

eBusiness Programs Update Fall 2017

Periodically, the eBusiness Program reviews its processes and policies in an effort to enhance the overall Procurement card and ensure compliance with applicable CSU policies. The following policy updates will be effective as noted below.

- Pcard Policy Updates
 - [Cardholder, Responsible Person, Delegate, and Approving Official Required Training Policy](#) (Effective September 2017)
 - [Procurement Card Policy for Concur Users](#) (Effective when your Division/College/Department roll-outs using Concur)
 - [Security of the Pcard Credit Card Account Number](#)

Specifics regarding each area are outlined below or you may click on the hyperlink to access more detailed information. If you have any questions or require clarifications, please email us at: ebusiness@fullerton.edu or dial extension 3758.

Cardholder, Responsible Person, Delegate, and Approving Official Required Training (Effective September 2017)

Beginning in September 2017, all faculty/staff members who have one of the following roles will be required to complete the training on procurement card policy:

- Cardholder – Faculty/Staff member who has a Pcard issued in their name
- Responsible Person – Faculty/Staff member who is assigned as the responsible person for a Department Pcard
- Delegate – Faculty/Staff member who is assigned and given access to a Cardholder's Pcard transactions for the purpose of reconciling them on their behalf

Faculty/Staff members in one of the above roles will have two training courses assigned as required training to their Employee Training Center (ETC) required training list. The training courses are titled "P-Card Policies and Procedures (Online)" and "P-Card Reconciliation Training". Additionally, a Faculty/Staff member with at least one of the above roles will be required to take the two training courses every two years.

Faculty/Staff members who have been assigned the role of Approving Official either by their supervision of an employee or by assignment during the creation of a Pcard through the submission of a Pcard application form, will be assigned the "P-Card Approving Official – Online Training" course as required training to their ETC required training list. This training will be required to be taken every two years.

Please download and review the revised policy manual with the September 2017 effective date at this website: <http://finance.fullerton.edu/Procurement/PCard/PCardSysUserGuides/>

Procurement Card Policy Manual for Concur Users *(Effective when cardholder division/college/department migrates to Concur)*

Beginning in September 2017 and continuing through January 2019, certain divisions/colleges/departments will migrate to Concur solutions to complete their travel request/expense and Pcard expense processes. Once the division/college/department migrates, all associated cardholders for that area will be held to the Procurement Card Policy Manual For Concur Users. The Concur user Pcard policy manual addresses the differences between using Concur and Access Online for reconciliation along with the change from a manual process (Access Online, Pcard Packets, etc.) to an online process (Concur). Some of the differences are highlighted below:

- Cardholders will be required to move all Pcard transactions for the closed billing cycle to an appropriate expense report before the 10th of the month. Failure to move the transactions for the closed billing cycle to an expense report will result in the Pcard being suspended until all outstanding expense reports are approved and any other issues have been resolved (i.e. missing receipts, missing IT authorization, missing approved D11 form, etc).
- All expense reports are not considered received by the appropriate area until the expense report is approved by the cardholders appropriate Approving Official. Expense reports not approved by the 10th of the month are considered outstanding. Outstanding expense reports must be approved by the end of the next billing cycle or the Pcard will be suspended. The Pcard will remain suspended until all outstanding expense reports are approved and any other issues have been resolved (i.e. missing receipts, missing IT authorization, missing approved D11 form, etc).

The please download and review the new policy manual for Concur users with the September 2017 effective date at this website:

<http://finance.fullerton.edu/Procurement/PCard/PCardSysUserGuides/>

Security of the Pcard Credit Card Account Number

The Procurement Card credit card account number, along with the cardholder name, is categorized by CSU policy as Level I Confidential information. Therefore, great care should be taken to ensure that the credit card account number, even when written on any documents, is not transmitted by email or other means.

When submitting any documents or anything by email to our office, you must ensure that only the last four (4) digits of the credit card account number are visible. Submitting anything with more than the last four digits of you Pcard account number exposes your Pcard to potential fraud, and violates CSU policy.

Any questions about the updates can be emailed to ebusiness@fullerton.edu.