Contracts and Procurement
Procurement Card Program
Cardholder Training

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Procurement Card Program
Card Types

One Card
Declining Balance

Also called Visa Pcard
General Information

• 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)
  – Such purchases achieve cost savings for University and improve process time

• Legal Reference and Authority
  – California State University Policy Manual for Contracting & Procurement and CSU Executive Order No. 760
Authorized Use

• All purchases must be made in accordance with established University policy for expenses associated with official University business only
Prohibited Purchases

- Cash advances, money orders, wire transfers, Titan Card deposits, gift cards/certificates or other cash equivalent items
- Personal Purchases
  - Including personal expenses when on a business trip
- Meals while on travel
- Physical Plant Services
- Hazardous Materials and Firearms
- Leases and Maintenance Agreements
- Purchases requiring a contract with an authorized signature
- 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
Prohibited Purchases Cont.

- Fines, late fees, penalties, interest and finance charges
- All Services
  - Except as listed on Reference Guide for the Purchase of Services (attachment E)
- Software site licenses and renewals
- 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 listed under restricted purchases)
- Purchases which result in a conflict of interest for the user, resulting in personal gain or violate CSU policies and procedures
Restricted Purchases

• IT Related Items
  – Generally, IT related peripherals and computer accessories, which are valued under $1,000, can be purchased without Contracts and Procurement review.
  – Purchases over $1,000 must be submitted on a CMS requisition to Contracts and Procurement for review and processing

• Property/Equipment
Responsibilities

• Cardholder
  – Security of Procurement Card
  – Procurement Card Purchases
  – Reconciliation
    • Procurement Card Receipt/Invoice
    • Packet/Receipt Submission
    • Signed Approval of Procurement Card Transactions form
Procurement Card Deadlines

• Billing cycle
  – 26\textsuperscript{th} day of the month to the 25\textsuperscript{th} of the next month

• Cardholder Activity Report

• Cardholder Activity Report/Receipt due date
  – 10\textsuperscript{th} of month for previous month
Responsibilities

• Approving Official
  – Reviewing and approving all charges
  – Ensuring that all purchases are appropriate and no prohibited items have been purchased
  – Ensuring that proper documentation is attached to the monthly packet
  – Retrieval of Procurement Cards from Cardholders who are separating from the department and returning those cards to the Procurement Card Program
  – Signing the Approval of Procurement Card Transactions form
Fiduciary Responsibilities

• Cardholder
  – 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 and a copy of all information sent to the bank is attached to the packet
  – 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, 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
  – All purchases comply with University policies and procedures
  – A Directive 11 form, signed by Division Head or designee, has been provided with the packet, if applicable
Fiduciary Responsibilities

• Approving Official
  – 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
  – All purchases comply with University policies and procedures
  – A Directive 11 form, signed by the Division Head or designee, has been provided with the packet, if applicable
Procurement Card Policy Violations

• Authority
  – CSU Executive Order No. 760

• Suspension of Procurement Card
  – Immediate suspension 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
Procurement Card Policy Violations

– After a Cardholder commits three violations in a six month period from the following list, the Procurement Card will be suspended for 30 days
  • Making a purchase from the Prohibited Purchases/Transactions list
  • Failure to turn in the reconciled packet by the due date (10th of the month)
– Procurement Card Program reserves the right to suspend any card for 30 days for any violation of Procurement Card policies and procedures including submission of all required documents
Procurement Card Policy Violations

• Revocation of Procurement Card
  – After three suspensions, the Procurement Card may be revoked
  – Notification to Cardholder, Approving Official and Division Head (or Designee) in writing
  – Appeal from Cardholder must be submitted in writing within two weeks of notification
  – Procurement Card Program reserves the right to revoke any card for any violation of Procurement Card policies and procedures
Procurement Card Process

• Card Limits
  – Monthly limit
    • Limits requested above $15,000 are subject to approval Director of Contracts and Procurement or designee
  – Single transaction limit
    • Limits requested above $5,000 are subject to approval Director of Contracts and Procurement or designee
Travel on the Procurement Card

• Travel Authorization Number
• Travel-Related Procurement Card Purchases
  – Conference registration
  – Airline tickets
  – Rental cars
  – Lodging (room rate and tax only)
  – Shuttle and other travel costs
  – Certain miscellaneous business expenses with proper approvals (business calls, internet access, etc.)
Registering Your Account

• Go to Access Online at https://access.usbank.com

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

Forgot your password?

