



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

# **PROCUREMENT CARD PROGRAM POLICY MANUAL**



Contracts and Procurement  
Procurement Card Program

**March 2018**

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## Introduction

Procurement authority is delegated by the CSU Board of Trustees, the Chancellor, and University President to Contracts and Procurement by the Standing Orders of the Board of Trustees and the policies of the CSU and CSU, Fullerton.

### **1.0 Program Contact Information**

**US Bank, Access® Online**  
**Customer Service: (800) 344-5696**

**Contracts and Procurement**  
**Procurement Card Program**

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### **2.0 Eligibility**

To be eligible for a CSUF Procurement Card the requestor must be employed by the 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 Procurement Card Application to the Procurement Card Program, CP-300.

### **3.0 Procurement Card Program Card Types**

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



**One 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.

**Department Pcard:** This card is issued in the name of a department and assigned a responsible person who is required to keep track of faculty or staff members who check out the Pcard, when it is returned, and collect all receipts for the purchases made by the person who used the card. **A Department Pcard Check Out/In form is available on the Pcard website and must be used to track the check-out/in of the Pcard, and must be submitted along with the monthly billing cycle packet.**

The responsible person needs to ensure that the person checking out the Pcard is aware of Pcard policy and does not make any purchases that would be in violation of the policy.



**Declining Balance Pcard (DB Pcard):** The declining balance Pcard is issued with a valid use date that ends on June 30<sup>th</sup> (the end of the fiscal year) with a credit limit set as the maximum amount to be spent for the term of the card. The credit limit is reduced by the amount of each transaction and does not reset at the end of each billing cycle. The DB Pcard remains open as long as there is a remaining balance or the expiration date has not been reached. However, a department can request a DB Pcard to be closed when it is no longer needed. DB Pcards can be renewed for the new fiscal year by requesting the extension of the card for the new fiscal year and the beginning balance. Renewals are done by email from the department manager.

Use of the DB Pcard does not create an encumbrance; it only sets a maximum amount to be spent using the card. The DB Pcard can be issued to an individual or a department (with a responsible person).

**Short-Term Declining Balance Pcard (Short-Term DB Pcard):** Is a declining balance Pcard that is issued for a specific event or short timeframe. The card can be issued to an individual or issued with a generic card name to an individual depending on the amount of time from the request to when the card is needed. An approved Short-Term DB Pcard application is required for a Short-Term DB Pcard to be issued. In addition to the limits of the card being identified on the application, the timeframe of when the card is to be active is also identified.

The Short-Term DB Pcard can be used not only for approved State expenses, but also approved Auxiliary fund spending when identified on the application with an approved Auxiliary Purchase Order number. **No other Pcard type can be used for Auxiliary fund spending.** Even when an Auxiliary fund is

identified to pay for the charges, a State fund must be provided to guarantee the spending made on the card.

**Vendor Declining Balance Pcard (Vendor DB Pcard):** The Vendor Declining Balance Pcard is a Pcard which is used as a replacement for the blanket purchase order process when the vendor accepts a Visa credit card. The card limits are set to what is expected to be purchased during the fiscal year similar to the blanket purchase order process, but an encumbrance is not created. Each Vendor DB Pcard is issued to a specific vendor and cannot be used with any other vendor. If the vendor's ordering system is PCI compliant, the Vendor DB Pcard number and other associated identifying information is provided to the vendor to store for automated payment processing. If the vendor cannot store the credit card information, the card is given to the requesting department for use with the specific vendor.

Any use of the Vendor DB Pcard with a vendor other than the one who the card was issued for will result in suspension and/or revocation of the Vendor DB Pcard. All Vendor DB Pcards issued must comply with CSU bid limit requirements if applicable and CSU insurance requirements.

Vendor DB Pcards are issued by the Pcard program either by Contracts and Procurement receiving an approved requisition for a blanket purchase order, or by receiving an email request with the approval from the person who has requisition approval authority in CFS. Vendor DB Pcard limits are increased by submitting a change order request to Contracts and Procurement.

**Fleet Procurement Card (Fleet Pcard):** The Fleet Pcard is a fuel credit card issued to a University owned vehicle. The card is a Voyager branded card and is valid for use at fuel stations where the Voyager card is accepted. The Voyager card is accepted at the majority of fuel stations in the United States.

