart field needs to be requested as the default on your card. Typically the administrative coordinator or budget analyst for your department will know what chart field to use.

Signatures - The application should have the signatures of the cardholder, the Approving Official, and the Department Chair/Head (if applicable).
Card Activation

Upon receiving your card, you will receive written instruction on how to activate your card. If you have questions, please contact Jeanette Paolucci, Program Administrator 805-756-2234 jepaoluc@calpoly.edu. Upon activation, please remember to sign the back of your card.

ProCard Chartfield Default

On your application, a chart field has been requested for your card. Most likely, the budget analyst for your department will give you this information. All charges on your credit card will be charged to this chart field, unless they are changed by you in PeopleSoft Financials – CSU ProCard before the 26th of each month, or date determined by Contracts and Procurement.

Section III

ALLOWABLE PURCHASES

NOTE: Please be sure to check the Campus Marketplace page on our website prior to any purchases. We may already have a contract on file.

A. Equipment:

Individual equipment items having a purchase price of $500.00 or more must be reported to the Property office in order to have it tagged. Equipment is considered to be items having a life expectancy of more than one year. Also, please report any items considered to be theft sensitive that you would like to have recorded in the property system. If you need assistance in determining whether or not an item could be classified as equipment, please contact the Property Accounting, Ext. 6-2570.

B. Allowable Purchases

1. Subscriptions/Memberships
2. Conference/Training registration fees
3. Professional dues
5. FedEx/UPS (off campus)
6. Postage
7. Film rentals/Musical scores
8. Photography/Videos
9. Off-campus equipment repair (lab equipment, musical instruments)-On campus service or repairs must come through CPRREM for Insurance verification.
10. Advertisements
11. Hospitality related charges (ProCard user must submit a hospitality authorization form with their ProCard Statement) Please see the Hospitality Policy https://afd.calpoly.edu/fiscalservices/forms.asp for a definition of hospitality and other important information.

Section IV
C. PROHIBITED USES OF PROCUREMENT CREDIT CARD

The use of the Procurement Credit Card is strictly prohibited for the following:

1. Splitting of purchases to circumvent the $3500 single purchase limit.
2. Purchases which result in a conflict of interest for the user, resulting in personal gain or violate CSU policy and procedures.
3. Personal Purchases – The ProCard program is only for allowable University purchases. If your card is accidentally used for a personal purchase, you must reimburse the charge through the Cashier’s Office with a written explanation. Attach your receipt and letter of explanation to your Monthly Procurement Card Report. If excessive instances of personal purchases occur, your card may be revoked for misuse.
4. Any travel related expenses (hotels, car rental, gasoline, airlines, meals/food) – these purchases must be made on your American Express Government Travel card, personal credit card, or other authorized campus process.
5. Public Works Projects – Including any and all modifications or alterations to a “State” or “leased” facility which are considered public works projects.
6. Large volume, routine repetitious purchases from one supplier (may coordinate with Purchasing to establish University Contract).
7. Uniforms-Safety Shoes are allowed on the ProCard. Facilities must still use the voucher system.
8. All leases and maintenance agreements (such as computer/equipment repairs or on campus services) – services and maintenance agreements, which require insurance or contract/agreement to be signed must be processed on a purchase requisition.
9. Rentals (examples: tents, tables, chairs) – Please reference the Campus Marketplace page for a list of suppliers the University has contracts with. http://www.afd.calpoly.edu/cprm/UniversityContracts.asp?pid=2
10. Cellular Service
11. Deposits
12. Catering  Please refer to the Catering Policy
13. Cardholders not allow a subordinate or any other person to make purchases using their procurement card

**NOTE:** ANY PURCHASES MADE OUTSIDE OF THE PROCARD POLICY MANUAL MUST BE PREAPPROVED BY THE PROCARD PROGRAM ADMINISTRATOR.
Restricted Uses of the Procurement Credit Card

