



# **PROCUREMENT CARD PROGRAM POLICY MANUAL**



Contracts and Procurement  
Procurement Card Program

**March 2009**

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## 1.0 Program Contact Information

American Express, Strategic Account Management™ (SAM™)  
Customer Service: (800) 492-4920

### Contracts and Procurement Procurement Card Program

Michael Pruitt  
Procurement Programs Specialist  
Ext 3758, [pcard@fullerton.edu](mailto:pcard@fullerton.edu)  
CP-300

## 2.0 Eligibility

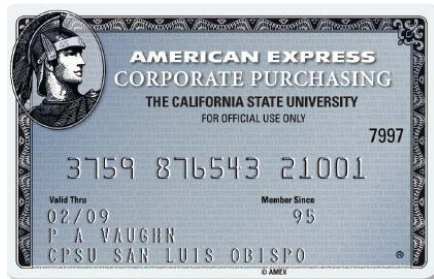
To be eligible for a CSUF Procurement Card the requestor must be employed by University as a part-time or full-time faculty or staff member with an appointment of 6 months or greater.

Temporary staff (appointment less than 6 months), Temporary employees from outside temporary staffing agency, Auxiliary Services Employees, Associated Student Employees, Retired Faculty/Staff, Volunteers, and Student Assistants are not eligible for a CSUF Procurement Card.

Eligible faculty/staff need to submit an approved PCard/OfficeMax Application to the Procurement Card Program, CP-300.

## 3.0 Procurement Card Program Card Types

The Procurement Card Program has two types of procurement cards available to eligible faculty/staff members.



**Purchasing Card:** This card can be used to make purchases of all types of goods, supplies, and/or allowed services per the Procurement Card Policy including travel related expenses as authorized by the University Travel Policy.



**Travel & Entertainment Card (T&E Card):** This card is restricted to purchases associated with travel or entertainment purchases approved by University policy. (airfare & rail tickets, conference fees, rental car, lodging, business lunches, and other associated travel expenses allowed)

## ***4.0 Program Information***

The Procurement Card Program is designed to provide a simplified method for cardholders to procure small dollar purchases of authorized goods or supplies by using a University issued credit card. This method delegates procurement authority throughout the University while protecting its assets. Executive Order No. 760, dated October 16, 2000, establishes minimum standards for use of procurement cards to ensure appropriate safeguards are in place.

***The procurement card should be the primary means to obtain approved supplies or services (allowed by Procurement Card Policy) costing \$3,000 or less per transaction (including tax and shipping).*** Cardholders are encouraged to use the Procurement Card for such purchases to achieve cost savings for the University and improve processing time. Use of the Procurement Card reduces the traditional paper and labor intensive procurement process for these types of purchases. A purchase order is the least cost-effective method for procuring low dollar value supplies.

### **Legal Reference and Authority**

The California State University Policy Manual for Contracting & Procurement, Section 200, General Procurement Requirements and CSU Executive Order No. 760

## ***5.0 Authorized Use***

All purchases made with the Procurement Card must be made in accordance with established University policy for expenses associated with official University business only. Any expenses of a personal nature must be reimbursed to the University by the Cardholder and may result in the revocation of card privileges.

## ***6.0 Prohibited and Restricted Transactions***

### **Prohibited Purchases/Transactions**

The Procurement Card may not be used for the following:

- Cash advances, money orders, wire transfers, Titan Card/copy card deposits, gift cards/certificates or other cash equivalent items
- Personal purchases (including personal expenses when on a business trip)

- Meals while on travel (except with official University guest pursuant to Directive 11 policy)
- Physical Plant Services (installed carpet, cleaning, painting, etc.)
- Hazardous Materials and Firearms
- Leases and Maintenance Agreements
- Purchases requiring a contract with an authorized signature
- All services (Except those listed in the Reference Guide for the Purchases of Services or with an issued Q#, Attachment E)
- Narcotics/Controlled Substances
- Alcoholic Beverages
- Raffle Prizes
- Furniture (with any room design or installation service)
- Items that should be purchased through Auxiliary Services or other non-State accounts
- Fines, late fees, penalties, interest and finance charges
- Printing Services (e.g. magazines, catalogs, brochures, annual reports, etc.)
- Software site licenses and renewals [licenses that require a reoccurring payment for continued use of the software] (all vendors except CSU systemwide GSA)
- Splitting purchases to circumvent the transaction limits (Note: A split purchase is defined as one item, or set of items sold as a set, that has been split by the merchant to look like two separate purchases.)
- Computer-Related items, see Attachment A (Except those list under restricted purchases)
- Purchases which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures
- The Travel & Entertainment card purchases can only be for approved travel and entertainment expenses. Use of the T&E card for purchases other than approved travel and entertainment (business lunches) is prohibited

### **Conflict of Interest**

Cardholders are delegated limited purchasing authority on behalf of the University, and as such, have the responsibility to ensure that purchases made on their P-Card do not fall within the definitions of a conflict of interest.