Drivers of University vehicles will be required to enter the correct vehicle mileage from the vehicle's odometer at the time of purchase at the fuel pump credit card terminal.

The department that is responsible for the vehicle must identify a responsible person for their department's Fleet Pcards. The responsible person is responsible for the collection of the receipts from each vehicle fuel purchase each month, and submitting them with the approved reconciliation packet for each vehicle card.

A fuel only Pcard may be granted an exception from the Procurement Card Program for submitting receipts with each purchase. The approving official is still responsible for what is approved. The approving official reviews a detailed report of each transaction per month.

**The Fleet Pcard is a procurement card and is subject to all Procurement Card Program policies and procedures including the reconciliation and packet approval process.**

## **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 \$3,500 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 Integrated CSU Administrative Manual (ICSUAM), Section 5000, General Procurement Requirements, ICSUAM 5250 & ICSUAM 5251, 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)
- Facilities Operations 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 identified in the Reference Guide for the Purchases of Services or with an issued Q#, see Attachment E)
- All purchases for goods or services from foreign/international vendors unless approval is granted in advance by Contracts and Procurement (see below for further detail)

- Narcotics/Controlled Substances
- Alcoholic Beverages
- Raffle Prizes
- Furniture with any room design or installation service
- Fines, late fees, penalties, interest, or finance charges
- Costco, Sam's Club, Amazon Prime memberships, or other similar personal memberships
- 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.)
- Equipment with a total cost of more than \$5,000 (total cost includes the cost of the item, tax, shipping, etc.)
- Electronic Information Technology purchases, unless approval is granted in writing from the Division of Information Technology, or the items are considered as a technology consumable supply (see Attachment A for detailed sample of restricted items and the list of technology consumable supplies)
- Unapproved travel expenses (see section 10.0 Using the Procurement Card for Travel)
- Unapproved Directive 11 categorized expenses
- Purchases which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures

### **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 Pcard 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 eBusiness 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.

### **Surcharge**

A Surcharge (sometimes referred to as a 'convenience fee') is defined as a charge or fee added to a purchase because a consumer decides to use a credit card as the method of payment. California state law prohibits California retailers from imposing a surcharge, your attention is called to the following:

*California Civil Code Section 1748.1 (a) No retailer in any sales, service, or lease transaction with a consumer may impose a surcharge on a cardholder who elects to use a credit card in lieu of payment by cash, check, or similar means. A retailer may, however offer discounts for the purpose of inducing payment by cash, check, or other means not involving the use of a credit card, provided that the discount is offered to all prospective buyers.*

**The University shall not pay any surcharge to California vendors because a credit card is used as the method of payment.** If you encounter a vendor who insists on adding the surcharge, email the vendor information including business name, contact number, and contact name to [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu).

**If a surcharge has been paid on a procurement card to a California vendor**, please email [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu) and include the vendor name, contact number, contact name and amount of the surcharge. If available, send a copy of the receipt with the email.

Vendors from outside of California may impose a surcharge; however, it is the University's preference to not pay the surcharge. If a local vendor can be found that does not impose a surcharge, that vendor should be used.

### **Purchases from International Vendors**

Except for approved international travel, all purchases made from foreign/international vendors are considered prohibited unless approval is granted in advance. Approval is granted through the issuance of a Q#. Email requests to [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu), allow 5-7 business days for processing.

### **Purchases made at off-campus vendors**

Leaving the campus to conduct authorized University business is considered travel and is subject to all University Travel policies. Though not inclusive, below is a list of examples of purchases which have a travel component:

- Food pick up for an authorized University event (an event paid for with University funds and an approved D11)



- Errands such as pick up of office supplies, event supplies, small equipment and accessories, etc.
- A business meal at a restaurant
- Off campus University event (department retreat, professional development, awards banquet, etc.)

