

# Procurement Card Policy and Reconciling System Update

## Policy Update/Clarification

### *Computer Purchases*

Cardholders may now 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 in the usual manner.

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 by Shipping and Receiving.

Purchases of other system types (e.g., servers, PDA, etc.) remain prohibited and are not allowed. Contact the Procurement Card Program for special consideration if necessary.

### *The Purchase of Services on a Pcard*

Only the specific services referenced on the attached list may be purchased on a Pcard.

**All other services are specifically 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.

## SAM™ System Update

### *Upgrade from 2.0 to 3.0*

Beginning December 12<sup>th</sup>, 2008 through December 15<sup>th</sup>, 2008, the SAM™ system will not be available due to upgrade to version 3.0.

The new SAM™ 3.0 can be accessed by both Internet Explorer 6.0 (or greater) and Safari 2.0.04 for Mac users. Once logged in, Cardholder will find screen and navigational changes to access data.

A new user guide is available at

<http://finance.fullerton.edu/Procurement/PCard/Documents/PCardSAMSystem3UserGuide.pdf>

which provides step by step instructions. Training will also be available for those individuals who would like to see the new system. Check the ETD training calendar for available dates and times.

If you have any questions, please contact Michael Pruitt at ext. 3758 or [pcard@fullerton.edu](mailto:pcard@fullerton.edu).

# 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.