'Conflict of Interest' is defined as follows:

"No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest." Gov't Code § 87100.

Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 9100.

NOTE: This prohibition applies to **all** CSU employees.

A gift, gratuity, rebate (not issued in the name of University), kickback, rewards points/credit, or other incentive provided to a cardholder to influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with the Procurement Programs Specialist.

Conflict of interest purchases can subject the cardholder to suspension or revocation of the procurement card and reporting of the conflict of interest violation to the appropriate manager for review.

## **Restricted Purchases (Purchasing Card)**

### **IT Related items**

Generally, IT-related peripherals and computer accessories, which are valued under \$1,000.00, can be purchased without Contracts and Procurement review.

Purchases over \$1,000.00 must be submitted on a CMS requisition to Contracts and Procurement for review and processing.

The following items are considered discretionary purchases covered by this restriction:

#### **Computer Devices/Storage**

- Mouse, keyboard, trackball, graphics pad, computer microphone
- Digital Camera
- Disks
- Flash Drives
- Blank CD/DVD R/RW

#### **Media Equipment**

- Television
- Video monitor
- VCR/DVD player
- Overhead projector
- Slide projector
- Tape recorder
- Audio equipment
- Mixer
- Amp
- Receiver
- Microphone
- Camcorder/video camera
- Compact disc player
- Speakers

### **Property/Equipment**

The following guidelines apply to property/equipment (fixed assets) that a cardholder must follow when purchasing these items with the procurement card.

- Assets Management Office (AMO) maintains a record of University property
- All sensitive items (such as cell phones and computers) with a value over \$2,500, and tangible (such as equipment or furniture) or intangible (such as software) property with a value of \$5,000 and a life expectancy of at least a year must be tagged with a unique identification number by the AMO
- Items with a value lower than \$2,500 or \$5,000 respectively must be tracked by each University department
- The University's physical assets will be inventoried annually. Departments are required to confirm the existence of each tagged item or to state its new location. Departments must also document the existence of any equipment that is not currently listed
- Removal or disposal of unwanted property must be coordinated through Assets Management. Property may be reissued to another department, sold by the University, or disposed of by Assets Management Office

## **7.0 Areas of Responsibility**

### **Cardholder Responsibilities**

#### **Cardholder**

Ensure the Procurement Card is used in accordance with Procurement Card Program Policy and that all purchases are in compliance with CSU contract and procurement policies and procedures.

#### **Security of Procurement Card**

Ensure the appropriate use of the Procurement Card. Only the cardholder is authorized to use the Procurement Card.

#### **Procurement Card Purchases**

Cardholder may go to the place of business to make a purchase, call and place the order or order via the Internet. In all cases, an itemized receipt/invoice is required. An itemized receipt/invoice includes the following:

- Description of the items purchased
- Quantity purchased
- Price per item/unit
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor
- Payment by credit card

### **Reconciliation**

#### **Procurement Card Receipt/Invoice**

Whether the purchasing transaction is made by telephone, in person or via the web, the cardholder will need an itemized receipt or invoice. If the receipt or invoice the cardholder receives is not itemized, the cardholder must itemize the items on a separate sheet of paper and attach the receipt.

If the cardholder has lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, then complete the Lost/Missing Receipt Verification Form (available at <http://finance.fullerton.edu/Controller/Travel/Forms/LostReceipt.ifm>).

**If there are excessive instances of lost receipts, the Procurement Card may be suspended.**

Procurement Card receipts must be kept until the transaction is listed on the Expense Log Report. Procurement Card receipts should then be attached to the monthly packet.

Individual receipts/invoices smaller than half of an 8½ X 11 page in size, it must be affixed with tape to an 8½ X 11 sheet of paper. The entire top and bottom edge of the receipt must be taped. All other receipts/invoices may be secured with a binder clip.

**Billing Cycle**

The billing cycle generally runs from the 26<sup>th</sup> of the month (cycle start date) until the 25<sup>th</sup> of the following month (cycle end date). When the 25<sup>th</sup> falls on a non-business day, the cycle end date is moved to the next business day. The following month's cycle start date moves the next business day.

**Procurement Card Packet (Bank Statement)**

At the close of each monthly billing cycle, the cardholder can view monthly transactions online through SAM™, a bank statement is not sent from American Express. The cardholder needs to create and review the Expense Log Report for accuracy and reconcile it to the vendor receipts/invoices.