Please refer to the following travel policy websites for the requirements and campus travel policy:

Requirements to Drive on University Business:

<http://finance.fullerton.edu/controller/travel/RequirementsToDriveOnUniversityBusiness.asp>

Campus Travel policies and procedures:

<http://finance.fullerton.edu/Controller/Travel/TravelPolicy.asp>

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

### **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 theft-sensitive equipment (cell phones, computers, portable computing devices, copiers, printers, external hard drives, IT servers or other IT related items or equipment subject to theft or loss) have a predetermined "delivery point" for these items when purchased with a procurement card
  - All purchases of theft-sensitive equipment need to be delivered to Pollak Library South, Room 84 (PLS-84) for tagging by Campus IT
- All 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 \$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**

### **Required Training**

#### **Cardholder/Responsible Person/Delegate Training Requirements**

When a Faculty/Staff member assumes one of these roles:

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

The Faculty/Staff member 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 roles (Cardholder, Responsible Person, Delegate) will be required to take the two training courses every two years.

A Faculty/Staff member who does not fulfill the training requirement will not receive the Pcard, or access to the Pcard transactions. Failure to complete the required training every two years after initial access will lead to suspension of the Pcard or removal from the Delegate role.

#### **Approving Official Training Requirements**

When a Faculty/Staff member is assigned the Approving Official role either by their supervision of an employee or by assignment during the creation of a Pcard through submission of a Pcard application form, they will be assigned the "P-Card Approving Official – Online Training" as required training to their Employee Training Center (ETC) required training list.

Additionally, a Faculty/Staff member with the Approving Official role will be required to take the training course every two years. A Faculty/Staff member who does not fulfill the training requirement could lead to suspension of the Pcards that the Faculty/Staff member approves.

### **Cardholder Responsibilities**

#### **Cardholder/Responsible Person/Department Pcard/Vendor DB Pcard User**

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 identified cardholder (or the faculty/staff member who has checked out the Department Pcard) is authorized to use the Procurement Card. Vendor DB Pcards can be used by those individual(s) identified on the Declining Balance Pcard Purchase Order.

### **Security of Procurement Card 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 just the last four digits of your Pcard account number exposes your Pcard to potential fraud, and violates CSU policy.

### **Procurement Card Purchases**

Cardholder/Department/Vendor DB Pcard user 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

### **Sales or Use Tax**

CSU, Fullerton is required to pay California sales tax on all tangible goods received, including goods shipped from vendors outside California who do not charge sales tax. As is the case with all purchase orders, California 'use tax' shall be accrued on all Pcard purchases from out-of-state vendors. Therefore, if you receive goods from a vendor outside of California, use tax, an amount equal to the current sales tax rate, will be accrued by Accounts Payable as a separate expense to the department's ChartField account.

If you receive goods from a California vendor and they do not include sales tax on their invoice, you should contact the vendor and advise them that CSU, Fullerton is subject to sales tax and ask if they want to provide an invoice for the difference.

If you have any questions about sales or use tax, please contact Accounts Payable at [ap@fullerton.edu](mailto:ap@fullerton.edu).

## **Reconciliation**

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

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

If the Cardholder/Department/Vendor DB Pcard user 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/documents/controller/travel/forms/Lost\\_Missing\\_Receipt\\_Travel.pdf](http://finance.fullerton.edu/documents/controller/travel/forms/Lost_Missing_Receipt_Travel.pdf)).

**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 Cardholder Activity 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/responsible person can view monthly transactions online through Access® Online, a bank statement is not sent from US Bank. The cardholder/responsible person needs to create and review the appropriate transaction report for accuracy and reconcile it to the vendor receipts/invoices.

The cardholder/responsible person is responsible for reviewing each transaction in Access® Online and assigning the appropriate CFS ChartField entries (Account, Fund, Dept ID, Program, Class, & Project), travel document number (if applicable), and appropriate description of the purchase for each transaction.

The cardholder/responsible person is responsible for contacting US Bank on questionable, fraudulent, or disputed items, which appear as a transaction on the appropriate transaction report within 60 days of the cycle close date. Attach a copy of all disputed transaction documents to the packet.