Furniture – Conditional Purchase

1. Due to the competitive nature of this commodity, specific ADA compliant issues, and installation activities we have blocked primary furniture vendors. However, you may request a waiver for furniture purchases.
   
   a. Email Jeanette Paolucci je paoluc@calpoly.edu for a waiver number.
      
      i. Include what you are purchasing
      
      ii. Cost of item
      
      iii. Where you are purchasing the item

2. You must include this waiver number on your monthly statement

Software – Conditional Purchase

Due to specific ADA compliant issues, there are restrictive elements associated with using your ProCard to purchase software. However, you may request a waiver for software purchases. Complete the form found on our web page at:

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

Email Georgia Wells (gjwells@calpoly.edu) in Contracts & Procurement Services for approval. You will be notified if your request is approved. You must attach approved waiver to your monthly ProCard statement.

Hazardous and Radioactive Materials:

The University’s Radioactive Materials License requires that:

1. All purchases of radioactive materials must be pre-approved by the Environmental Health and Safety Office at x6-6662 or x6-6661 PRIOR to placing an order for the materials.

2. All purchases of radioactive materials using the procurement card must have a signed Radioactive Materials/Radiation Machine Purchase Endorsement Form, obtained and approved by EH&S Office, before placing the order.

3. The purchases must specify that the materials ordered are to be delivered to the EH&S Office for leak testing and inventory prior to delivery to the user or department.
Section V

RESPONSIBILITIES

You are responsible for ensuring the Procurement Credit Card is used in accordance with the policies outlined in this manual and that all purchases are in compliance with CSU procurement and contracting policies and procedures.

**Violations may result in a written notice to the Approving Official and the department head, mandatory training sessions, card suspension, or revocation of cardholder privileges.**

Each of the following situations are examples of what constitutes a policy violation:

1. Failure to obtain an itemized receipt
2. Missing the deadline for submitting your reconciled and approved statements to Accounts Payable
3. Missing signature on monthly statement
4. Not including the furniture or software waiver with your statement

Your card may be suspended or canceled immediately in the following situations:

1. Using the card for personal purchases
2. Splitting a transaction to avoid the limit
3. Purchasing an item that is on the prohibited list
4. Missing signed hospitality form
5. Allowing someone else use your card

RESPONSIBILITIES- APPROVING OFFICIAL

CARDHOLDERS, DEPARTMENT/PROGRAM HEADS, APPROVING OFFICIALS AND ANY OTHER STAFF INVOLVED WITH THE PREPARATION OF PROCUREMENT CARD RECONCILIATIONS SHOULD ALSO BE FAMILIAR WITH THE PROCARD PROCUREMENT POLICIES.

The Approving Official is responsible for the following:

Reviewing charges to ensure that purchases are appropriate and any purchase of restricted items are appropriately documented and reimbursed as necessary. Reviewing completed ProCard Statements to be sure all invoices/receipts are included.

Signing and dating the Monthly ProCard Statement prepared by the cardholder.
Section VI

PROCEDURES - CARDHOLDER

Security of Procurement Credit Card

You are responsible for ensuring the card is kept in a secure location. If kept in your office, it should be kept out of sight, and preferably some place that can be locked when not in use.

Bank Statement

At the close of each monthly billing cycle (15th of the month), you will receive an email from Contracts & Procurement Services notifying you that your charges are ready for viewing in PeopleSoft financials. Paper statements will not be mailed to cardholders.

Documentation of Purchases

You may go to the place of business to obtain the commodity, call and place the order, or order via the Internet. In all cases, you will need an itemized receipt/invoice. An itemized receipt/invoice consists of the following information:

1. Description of commodities purchased
2. Quantity purchased
3. Price per item
4. Amount of sales tax and total amount
5. Shipping charges, if applicable
6. Name of vendor

Monthly Reconciliation Process for Transactions

At the end of the billing cycle (15th of the month), your ProCard transactions will automatically be loaded into PeopleSoft Financials – CSU ProCard. (For a complete tutorial on how to reconcile your transactions go to our website http://www.afd.calpoly.edu/cprm/pcard.asp?pid=2

When reconciling your transaction you are responsible for reviewing, updating each item description, and printing your statement. You MUST complete the monthly reconciliation process in PeopleSoft Financials – CSU ProCard no later than the 26th of the month (or following business day if the 26th falls on a weekend). After the 26th of the month, transactions will not be available to review or update. You will have to access your statement in completed inquiry but, you will not be able to make any changes.