The cardholder is responsible for reviewing each transaction in SAM™ and assigning the appropriate CMS ChartField entries, travel document number (if applicable), and appropriate description of the purchase for each transaction.

The cardholder is responsible for contacting American Express on questionable or disputed items, which appear as a transaction on the Expense Log Report within 60 days. Attach a copy of all disputed transaction documents to the expense log report.

The cardholder needs to sign and attach the Approval of Procurement Card Transactions form and forward the packet to designated Approving Official to review and approve.

**The entire packet of expense log report, receipts/invoices, corresponding documents and the signed approval form are due in the Procurement Card Program office, CP300, by the 10<sup>th</sup> of the month for the previous month's transactions.**

**Approving Official Responsibilities**

The Approving Official is the administrator who supervises the Cardholder or has been delegated the authority to certify that the

purchases made by the Cardholder are appropriate. The Approving Official is responsible for the following:

- Review and approve all charges
- Ensure that all purchases are appropriate
- Ensure that no prohibited items have been purchased
- Ensure that the purchase of any restricted item has been properly justified and documented
- Ensure that proper documentation is attached to the monthly statement
- Certify that all purchases are to be, or have been used exclusively for official University business
- Confirm available funds
- Retrieve procurement cards from cardholders who are separating from the department and return those cards to the Procurement Card Program office, CP-300
- Sign the Approval of Procurement Card Transactions form and forward form and packet with attached documents to the Procurement Card Program office, CP-300, by the 10<sup>th</sup> of the month

## **Fiduciary Responsibilities**

Since the Procurement Card represents an ***official delegation of purchasing authority***, cardholders and/or approving officials have certain ***fiduciary responsibilities*** in this regard. It is the cardholders' and/or approving officials' responsibility to ensure that all provisions of University policies and procedures have been followed. A cardholder's or approving official's ***certification/signature*** (whether or not someone else reconciles the transactions on the cardholder's behalf) on the Approval of Procurement Card Transactions form represents ***personal testimony*** to the following:

Cardholder signature on Approval of Procurement Card Transactions form signifies:

- All purchases have been reviewed and reconciled
- An itemized receipt supports all purchases or, if a receipt is not available, an explanation is provided detailing the items purchased
- All purchases are within the authorized budget of the account being charged
- Disputed items have been communicated to the bank via the cardholder dispute process and a copy of all information sent to the bank is attached to the packet. It is the cardholder's responsibility to ensure that these issues are resolved and that credits are posted to the account as appropriate
- All travel expenditures are appropriate and have been incurred in connection with ***officially approved*** University business travel
- All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff
- No personal purchases have been made or if personal or disallowed purchases were made in error, reimbursement has been made to the State account before submittal of the packet

- All purchases comply with University policies and procedures, including Procurement Card policies and procedures, and the Directive 11 policy
- A Directive 11 form, signed by the Division Head or designee, has been submitted with the packet, if applicable

Approving Official signature on Approval of Procurement Card Transactions form signifies:

- All purchases are within the authorized budget of the account being charged
- All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff
- All travel expenditures are appropriate according to CSUF travel policies and procedures and have been incurred in connection with **officially approved** University business travel
- No personal purchases have been made or if personal or disallowed purchases were made in error, reimbursement has been made to the State account before submittal of the packet
- All purchases comply with University policies and procedures, including Procurement Card policies and procedures, and the Directive 11 policy
- A Directive 11 form, signed by the Division Head or designee, has been submitted with the packet, if applicable

## ***8.0 Procurement Card Policy Violations***

### **Enforcement of Procurement Card Policies**

Pursuant to Executive Order No. 760, the Procurement Programs Specialist is responsible for conducting post-audits to ensure compliance with procurement card policies and procedures. Failure to comply with procurement card policies may result in suspension or revocation of the Procurement Card.

### **Suspension of Procurement Card**

The following violations will result in immediate suspension of the Procurement Card for 30 days:

- Personal purchase without immediate reimbursement to the University fund
- Authorizing use of the Procurement Card by a person other than the Cardholder
- Use of the Procurement Card to commit or facilitate an act that is in violation of state or federal law

The Procurement Card will be suspended for 30 days after a Cardholder commits three violations within a six month period from the following list:

- Making a purchase from the Prohibited Purchases/Transactions list
- Failure to turn in the reconciled packet by the due date (10<sup>th</sup> of the month)

Failure to comply with any procurement card policies and procedures including submission of all required documents may result in suspension of the procurement card for 30 days

## **Revocation of Procurement Card**

After having a Procurement Card suspended three times, the Procurement Card may be revoked. When a Procurement Card is revoked, the Cardholder, Approving Official and Division Head (or Designee) will be notified *in writing*. The Cardholder may request an appeal of the revocation of the Procurement Card to the Director of Contracts and Procurement or designee. All appeals must be *in writing* and submitted within two weeks of notification.