The cardholder/responsible person 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 the appropriate transaction 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 unless otherwise notified.**

**The Responsible Person of a Department Pcard must also attach the Department Procurement Card Check Out/In form.**

## **Approving Official Responsibilities**

The Approving Official is the administrator who supervises the Cardholder/Responsible Person or has been delegated the authority to certify that the purchases made by the Cardholder/Department/Vendor DB Pcard user 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 packet
- Certify that all purchases are to be, or have been used exclusively for official University business
- Confirm availability of funds committed
- Notify eBusiness Program office when Pcard accounts should be closed
- Retrieve procurement cards from cardholders/responsible person 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

**Approving Officials – You are responsible for what your cardholder has purchased once you sign the approval form unless corrective actions have been made and that action is noted in the cardholder activity report. Please carefully review to ensure all charges comply with Pcard policies before signing the approval form.**

## **Fiduciary Responsibilities**

Since the Procurement Card represents an *official delegation of purchasing authority*, cardholders/responsible person and/or approving officials have certain *fiduciary responsibilities* in this regard. It is the cardholders'/responsible persons' and/or approving officials' responsibility to ensure that all provisions of University

policies and procedures have been followed. A cardholder's/responsible person'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's/responsible person's 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/fraudulent purchases have been communicated to the bank via the cardholder fraud/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 **all** 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 **all** 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 eBusiness Programs Specialist is responsible for conducting post-audits of procurement card purchases 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 (**Individually issued Pcards Only**)
- 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, Department Pcard User, or Responsible Person commits three violations within a six month period by purchasing a prohibited item(s) as listed on the Prohibited Purchases/Transactions listing.

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

### **Late Submittal of Procurement Card Packet**

As previously stated in 'Cardholder Responsibilities,' the Pcard packet for a billing cycle is typically due by the 10<sup>th</sup> of the following month (for example, the May billing cycle packet would be due June 10<sup>th</sup>).

In those instances where a Pcard packet is not received by the due date, the packet is considered outstanding and the Cardholder/Responsible person will receive an email notification. When a packet has been outstanding for over 30 days, the Pcard will be suspended.

The suspension will remain in place until all outstanding packets are received and any or all issues have been resolved (i.e. missing receipts, travel request numbers, approved Directive 11 forms, etc.).

### **Suspension of Travel Purchase Authorization**

The ability to use the Procurement Card for travel is based on the Cardholder's/Responsible Person's responsibility to ensure that all travel activity is in compliance with the University's travel policy.

The Procurement Card issued through the University's Pcard program is guaranteed by State funding or the associated auxiliary fund identified on the Short-Term DB Pcard application. Therefore all travel expenses must be supported by the appropriate approval pursuant to CSU Fullerton travel policy (i.e. Travel Request number (TR#), Non-Employee Travel Approval form, CSUF Study Abroad agreement, etc.) or a purchase order number from the auxiliary fund that is being used.

Comments or notes that identify the expense being reimbursed by an auxiliary fund (without an auxiliary purchase order) or that the travel request is pending do not meet this requirement and are considered a misuse of the Pcard.

Continued misuse of the Pcard for unapproved travel will result in travel being removed from the Pcard and the card will be authorized for retail purchases only. Travel privileges MAY be reinstated at the sole discretion of the Pcard Program.

## **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/Responsible Person, Approving Official and Division Head (or Designee) will be notified *in writing*. The Cardholder/Responsible Person may request an appeal 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.

## **Personal Liability for Pcard Transactions**

Cardholders/Department Pcard users will be held personally liable for any inappropriate or unauthorized transactions made by them which violate CSUF Procurement Card Policy. Additionally, any Pcard packet that is over 30 days late may also be billed to the cardholder since the transactions have not been approved per CSUF Procurement Card Policy.

The Cardholder/Department Pcard User will be billed for any transaction that requires reimbursement. Any billing that is 60 days overdue will cause the Pcard to be suspended until all outstanding amounts and items are submitted.



## **9.0 Procurement Card Processes**

### **Changes/Revisions to a Procurement Card**

Any change/revision to a procurement card account can be requested either by submitting an approved revision request form or an approved email describing the revision being requested. The email can be sent to [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu) and the approved revision request form can be sent to CP-300.

### **Approving Procurement Card Changes/New Accounts**

Any changes to a procurement card or creation of a new account must be approved by the appropriate Division Head (President or Vice President), College Dean, Associate Vice President, or Division or College Financial/Budget Manager (as identified by each Division or College).