Prior to printing out your ProCard statement you MUST:

1. Update the Description field for each purchase (do not use item numbers only, provide a description of items purchased)
2. Verify Vendor’s name and dollar amount for each transaction.
3. Change chart field if necessary

4. Print out the ProCard Statement, attach receipts, sign, and send to your Approving Official for signature

5. Send ProCard Statement with receipts to Dawn Rudder in Accounts Payable, Bldg. 1 Room 129 no later than the end of business on the 26th of the month or the date specified on the monthly email message from Contracts & Procurement Services

**Note:** In the event a Cardholder will be away from the office at the time the on-line reconciliation is due, they should make arrangements for someone in their department (or their Approving Official) to complete the reconciliation process in the PeopleSoft system. If no one is available to do the reconciliation, all charges will be posted against the default chart of accounts Accounts Payable should be notified in advance if the completed documents will be submitted late.

In the event your Approving Official is not available to sign your statement, the approving official should leave a delegation of authority memo in place designating someone to sign on their behalf during their absence. This delegation letter must be included with your monthly statement.

**Procurement Credit Card Receipt/Invoice**

Whether the purchase is made by telephone, in person, or via the web, you will need an itemized receipt or invoice. If the receipt or invoice you receive is not itemized, you must itemize the purchases in the Description field on the ProCard Statement

If you have lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, attach a memo (Sample C)

**NOTE:** If there are excessive instances of lost receipts, the Procurement Credit Card may be revoked.

Procurement Credit Card receipts must be kept until the transaction shows up PeopleSoft Financials – CSU ProCard. Original receipts should be attached to the ProCard Statement.

It is requested that individual receipts/invoices smaller than 8 1/2 x 11” should be taped to an 8 1/2 x 11” sheet of paper for scanning purposes and to ensure they are not lost in transit. Do not tape over any numbers or information on the receipt. PLEASE DO NOT STAPLES RECEIPTS TO THE PAPER.

**DISPUTED/FRAUD CHARGES**

If an item is billed incorrectly, please write “DISPUTED” in the Description field on the ProCard Statement in PeopleSoft Financials – CSU ProCard, in addition to contacting US Bank customer service at 1-800-344-5696

a. **You are responsible for contacting US Bank on questionable or disputed items, which appear as a transaction on your bank statement within 60 days after the date of the bank statement.**

If items purchased with the Procurement Credit Card are received defective, it is your responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace the defective item, then the purchase of this item will be considered DISPUTED and US Bank must be notified. You will be asked to complete the Dispute Form they will send to you and fax it to US Bank for resolution. Once the dispute has been resolved, you will be notified by US Bank.
b. If you have fraudulent charges on your ProCard, please call the Fraud department at US Bank (800) 523-9078. A new card will be issued. Replacement cards will be mailed to Contracts, & Procurement. The program administrator will notify you when your card is ready to be picked up.

Section VII

REPLACING PROCUREMENT CREDIT CARDS

There may be instances where it becomes necessary to replace your credit card. It will be the Cardholder’s responsibility to initiate this process. Follow those instructions below, which apply:

Reporting a Lost/Stolen Procurement Credit Card

c. The Cardholder will immediately contact US Bank at (800) 274-7378.

d. The Cardholder will immediately notify Contracts & Procurement Services by email.

When your card is reported lost or stolen, a new card will be issued. Replacement cards will be mailed to Contracts, Procurement. The program administrator will notify you when your card is ready to be picked up.