The Procurement Card Program reserves the right to revoke any procurement card for any violation of procurement card policies and procedures with approval from the Director of Contracts and Procurement or designee.

## **9.0 Procurement Card Processes**

### **New Cardholders**

New cardholders must complete an application and submit it with the appropriate signatures to the Procurement Card Program office, CP-300. Incomplete applications will delay the processing of the application. The Procurement Programs Specialist will notify cardholders once their card is received. New cardholders must attend a short, mandatory training session before their card is released.

### **Replacement of Procurement Cards**

#### **Reporting a Procurement Card as Lost/Stolen**

The Cardholder will immediately contact American Express at (800) 492-4920 and notify the Procurement Card Program by email.

When a card is reported lost or stolen, American Express will issue a new card automatically. Replacement cards will be mailed to the Procurement Card Program within three working days. The Procurement Programs Specialist will notify the cardholder when the replacement card is available for pickup.

#### **Replacement of Worn Out/Defective Cards**

If a procurement card needs to be replaced because it is worn out or defective, an email from the cardholder requesting the replacement must be submitted. The replacement card will be issued within three business days after receipt of request. The worn card needs to be returned when the replacement card is picked up. The Procurement Programs Specialist will notify the cardholder when the replacement card is available for pickup.

### **Separation/Change of Cardholder Position**

When a Cardholder separates from/leaves the University, the procurement card must be returned to the Procurement Card Program.

If a Cardholder transfers to another department, the Procurement Card Program must be notified in writing through the procurement card revision form (Attachment D). The Procurement Programs Specialist will provide assistance in completion of the form.

## **Spending Limits**

### **Monthly Limit**

Monthly limits are set at the time of card issuance. The monthly limit may be changed by an email from the Division Head, College Dean or their Designee. Or a revision request form signed by the Division Head, College Dean or their Designee may also be submitted. Include the new monthly limit amount, and if the change is permanent or temporary. Temporary changes may only be valid for a maximum of two months from the date of request.

**Monthly limit request above \$15,000 are subject to approval from the Director of Contracts and Procurement or designee.**

### **Single Transaction Limit**

Single transaction limits are set at the time of card issuance. The single transaction limit may be changed by an email from the Division Head, College Dean or their Designee. Or a revision request form signed by the Division Head, College Dean or their Designee may also be submitted. Include the new single transaction limit amount, and if the change is permanent or temporary. Temporary changes may only be valid for a maximum of two months from the date of request.

**Single transaction limit requests above \$5,000 are subject to approval from the Director of Contracts and Procurement or designee.**

## **Approving Official Changes**

To change an Approving Official, a revision request form signed by the new Approving Official and the Division Head, College Dean or their Designee must be submitted to the Procurement Card Program.

Once the change has occurred, the Procurement Programs Specialist will email the Cardholder, new Approving Official and the former Approving Official.

## **Account Changes**

To change the default account or add additional accounts, a revision request form signed by the Approving Official and Division Head, College Dean or their Designee must be submitted to the Procurement Card Program.

Once the change has occurred, the Procurement Programs Specialist will email the Cardholder and the Approving Official.

## **Name, Billing Address or Telephone # Changes**

A change to the Cardholder's last name, billing address or telephone number may be requested by an email from the Approving Official. Or

a revision request form signed by the Approving Official may also be submitted.

## **Canceling a Procurement Card**

A procurement card may be cancelled by an email sent from the Approving Official, College Dean, Division Head or their Designee to [pcard@fullerton.edu](mailto:pcard@fullerton.edu). An email confirming the cancellation of the card will be sent from the Procurement Programs Specialist. The canceled Procurement Card must be destroyed and forwarded to the Procurement Card Program office, CP-300.

A revision request form may also be submitted along with the destroyed Procurement Card. The Procurement Programs Specialist will email the approving official once the card is canceled.

The Approving Official is responsible to ensure that all documents are submitted, including any outstanding expense log reports or other documents to the Procurement Card Program office, CP-300. Contact the Procurement Programs Specialist for current status on a cardholder's account.

## ***10.0 Using the Procurement Card for Travel***

All business-related travel must be approved before incurring any business-related travel expenditures with a University-issued Procurement Card.

### **Faculty/Staff Currently Employed by CSUF**

Faculty and Staff currently employed by CSUF must submit an approved Travel Authorization Request form with the appropriate supporting documentation to Travel Operations (CP-300).

Upon receipt of the approved Travel Authorization Request form, the traveler and preparer of the Travel Authorization Request form will receive an email notification with the travel document number (TR #). This number must be entered within SAM™ to identify travel-related charges when reconciling transactions online.