### **New Cardholders**

New cardholders/responsible persons must complete an application and submit it with the appropriate signatures to the Procurement Card Program office, CP-300 (except for the Vendor DB Pcard). Incomplete applications will delay the processing of the application. The eBusiness Programs Specialist will notify cardholders/responsible persons once their card is received. New cardholders/responsible persons must attend a mandatory training session before their card is released.

### **Replacement of Procurement Cards**

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

The Cardholder/Responsible Person will immediately contact US Bank at **(800) 344-5696** and notify the Procurement Card Program by email.

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

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

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

## **Spending Limits**

### **Monthly Limit**

Monthly limits are set at the time of card issuance. The monthly limit may be changed by the Pcard program receiving an approved email or an approved revision request form. 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 the Pcard program receiving an approved email or an approved revision request form. 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, an approved revision request form or an approved email must be submitted to the Procurement Card Program.

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

## **ChartField Changes**

To change the default ChartField or add additional ChartFields, an approved revision request form or an approved email must be submitted to the Procurement Card Program.

Once the change has occurred, the eBusiness Programs Specialist will email the Cardholder/Responsible Person and the Approving Official.

## **Name or Telephone # Changes**

A change to the Cardholder's/Responsible Person's last name or telephone number may be requested by an email from the Cardholder

or 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 Cardholder, Approving Official, College Dean, Division Head or their Designee to [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu). An email confirming the cancellation of the card will be sent from the eBusiness Programs Specialist. The canceled Procurement Card must be destroyed and forwarded to the Procurement Card Program office, CP-300 in a sealed envelope.

An approved revision request form may also be submitted along with the destroyed Procurement Card in a sealed envelope. The eBusiness 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 monthly procurement card packets or other documents to the Procurement Card Program office, CP-300. Contact the eBusiness Programs Specialist for current status on an 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. The expenditures for travel related purchases can only be made in accordance with CSU and CSU, Fullerton travel policies. Any travel related purchase that is not allowed by CSU and/or CSU, Fullerton travel policies and guidelines is considered an unauthorized purchase.

A travel request number (TR#) issued by Travel Operations is required to authorize Official University business travel paid for with State funds for University Faculty, Staff, Graduate Assistants, Student Assistants, and/or CSUF Students.

In addition, State funded travel expenses can be authorized for the following non-employees/student travel categories:

- Non-employees/Official University Guests with an approved Non-Employee Reimbursable Travel Expenses form for Official University Guest as defined by CSUF Travel Policy for Non-Employees (submit the approved form with the Pcard submittal)
- Students traveling for a recognized study abroad program when associated with an approved/signed Study Abroad agreement (include the Study Abroad agreement number when reconciling the transaction)
- Students traveling when the travel expenses are associated with a University offered course (authorizes enrolled student expenses only).

**Auxiliary funded travel expenses can only be incurred when authorized in advance by the Procurement Card Program Administrator.**

**All auxiliary funded travel expenses must be in compliance with the auxiliary's policies and fund restrictions. Any rejects by the auxiliary for any travel expenses they identify as not in compliance with the auxiliary's policies and fund restrictions are considered unauthorized travel expenses.**

**Any unauthorized travel expense is considered a personal expense made by the cardholder and reimbursement of the unauthorized expense is required.**

### **Procurement Card Cardholder Reminder**

Leaving the campus to conduct authorized University business is considered travel and is subject to all University Travel policies. Though not inclusive, below is a list of examples of purchases which have a travel component:

- Food pick up for an authorized University event (an event paid for with University funds and an approved D11)
- Errands such as pick up of office supplies, event supplies, small equipment and accessories, etc.
- A business meal at a restaurant
- Off campus University event (department retreat, professional development, awards banquet, etc.)

