Date: July 15, 2010

To: Procurement Card Cardholders

From: Michael Pruitt, CPCP
eBusiness Programs Specialist

Subject: Procurement Card Issuing Bank and Policy Changes

After an extensive bidding and review process, the CSU has entered into an agreement with US Bank to provide a Visa procurement credit card. CSUF will implement a “One Card” procurement card platform valid for all purchases allowed by the Procurement Card Policy. The “One Card” combines standard purchasing capabilities and travel insurance at no additional cost. The travel insurance provided by US Bank includes up to $500,000 common carrier insurance.

To begin implementation of this new program, Division Financial Managers have received a list of all procurement card cardholders with their current limits as of June 24, 2010. Any changes to cardholder accounts were to be returned to the Procurement Card Program by July 15th, 2010 including any changes to the new purchasing restriction setting for each Pcard (see below for information on this new Pcard setting).

Between July 15th, 2010 and August 15th, 2010, there will be a freeze on processing new Pcard applications. After August 15th, 2010, all pending Pcard applications will be processed and a Visa Pcard will be issued.

American Express Pcard accounts will be closed on September 28th, 2010. The replacement Visa Pcard will be available for pickup beginning September 1st, 2010 and must be picked up no later than October 1st, 2010. All Visa Pcards not picked up will be closed and cardholder’s will need to reapply for a new Pcard.
Cardholders who previously had two Pcards (a Purchasing and a T&E card) or a Purchasing card will now receive a single “One Card” as a replacement with a purchasing restriction setting of ‘None.’

Cardholders who previously had a T&E card will receive a “One Card” with a purchasing restriction setting of ‘travel.’

Cardholders who previously had more than one Purchasing card will need to contact me to arrange multiple Pcards.

US Bank provides a software reconciliation product called Access® Online to reconcile and make expense allocation changes for Pcard transactions. A new system user guide for Access® Online will be available for download from the Pcard website. In addition, there will be training classes on Access® Online system use. Please check the UBI training portal link for dates and times.

**Procurement Card Program Changes**

**CWID Use & Billing Address Change**

As part of the conversion to US Bank, some program changes will be implemented. The Social Security Number field will be populated with the individual Faculty or Staff Member’s **CWID** number for individually issued procurement cards.

The new billing address for all procurement cards will be as follows:

2600 Nutwood Ave., Ste. 300
Fullerton, CA 92831

**Purchasing Restriction**

The **Purchasing Restriction** card setting is a new Pcard category that will allow a department or division to set what type of expenses can be made on the individual card without the need of having multiple card types with different designs (i.e. AMX T&E Pcard vs. AMX Purchasing Pcard). The three purchasing restriction settings are:

- None – Pcard is valid for all purchases allowed by policy and travel
- Purchasing – Pcard is valid for all purchases except travel (entertainment expenses are allowed – business lunches, event catering, etc.)
- Travel – Pcard is valid for all travel and entertainment expenses (retail shopping and other non T&E expenses are restricted)
These setting can be changed at any time through the submittal of a Pcard Revision Request Form.

**Student Travel**

Effective October 1, 2010, the **Statement of Certification for Student Travel** will replace the “Student Travel Grant Letter” as the document which is submitted in the Pcard packet providing authorization to use a State Pcard to pay for student travel. The form is not to be used for students who are employed by the University. Student and graduate assistants travel is authorized by submitting a travel authorization form.

**Policy Reminder**

The following purchases are considered a prohibited transaction and could lead to suspension of a Pcard per University Pcard Policy:

- Unapproved Directive 11 categorized purchase (no D11 form submitted)
- Unapproved travel purchase (must have Travel Authorization number, approved Directive 11 form, or the **Statement of Certification for Student Travel** form)

**New Procurement Card Products**

As part of the Procurement Card Program’s continued review and program development, two new procurement card products will be introduced to assist with budget management and small dollar purchasing.

**Department Pcard**

The Department Pcard is a new Pcard type where the name of the department is embossed on the card instead of an individual. A responsible person shall be identified as the person who manages the card on behalf of the department.

This type of Pcard eliminates the need by an individual to use their own money and then seek reimbursement for infrequent small dollar purchases. The chief benefit of this card is that departments do not need to issue individual Pcards to every faculty or staff member.

The Responsible Person must keep track of who checked out the Pcard, when it was returned, and collects all receipts for purchases made. A Department Pcard Check Out/In form is available on the Pcard website and must be used for tracking. The Pcard Check Out/In form must be submitted as part of the Department Pcard packet along with the other required documents.
The Responsible Person for the Department Pcard must ensure that any individual using the Pcard is aware of Pcard policy and restrictions.

**Declining Balance Pcard (DB Pcard)**

US Bank provides a Declining Balance *Visa* procurement card. The DB Pcard limit is set at the maximum dollar amount to spend for the term of the card as opposed to a regular Pcard where the monthly limit resets each billing cycle. The expiration date for the DB Pcard will be June 30\(^{th}\), the end of fiscal year. As an example, a limit of $20,000 represents the total amount that can be spent over the term of the card. Each month, the limit would **not** reset to $20,000, but would remain at the current remaining balance level.

This type of card can be set up for an specific event (such as Front & Center), a vendor, or general department use such as a blanket order without encumbering funds.

Only actual DB Pcard expenses are charged to the specified CSUF ChartFields identified when the DB Pcard is requested. This default chartfield can include program, class, or project id if needed.

If you would like to take advantage of any of these new Pcard products, a new application for the specific type of card will need to be approved and sent to the Procurement Card Program. Please email pcard@fullerton.edu for assistance with completing the necessary forms.

If you have any questions about the changes or about the additional Pcard products, please email pcard@fullerton.edu.