Travelers must comply with established CSU and CSUF travel procedures.

**Travel-Related Procurement Card Purchases:** A University Procurement Card may be used for:

- Conference registration
- Transportation costs (i.e., airline, train, shuttle, taxi)
- Rental cars
- Lodging (room rate and tax)
- Certain miscellaneous business expenses with proper approvals (i.e., internet, fax, business phone calls, parking, toll charges, gasoline for rental cars)

Meals while on travel with Official University Guest(s) (no affiliation with University) must be approved on the D11 form.

For additional details, please visit the Travel Operations website at:  
<http://finance.fullerton.edu/Controller/Travel/PolicyAndProcedures.aspx>

Upon the return from a trip, the traveler is required to submit an approved Travel Expense Claim form within 30 days of completion of travel and in accordance with current CSUF travel reimbursement procedures.

## University Guest

A University guest's travel expenses require an approved Directive 11 form before a reservation is made for transportation and lodging.

Travel-related expenses (i.e., transportation and lodging) for University guests may be charged to the Procurement Card. The Procurement Card may only be used to pay for room and tax, all other incidental charges must be paid for by the University guest.

The University has negotiated discounted corporate rates at Marriott Hotel, Fullerton and Chase Suite Hotel, Brea. To access these rates, fax the appropriate Reservation Request Fax form to the hotel of choice.

For Marriott Hotel, Fullerton, use the following link to access the form and fax it to (714) 738-0288:  
<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#travel>

For Chase Suite Hotel, Brea use the following link to access the form and fax it to (714) 784-5984:  
<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#travel>

Advise the university guest that the Marriott Hotel, Fullerton or the Chase Suite Hotel, Brea will create two separate folios for their lodging:

- One folio, including only the room and room tax charges, segregated from all other guest expenses, will be submitted (via facsimile) directly to the University department contact.
- The second folio will itemize all other charges incurred and is the responsibility of the University guest.

## On-Campus Candidate

An On-Campus Candidate must have an approved Authorization For On-Campus Interview Expense form completed before a reservation is made for transportation and lodging.

An Approved Authorization for On-Campus Interview Expense Form must be submitted to Travel Operations (CP-300). Upon receipt of the approved Authorization for On-Campus Interview Expense Form, the preparer will receive an email notification with the travel document number (TR #). This number must be entered within SAM to identify travel-related charges when reconciling transactions online.

Travel-related expenses (i.e., transportation and lodging) for On-Campus Candidates may be charged to the Procurement Card. The Procurement Card may only be used to pay for room and tax, all other incidental charges must be paid for by the On-Campus Candidate.

The University has negotiated discounted corporate rates at Marriott Hotel, Fullerton and Chase Suite Hotel, Brea. To access these rates, fax the appropriate Reservation Request Fax form to the hotel of choice.

For Marriott Hotel, Fullerton, use the following link to access the form and fax it to (714) 738-0288:

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#travel>

For Chase Suite Hotel, Brea use the following link to access the form and fax it to (714) 784-5984:

<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#travel>

Advise the university guest that the Marriott Hotel, Fullerton or the Chase Suite Hotel, Brea will create two separate folios for their lodging:

- One folio, including only the room and room tax charges, segregated from all other guest expenses, will be submitted (via facsimile) directly to the University department contact.
- The second folio will itemize all other charges incurred and is the responsibility of the On-Campus Candidate.

For additional details, please visit the Travel Operations website at:

<http://finance.fullerton.edu/Services/OnCampusInterviews/PolicyAndProcedures.aspx>

## **Student Assistants, Graduate Assistants, Teaching Associates, or Post Doctoral Students Currently Employed by CSUF**

Students Assistants, Graduate Assistants, Teaching Associates, or Post-doctoral students currently employed by CSUF must submit the following forms to Travel Operations (CP-300):

1. **Travel Authorization** – If travel expenses (i.e. airfare, lodging and registration) will be paid by a Procurement Card, reference the name of the cardholder on the Travel Authorization. Cash advances cannot be provided.
2. **Statement of Certification for Student Travel** – If the faculty/staff member does not complete the Statement of Certification for Student Travel Form, the entire expense is tax reportable to the student.
3. **Travel Waiver of Liability and Hold Harmless Agreement**
4. **Student Conduct Agreement** – Travel Related Event/Activity

In addition, submit a **Grant Award Letter** (if applicable) that identifies the name of the student and purpose of the trip (i.e. participating in inter-collegiate debates, visiting legislators in support of CSU Fullerton's mission, student outreach and retention activities, etc.).