Please refer to the following travel policy websites for the requirements and campus travel policy:

Requirements to Drive on University Business:

<http://finance.fullerton.edu/controller/travel/RequirementsToDriveOnUniversityBusiness.asp>

Campus Travel policies and procedures:

<http://finance.fullerton.edu/Controller/Travel/TravelPolicy.asp>

## **Reconciling Monthly Transactions for Travel Expenses**

### **Conference Fees and Registration**

- Obtain a receipt showing proof of payment or email receipt showing proof of payment from the conference
- When reconciling Procurement Card transactions:
  - Submit the original conference receipt or email receipt with the Procurement Card packet
  - Within Access® Online, on the Transaction Detail screen, provide the Travel Request number or auxiliary PO number in the comments 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 receipt showing the total cost, proof of payment and itinerary
- When reconciling Procurement Card transactions:
  - Submit original airline passenger ticket receipt or email receipt with the Procurement Card packet
  - Within Access® Online, on the Transaction Detail screen, provide the Travel Request number or auxiliary PO number in the comments 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 showing proof of payment 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 showing proof of payment with the Procurement Card packet
  - Within Access® Online, on the Transaction Detail screen, provide the Travel Request number or auxiliary PO number in the comments 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**

- Retain the original receipt showing proof of payment
- When reconciling Procurement Card transactions:
  - Submit **original** itemized receipt with the Procurement Card packet
  - Within Access® Online, on the Transaction Detail screen, provide the Travel Request number or auxiliary PO number in the comments 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 itemized receipt with the Procurement Card packet

- Within Access® Online, on the Transaction Detail screen, provide the Travel Request number or auxiliary PO number in the comments 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 request, 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

## Attachment A

### Information Technology Commodities and Services

All Electronic & Information Technology (E&IT) commodities and services, which excludes technology consumable supplies, are restricted items and require IT approval. Please contact [DL-itpurchasing@fullerton.edu](mailto:DL-itpurchasing@fullerton.edu) with a quote/web link and reason for purchase. Any purchase made in violation of this restriction is considered a prohibited purchase and will be handled in accordance with Section 8.0 of the procurement card policy in effect at the time of the transaction. Prior to purchase, please refer to the tables below to determine whether the purchase may be made using a Pcard.

Examples of permissible E&IT purchases made using a Pcard with IT approval	Examples of E&IT purchases which require a requisition
Desktop, Laptop/Notebook computers	Any software/service requiring a signed agreement or click through agreement
Tablets (e.g. iPads, Microsoft Surface, Kindle Fire, Samsung, etc.)	Online IT services such as Survey Monkey, Zoomerang, GoToMyPC, Constant Contact, Log Me In, etc.
Online subscriptions to magazines, journals, and newspapers	Web hosting service
iPhones, Android phones, and other cellular devices including cellular network cards and their cellular service plans	Online storage/cloud services such as Dropbox, iCloud, Amazon Cloud Drive, Google Drive, etc. (please note: University IT provides Dropbox for Business accounts with unlimited storage)
Monitors, televisions, projectors, digital cameras, webcams, and video cameras	Internet access costs (Except for one-time access while on travel)
Printers/copiers	
Mice, keyboards, graphics cards, computer memory cards, and computer microphones	For a list of unrestricted technology consumables supplies, please visit <a href="http://www.fullerton.edu/ITPurchasing/Consumables.php">http://www.fullerton.edu/ITPurchasing/Consumables.php</a>

All software, including software accessed online, must be purchased using the CFS purchase requisition process. A procurement card may not be used to purchase any software unless approved in advance by Contracts and Procurement.

**Only Contracts and Procurement can authorize an agreement and/or contract. If there is a contract/agreement involved with an E&IT purchase or a free trial, please contact the Procurement Card Program for additional approval.**

If you have any questions about a specific purchase, please email [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu).

If you have any questions about the IT purchasing process or to request approval to make an E&IT purchase, please email [DL-itpurchasing@fullerton.edu](mailto:DL-itpurchasing@fullerton.edu), or visit [www.fullerton.edu/itpurchasing](http://www.fullerton.edu/itpurchasing).



**APPROVAL OF PROCUREMENT CARD TRANSACTIONS**

Posted Transactions From: \_\_\_\_\_ To: \_\_\_\_\_

Card Account ID #: \_\_\_\_\_

Last Four Pcard Account #: \_\_\_\_\_

I have reviewed my transactions and assigned the appropriate ChartFields and travel authorization 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 fund.

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

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
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 eBusiness Programs Office, CP-300



## Attachment C



**Contracts and Procurement  
e-Business Programs  
Procurement Card Application**

Use this form to request a new Procurement Card account issued in an individual's name.