Register Online

Website/Browser Requirements
Registering Your Account

- Organization Short Name: csuca
- Account Number: Enter the 16 digit Pcard account number
- Account Expiration: select the month and year of the Pcard expiration
- Click on the Register This Account button
Registering Your Account

- Read the licensing agreement and press the I Accept button
- Enter a user id for your online account along with creating a password for the account
- Enter the contact information including the billing address for the card along with your campus extension and email address
- You will be taken the home page with a confirmation notice
Logging in to Access Online

• Go to Access Online at https://access.usbank.com

• Organization Short Name: csuca
• User ID: the user id you created
• Password: the password you created
• You can also click on the Forgot Password link to go through an authentication process and then reset your password
Home Page

• To review transactions, click on “Transaction Management” on the left menu bar

Message(s) from Access Online

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Bienvenue sur Access Online! Repousser les limites de votre programme et simplifier les processus de paiement avec Access Online, notre outil innovant d’élaboration de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configuré et déployé pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

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Transaction Management

- Click on “Transaction List” to view all of your transactions
### Transaction Management Screen

- All transactions are displayed newest or most recent to oldest
- Click on a transaction to review it in the Transaction Detail Record area

#### Transaction Management

**Card Account Summary with Transaction List**

- **Card Account Number:** ********** 02010, HECTOR MUNIZ

**Transaction List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Approval Status</th>
<th>Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>CIty/State</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pending</td>
<td></td>
<td>11/22</td>
<td>11/22</td>
<td>BROOKLYN RAIN BARREL 404-364-0448, NY</td>
<td>$1,593.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pending</td>
<td></td>
<td>11/10</td>
<td>11/10</td>
<td>TITAN SHOPS FULLERTON, CA</td>
<td>$188.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CFS ChartField Strings

• The following ChartFields are required and must have a valid value:
  – Account
  – Fund
  – Dept ID

• The following ChartFields are optional or are not used in the Pcard system:
  – Program
  – Class
  – Project
Reviewing Individual Transaction

- Review
  - Account
  - Fund
  - Dept Id
  - Class
  - Project

- Enter in the Comments field
  - Travel Request Number or Q#
  - Notes
  - Item description

- Click on the Save Allocations button when finished

- To return to the transaction list, click on **Back to Transaction List** link on the bottom of the page
Disputing a Charge

- Select a transaction by clicking a link under Accounting Code
- Select the Summary tab
Disputing a Charge

- Scroll down and click the Dispute button.
Disputing a Charge

• Select the dispute reason

• Click the Select button
Disputing a Charge

- Check that your name is in the Requestor field
- Enter your phone number
- Enter comments in the Comments field
- Click on the Continue button
Disputing a Charge

- You will receive a confirmation page which you will print.
Cardholder Activity Report

• Click Transaction Management link

U.S. Bank Access® Online

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Message(s) from Access Online

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Cardholder Activity Report

- Select the billing cycle date from the drop down menu
• Click on the Print Account Activity button
Cardholder Activity Report

- A PDF version of the report will open in a new window
- Click the Print button on the Adobe window
Approval of Procurement Card Transactions form
Approval of Procurement Card Transaction Form

- Complete the form available at Procurement Card website
- Sign form and forward to Approving Official for signature
- Submit signed form, Cardholder Activity Report and all receipts & supporting documents to the Procurement Card Program, CP-300
Procurement Card Related Forms

• Reference Guide for the Purchase of Services
  – Available on Pcard website
• Procurement Card Revision Request form
  – Available on Pcard website
• Lost/Missing Receipt Verification form
  – Available on Pcard website
• Directive 11 Policy and form
  – Link on Pcard website
Questions?
Procurement Card Program Contacts

• Email
  – pcard@fullerton.edu

• Campus Extension
  – 3758

• Campus Inter-office Mail
  – CP-300
Thank You