Upon receipt of the approved Travel Authorization Request form, the traveler and preparer of the Travel Authorization Request form will receive an email notification with the travel document number (TR #). This number must be entered within SAM™ to identify travel-related charges when reconciling transactions online.

Travelers must comply with established CSU and CSUF travel procedures.

Airfare, lodging, and registration may be charged to a faculty or staff Procurement Card. Submit the following to Procurement Card (CP-300):

1. Procurement Card Statement (write the travel document number on the Expense Log Report)
2. Original itemized receipts

**Student Assistants, Graduate Assistants, Teaching Associates, or Post-doctoral students currently employed by CSU Fullerton must submit an approved travel expense claim, receipts, and photocopy of program or agenda to Travel Operations (CP-300) within 30 days of the travel return date:**

For additional details, please visit the Travel Operations website at: <http://finance.fullerton.edu/Controller/Travel/StudentTravelPolicyEmployed.aspx>

## **Students Currently Not Employed by CSUF**

Airfare, lodging, and registration travel expenses for students not currently employed by CSUF may be charged to a faculty or staff Procurement Card.

Cardholder must submit the following to Procurement Card Program (CP-300).

1. **Grant Award Letter** (if applicable) that identifies the name of the student and purpose of the trip (i.e. participating in inter-collegiate debates, visiting legislators in support of CSU Fullerton's mission, student outreach and retention activities, etc.).
2. Original itemized receipts

For additional details, please visit the Travel Operations website at: <http://finance.fullerton.edu/Controller/Travel/StudentTravelPolicyNotEmployed.aspx>

## Reconciling Monthly Transactions for Travel Expenses

### Conference Fees and Registration

- Obtain a receipt or email confirmation from the conference
- When reconciling Procurement Card transactions:
  - Submit the original conference receipt or email confirmation with the Procurement Card packet
  - Within SAM™, on the Transaction Detail screen, provide the Travel Authorization number in the TR# field
  - In the "Notes" section of the Transaction Detail screen, please write in "For Conference Registration"
- For detailed travel procedures and instructions on completing travel documents, please refer to the Travel Operations web site

### Airfare

- Retain the original airline passenger ticket receipt or email confirmation showing the total cost, type of payment and itinerary
- When reconciling Procurement Card transactions:
  - Submit original airline passenger ticket receipt or email confirmation with the Procurement Card packet
  - Within SAM™, on the Transaction Detail screen, provide the Travel Authorization number in the TR# field
  - In the "Notes" section of the Transaction Detail screen, please write in "For Travel-Related Airfare"
- For detailed travel procedures and instructions on completing travel documents, please refer to the Travel Operations web site

### Lodging Expenses

- Retain your original hotel folio as your receipt. Lodging expenses include room charges and applicable taxes only. Personal expenses such as in-room movies, room service, personal phone calls, and in-room mini bar services will be paid by the traveler
- When reconciling Procurement Card transactions:
  - Submit the original hotel folio with the Procurement Card packet
  - Within SAM™, on the Transaction Detail screen, provide the Travel Authorization number in the TR# field
  - In the "Notes" section of the Transaction Detail screen, please write in "For Travel-Related Lodging"
- For detailed travel procedures and instructions on completing travel documents, please refer to the Travel Operations web site

### Rental Car Agency

- Submit a **copy** of itemized receipt with Travel Expense Claim to Travel Operations, CP-300
- When reconciling Procurement Card transactions:
  - Submit **original** itemized receipt with the Procurement Card packet
  - Within SAM™, on the Transaction Detail screen, provide the Travel Authorization number in the TR# field

- In the "Notes" section of the Transaction Detail screen, please write in "For Travel-Related Lodging"
- For detailed travel procedures and instructions on completing travel documents, please refer to the Travel Operations web site

**Meals while on Travel with Official University Guests**

- Retain the original, itemized receipt from the restaurant
- When reconciling Procurement Card transactions:
  - Submit the original receipt with the Procurement Card packet
  - Within SAM™, on the Transaction Detail screen, provide the Travel Authorization number in the TR# field
  - In the "Notes" section of the Transaction Detail screen, please write in "Meal with official University guest while on travel"
  - If the meal was not included in your original travel authorization, submit a Directive 11 form for the expense with your Procurement Card statement
- For detailed travel procedures and instructions on completing travel documents, please refer to the Travel Operations web site

**PROHIBITED COMPUTER-RELATED ITEMS**

Cardholders may use their Procurement Card to purchase laptops or desk top computer systems only in small increments of one or two per order. Orders for more than two computers should be processed on a requisition through Contracts and Procurement.

Laptops and desk top computers **can only** be purchased from the Titan Shops and cannot be picked up by the cardholder. The computers will be delivered to Shipping and Receiving for inventory purposes and will then be delivered to the cardholder.