New Procurement Card Application (Choose Type Below)  
One Card

Purchasing Restriction (Choose Type Below)  
None

Cardholder's Name: \_\_\_\_\_

Telephone # (657) 278-\_\_\_\_\_

CWID#: \_\_\_\_\_

(Direct Extension)

Building/Room#: \_\_\_\_\_

Campus Email: \_\_\_\_\_@fullerton.edu

Department: \_\_\_\_\_

Single Purchase Limit: \_\_\_\_\_

Monthly One Card,  
or Maximum DB Pcard Expenditure Limit: \_\_\_\_\_

Explanation for single purchase limit over \$500:

ChartField to be Charged: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Default Fund (5)    Default Dept ID (5)    Fund (5)    Dept ID (5)    Fund (5)    Dept ID (5)

Approving Official: \_\_\_\_\_  
Print Name

I hereby request a CSUF Procurement Card and agree to abide by the policies and procedures governing the CSUF eBusiness Programs. 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Approval**

I hereby approve this request for a Procurement Card for the above named Cardholder. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the Procurement Card associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the respective program's policy and procedures.

Department Head or Administrator  
Print Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Head or Designee  
Print Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

<b>Contracts and Procurement Use Only</b>	
Processed by: _____	Card #: _____
<input type="checkbox"/> Process Application <input type="checkbox"/> ChartField Setup <input type="checkbox"/> Training Scheduled, Date: _____	



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

**Contracts and Procurement  
e-Business Programs  
Department Pcard Application**

Use this form to request a new Procurement Card issued in the name of the Department

New Department Procurement Card Application (Choose Type Below)

One Card

Purchasing Restriction (Choose Type Below)

None

Responsible Person's Name: \_\_\_\_\_

Telephone # (657) 278- \_\_\_\_\_  
(Direct Extension)

CWID#: \_\_\_\_\_

Building/Room#: \_\_\_\_\_

Campus Email: \_\_\_\_\_@fullerton.edu

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

Single Purchase Limit: \_\_\_\_\_

Monthly One Card  
or Maximum DB Pcard Expenditure Limit: \_\_\_\_\_

Explanation for single purchase limit over \$500:

ChartField to be Charged:

\_\_\_\_ - \_\_\_\_ | \_\_\_\_ - \_\_\_\_ | \_\_\_\_ - \_\_\_\_  
Default Fund (5)    Default Dept ID (5)    Fund (5)    Dept ID (5)    Fund (5)    Dept ID (5)

Approving Official: \_\_\_\_\_  
Print Name

I hereby request a CSUF Department Procurement Card and agree to abide by the policies and procedures governing the CSUF Procurement Card. I understand that I will be responsible for tracking who uses the Department Pcard, and for collecting and submitting all required documents associated with user's purchases. I also understand that failure to submit all required documents in compliance with Procurement Card policy deadlines may result in revocation of the Department Procurement Card.

Responsible Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Approval**

I hereby approve this request for a Department Procurement Card assigned to the above named Responsible Person. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the Department Procurement Card account associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the Procurement Card Program's policy and procedures.

Department Head or Administrator \_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

Division Head or Designee \_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

Return the completed application to Contracts and Procurement, CP-300. Contact ebusiness@fullerton.edu with any questions.

**Contracts and Procurement Use Only**

Processed by: \_\_\_\_\_ Card #: \_\_\_\_\_

Process Application     ChartField Setup     Training Scheduled, Date: \_\_\_\_\_



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

Contracts and Procurement  
e-Business Programs  
**Short Term Declining Balance  
Procurement Card Application**

Use this form to request a short term Declining Balance Procurement Card

Cardholder's Name: \_\_\_\_\_ Telephone # (657) 278- \_\_\_\_\_  
(Direct Extension)  
 CWID#: \_\_\_\_\_ Building/Room#: \_\_\_\_\_  
 Department: \_\_\_\_\_ Purchasing Restriction (Choose Type): None   
 Single Purchase Limit: \_\_\_\_\_ Maximum DB Pcard Expenditure Limit: \_\_\_\_\_

Explanation for single purchase limit over \$500:

Approving Official: \_\_\_\_\_ Dates Card is to be Active: \_\_\_\_\_ - \_\_\_\_\_  
Print Name From To

I hereby request a CSUF Procurement Card and agree to abide by the policies and procedures governing the CSUF Procurement Card 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CSUF State ChartField to be used to process expenses:

Account (6) - Fund (5) - Dept ID (5) - Program (4) - Class (5)

Auxiliary Fund to be billed: None  Auxiliary Purchase Order #: \_\_\_\_\_  
(Please Select One)

If you are using an Auxiliary Fund, an Auxiliary purchase order number must be included. You still need to identify the State fund to be used as a guarantee for all Pcard charges that are not accepted by the auxiliary fund. Use for travel expenses requires a travel authorization number issued for the expenditure of State funds because the card is guaranteed by the above referenced State ChartField.