Replacement of Worn Out/Defective Cards

If a Procurement Credit Card needs to be replaced because it is worn out or defective, please email Jeanette Paolucci at jepaoluc@calpoly.edu and a new card will be requested for you.

Exiting the University or Transferring Departments on Campus

When a Cardholder leaves the University, their credit card must be returned to Contracts and Procurement/Risk and Real Estate Management. If a Cardholder transfers to another department, Contracts and Procurement/Risk and Real Estate Management must be notified in writing in order to update the Cardholder and Approving Official information and chart field. An Approving Official change form must be completed and submitted to Jeanette Paolucci by email, jepaoluc@calpoly.edu. (See Example B)

http://www.afd.calpoly.edu/cprm/pcard.asp?pid=2
Section VIII

Resources

In order to view *Access Online* web pages as they were designed, please use Internet Explorer; do not use Mozilla Firefox or Google Chrome.

**Access Online Functions:**

- Verify monthly limit
- Review current transactions in “real” time
- Review current balance and available credit remaining for the month.
- View current and past transaction periods
- Dispute a transaction

**PeopleSoft Financials – CSU ProCard Functions**

- All monthly transactions per cardholder will be displayed after email notification
- Free form description field with spell checker (max 60 characters)
- Purchases can be split by amount to one or many chart fields
- ProCard statements will be printed and submitted to Accounts Payable

Please note the reconciliation process MUST be completed in *PeopleSoft Financials – CSU Pro-Card* no later than the 26th of each month. Changes after this date will need to be done by expenditure transfers. Excess expenditure transfers due to a cardholder not changing the chart field in PeopleSoft Financials is not permissible.
Section IX

The following forms can be found on our webpage: https://afd.calpoly.edu/cprm/pcard.asp

Contract & Procurement Services
ProCard Revision Request
Use this form to make revisions to an existing ProCard account

Cardholder Name: ______________________ Email Address: ______________________

☐ Approving Official Change

Note: An Approving Official is defined as an employee with a classification of MPP, Department Head, Department Chair or Confidential Employee.

New: ______________________ Title: ______________________ Email Address: ______________________

Effective Date: ____________ Previous Approving Official: ______________________

☐ Limit Change

New Monthly Limit: ____________ Reason for Increase: ______________________

☐ Temporary Change

☐ Permanent Change

☐ Chart of Accounts Change

☐ Department Change

☐ Phone Number Change

☐ Name Change

☐ Cancel Card

ProCard should be destroyed and returned to Contract & Procurement Services, bldg. 1 room 128

Revision Request Approval

Cardholder's Signature: ______________________ Date: ____________

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any Chartfield(s) referenced above to all expenditures made on the ProCard associated with the revision request. I certify that the above reference New Approving Official understands and accepts the role and responsibility as described in the Procurement Card Manual

Approving Official Name: ______________________ Date: ____________

Approving Official Signature: ______________________ Date: ____________

Division Head (if applicable): ______________________ Date: ____________
Lost Receipt Form
Cal Poly State University, San Luis Obispo
Accounts Payable Office Admin Bldg. Rm. 129
(805)756-2291 Main Line (805)756-2292 Fax Line

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures. When an invoice or receipt is not available this form must be attached to the check request or ProCard Statement.

The purchaser should make every effort to obtain a receipt or other documentation to support university expenses.

Today’s Date: ____________________________

Department: ____________________________

Purchaser’s Name: ________________________

Date of Purchase: ________________________

Vendor’s Name: __________________________

Vendor’s Full Address: ____________________

Reason(s) Itemized receipt was not obtained:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of Items Purchased</th>
<th>Unit Price</th>
<th>Extended Price</th>
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|          | Tax                             |
|          | Shipping                        |
|          | Freight                         |
|          | Total                           |

Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of lost receipts/invoices may result in additional substantiation requirements.

Purchaser Signature: ____________________________  Date: _________________

Approving Official Printed Name: ____________________________

Revised 08/24/2011