Purchases of other system types (e.g., servers, PDA, etc.) and network hardware (e.g., router, wireless equipment, Ethernet hub/board, etc.) are prohibited. Contact the Procurement Card Program for special consideration if necessary.

This is to ensure campus-wide compatibility of computer item purchases with IT requirements and current IT equipment, and the proper identification of the IT items as an asset.



Contracts and Procurement  
Procurement Card Program

**APPROVAL OF PROCUREMENT CARD TRANSACTIONS**

Transaction Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Procurement Card #: \_\_\_\_\_

I have reviewed my transactions and assigned the appropriate account, subcode and travel document number (if applicable)

I have reviewed this statement to ensure that a receipt and/or form is attached for every transaction amount listed. (Forms include: Lost/Missing Receipt, Disputed items or Directive 11).

I understand the Procurement Card should NEVER be used to make personal purchases. If an inadvertent mistake occurred, I verify that it has been properly documented and reimbursement has been made to the appropriate account.

By signing below, I attest that all purchases are within established policy and procedures for the Procurement Card Program

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

---

By signing below, I attest that each transaction has been properly substantiated and approved, is within established policy and procedures of the Procurement Card Program, or corrective action has been taken and reimbursement has been made.

\_\_\_\_\_  
Approving Official's Name (Print)

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

Send completed form to Procurement Card Program Office, CP-300



**Attachment C**  
 P-Card/OfficeMax  
 Application  
 New Cardholder/OfficeMax User

**Contracts and Procurement  
 Procurement Card/OfficeMax Programs**

**APPLICATION** Use this form to request a new P-card/OfficeMax access

Application for: (Check all that apply)  P-Card (Choose Type Below)  OfficeMax  Both (Mark Pcard type req.)  
 Purchasing  Travel & Ent.

Cardholder's/User's Name: \_\_\_\_\_ Telephone # (714) 278- (direct extension) \_\_\_\_\_  
 CWID#: \_\_\_\_\_ Building/Room #: \_\_\_\_\_  
 Department: \_\_\_\_\_ Department/Mailing Address: P.O.Box \_\_\_\_\_  
 Fullerton, CA 92834 \_\_\_\_\_  
 Monthly Expenditure Limit: \_\_\_\_\_  
*P-Card ONLY*  
 Single Expenditure Limit: \_\_\_\_\_  
*P-Card ONLY*  
 Explanation for single purchase limit over \$500: \_\_\_\_\_  
*P-Card ONLY*

Chartfield to be Charged 660003 \_\_\_\_\_  
 (Default Account) Fund (5) Department (5)  
 Chartfield to be Charged 660003 \_\_\_\_\_  
 Fund (5) Department (5)  
 Chartfield to be Charged 660003 \_\_\_\_\_  
 Fund (5) Department (5)

*I hereby request a CSUF Procurement Card and/or access to OfficeMax and agree to abide by the policies and procedures governing the CSUF Procurement Card Program/OfficeMax Program. I understand that I will be personally/financially responsible for any abuse, misuse, or purchase of prohibited items. I also understand that failure to submit all required documents in compliance with Procurement Card policy deadlines may result in revocation of my Procurement Card.*

Cardholder's/User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS**

Approving Official: \_\_\_\_\_  
 (Department Head or Administrator) Name Title  
 Signature Date  
 Division Head: \_\_\_\_\_  
 (Vice President or Designee) Name Title  
 (P-Card Only) Signature Date

Return completed application to: Contracts and Procurement, CP-300  
 Contact [pcard@fullerton.edu](mailto:pcard@fullerton.edu) or [officemax@fullerton.edu](mailto:officemax@fullerton.edu) with any questions.

**CONTRACTS AND PROCUREMENT USE ONLY**

Received by: \_\_\_\_\_ Card # \_\_\_\_\_  
 Login: \_\_\_\_\_ Email: \_\_\_\_\_  
 Process application  Account Codes (verify accounts)  Training Scheduled, Date: \_\_\_\_\_

# Attachment D



Contracts and Procurement  
Procurement Card/OfficeMax Programs

## Procurement Card/OfficeMax Revision Request

Revision request for (please check)