**Application Approval**

I hereby approve this request for a Procurement Card for the above named Cardholder. I authorize the use of the above referenced CSUF ChartField to guarantee all expenditures made on the Procurement Card associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the respective program's policy and procedures.

Department Head or Administrator \_\_\_\_\_  
Print Name Title  
 \_\_\_\_\_  
Signature Date

Division Head or Designee \_\_\_\_\_  
Print Name Title  
 \_\_\_\_\_  
Signature Date

Return the completed application to Contracts and Procurement, CP-300. Contact pcard@fullerton.edu with any questions.

<b>Contracts and Procurement Use Only</b>	
Processed by: _____	Card #: _____
<input type="checkbox"/> Process Application	<input type="checkbox"/> ChartField Setup
<input type="checkbox"/> Verified Auxiliary Fund Use	_____

Attachment D



CALIFORNIA STATE UNIVERSITY FULLERTON

Contracts and Procurement e-Business Programs Procurement Card Revision Request Use this form to make a revision to an existing Pcard account

Cardholder/Department Name: Printed Name Card Account ID#:

Name Change: New cardholder/dept/user name: Printed Name

Telephone Number Change: Change telephone number to: (657) 278-

Cancel Procurement Card Account

The following selections require Division Head signature

Change Purchasing Restriction None

Limit Change: New Single Purchase Limit: New Monthly/Max Limit:

Explanation for Single Purchase Limit over \$500:

Default ChartField Change: From: Fund - Dept ID To: Fund - Dept ID

Additional ChartField: ChartField: Fund - Dept ID ChartField: Fund - Dept ID

Remove ChartField: ChartField: Fund - Dept ID ChartField: Fund - Dept ID

Approving Official (AO) Change: From Current AO: To New AO:

If you wish to cancel your Procurement Card, an Approving Official, College Dean, Division Head or their Designee may send an email to ebusiness@fullerton.edu requesting cancellation. The requestor will receive an email once the card has been cancelled (Pcard should be destroyed and returned to the Procurement Card Program, CP-300).

Revision Request Approval

Cardholder's Signature: Date:

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any CSUF ChartField(s) referenced above to all expenditures made on the Procurement Card associated with the revision request. I certify that the above reference New Approving Official understands and accepts the role and responsibility as described in the Procurement Card Program's policy and procedures.

Department Head Or Administrator Print Name Title

Signature Date

Division Head or Designee Print Name Title

Signature Date

Contracts and Procurement Use Only Completed by: Pcard #: Completed Date: Return completed form to: Contracts and Procurement, CP-300 Please contact ebusiness@fullerton.edu with any questions.

## Attachment E

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

Pursuant to Procurement Card policy, any purchase/transaction for services is prohibited unless the vendor is listed as authorized on the Procurement Card Authorized Service Providers webpage available at <http://finance.fullerton.edu/procurement/pcard/AuthorizedServiceProviders.asp>

Only the specific services and service providers referenced on the Procurement Card Authorized Service Providers webpage may be used for Pcard. ***All other services provided by vendors not listed on that webpage are prohibited unless a "Q" Number (Q#) 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 ([ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu)).

- ***Please allow 5-7 business days for processing the Q number request.***
- ***The issuance of a Q# is at the sole discretion of Contracts and Procurement and typically will not be issued if there is an authorized service provider listed on the above referenced webpage.***
- ***Submittal of documents does not grant authorization to begin work on the service being provided.***
- ***Work can only begin when a Q# is issued by Contracts and Procurement.***

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

***Due to liability, performance, and other factors, all contracts for services are required to be reviewed and signed 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.***