Procurement Card     OfficeMax     Both

Cardholder/User Name: \_\_\_\_\_ Last 3 digits of P-Card Number: \_\_\_\_\_

**Name Change:** Change cardholder/user name to:

Name: \_\_\_\_\_

**Address Change:** Change P-Card mailing address to P.O. Box: \_\_\_\_\_

Change Building/Room # to: \_\_\_\_\_

**Telephone Number Change:** Change telephone number to: (714)278- \_\_\_\_\_

**Cancel Procurement Card/OfficeMax User Account**

**The following selections require Division Head signature for P-Card requests**

**Limit Change:** Change Single Expenditure Limit to: \_\_\_\_\_  
*P-Card Only*

Explanation for Single Expenditure Limit over \$500: \_\_\_\_\_

Change Monthly Expenditure Limit to: \_\_\_\_\_

**Chartfield Change:**

**FROM CURRENT**

Chartfield Fund \_\_\_\_\_ Dept. \_\_\_\_\_

**TO NEW**

Chartfield Fund \_\_\_\_\_ Dept. \_\_\_\_\_

**Additional Chartfields:**

Chartfield Fund \_\_\_\_\_ Dept. \_\_\_\_\_

Chartfield Fund \_\_\_\_\_ Dept. \_\_\_\_\_

**Approving Official (AO) Change:**

**FROM CURRENT AO:** \_\_\_\_\_ **TO NEW AO:** \_\_\_\_\_

If you wish to cancel your Procurement Card/OfficeMax User access, an Approving Official, College Dean, Division Head or their Designee may send an email to [pcard@fullerton.edu](mailto:pcard@fullerton.edu) requesting cancellation. The requestor will receive an email notification once the card/user access has been canceled (P-Card can be destroyed and returned to the P-Card Program, CP-300).

**Signatures - Note: ALL revisions require Cardholder/User and Approving Official signatures.**

As the Cardholder/User, I hereby request the revisions listed on this Revision Request Form and agree to abide by the policies and procedures governing the programs. I understand that I will be personally/ financially responsible for abuse, misuse, or purchase of prohibited items.

Cardholder's/User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the Approving Official for the above listed Cardholder/User, my signature certifies that the revisions requested are necessary to accomplish the mission and goals of the department. I approve the revisions and will retain all fiduciary responsibility for the account(s) and the expenditures charged to it.

Approving Official's Name: \_\_\_\_\_

Approving Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the purposes of this form, a **Division Head** is defined as a Vice President or their Designee (P-Card Only)

Division Head's Name: \_\_\_\_\_

Division Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTS AND PROCUREMENT USE ONLY**

Received by: \_\_\_\_\_ P-Card #: \_\_\_\_\_

Revised: 06/2007  Completed Date: \_\_\_\_\_

Return completed form to: **Contracts and Procurement, CP-300**  
Please contact [pcard@fullerton.edu](mailto:pcard@fullerton.edu) or [officemax@fullerton.edu](mailto:officemax@fullerton.edu) with any questions.

## **Reference Guide for the Purchase of Services on Pcard**

Revised: December 2008

The following services provided by the specified vendors are allowed on the Procurement Card. Please note some services may require additional authorizations (Directive 11, Travel Authorization, etc.):

- Campus Catering with approved Directive 11  
Approved Vendor: OC Choice
- On-campus and off-campus restaurants for events with approved Directive 11  
No Vendor Restrictions
- Business meals at off-campus restaurants (non-travel) with approved Directive 11  
No Vendor Restrictions
- Room rental on-campus (TSU and Golleher Alumni House) with approved Directive 11  
No Vendor Restrictions
- Copying and duplicating (**without design elements**) only  
Approved Vendors: FedEx/Kinkos, OfficeMax, Office Depot
- Mail services using off-campus vendors  
Approved Vendors: U.S. Postal Service, UPS, FedEx, DHL
- Key and lock services for departments in Non-State operated facilities  
Approved Vendor: Cypress Lock and Key
- Drycleaners (except when the cost of services provided is greater than \$2,500)  
Approved Vendor: Sayomi's Tailoring and Cleaners
- Master Agreements (go to the Master Agreements webpage to see the list of available services allowed by contract to be placed on the Procurement Card)
- Travel services (for officially approved University travel)
  - Transportation charges (airfare, train, taxi, shuttle, etc.)
  - Conference registration fees
  - Rental car agency (Enterprise Rent A Car)
  - Lodging

Only the specific services and service providers referenced above may be purchased on a Pcard. **All other services provided by vendors not listed above are prohibited unless a "Q" Number is issued by Contracts and Procurement before the service is provided.**

All documents must be sent to the Procurement Card Program for review either by mail (CP-300) or by email ([pcard@fullerton.edu](mailto:pcard@fullerton.edu)).

REMINDER – Violation of Procurement Card Policy may lead to suspension, or revocation of the Procurement Card.

*Due to liability and performance issues, all contracts for services are required to be signed and reviewed by Contracts and Procurement. Only Contracts and Procurement is authorized to enter into contracts on behalf of the University. Master Agreements fulfill this requirement and those services are allowed on the Procurement Card.*

The information in this guide is subject to change.