



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

**Procurement Credit Card
(ProCard) Handbook**

CSUB BUSINESS SERVICES

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Quick Reference Sources

US Bank 24-Hour Customer Service

1-800-344-5696

Procurement Card Technician

Bethany Davis | 661/654-3202 | bdavis33@csub.edu

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Billing Cycle

The Procurement card billing cycle ends on the **10th of each month**, or on the following business day if the 10th falls on a weekend or holiday.

Reconciliation Due Dates

The reconciliation period in PeopleSoft CFS is **7 business days** from notification that the monthly ProCard Report is available.

The ProCard Annual Cycle Date calendar is emailed to cardholders and is available on the campus [ProCard webpage](#).

The completed and signed monthly ProCard Reconciliation Packet is due to procard@csub.edu **7 business days** after the reconciliation period end date.

CFS / PeopleSoft – CSU ProCard

Monthly ProCard purchase reports can be accessed in [PeopleSoft CFS](#).

ProCard Reconciliation Quick Reference Guide

The [ProCard Reconciliation Quick Reference Guide](#) contains step-by-step instructions for accessing, reconciling, and downloading the current month's ProCard purchase report, and for accessing and downloading a prior month's report.

Introduction

The University offers the Procurement Credit Card (ProCard) as a payment option for the purchase of commodities (promotional items, books, etc.), and for off-campus services. The ProCard is available to campus employees including staff, faculty, auxiliary employees, ASI Executives and Student Housing Resident Coordinators upon recommendation of their Approving Administrators (Dean, Chair, or MPP). The ProCard should be used as the first payment option to achieve cost savings and improve processing time, as a purchase order is the least cost-effective method of procuring low-dollar value commodities.

LEGAL REFERENCE AND AUTHORITY

[CSU Contracts and Procurement Policy for Procurement Cards](#)

Designated Position

Approving Administrators who approve Cardholders' ProCard transactions are considered the authority to make discretionary purchasing decisions. Therefore, these Administrators will be identified as designated employees required to file a Statement of Economic Interests Form 700 and will complete Conflict of Interest (COI) training. The campus COI Filing Coordinator will contact Approving Administrators and provide COI information and documentation.

CSUB ProCard Purchasing Program

CARD ISSUANCE

- The individual must be a University employee or a University authorized student executive or Housing Resident Coordinator (temporary or interim employees are not eligible for a ProCard).
- The credit card is issued to the University in an individual's name.
- The University is responsible for payments to US Bank for business purposes.
- All purchases must be made in accordance with established University, State, and Federal policies for expenses associated with official University business only.
- Upon receipt of this card, the Cardholder will be granted fiscal authority **for ProCard purchases only.**
- All Cardholders must have a designated Approving Administrator (Dean, Chair or MPP). The Approving Administrator:
 - May not be a subordinate or peer of the Cardholder.
 - Must have fiscal authority over the default chartfield string for the ProCard.

APPLICATION PROCESS

The following forms must be completed, submitted, and processed in order to receive a ProCard:

- [Procurement Credit Card Application](#): To be completed by the Requester and signed by the Approving Administrator(s). Upon completion, the form routes automatically to procard@csu.edu for review and approval by Procurement.
- [Common Finance System \(PeopleSoft CFS\) Access Request](#): Automated Adobe Sign PowerForm managed by Information Technology Services, which gives the Cardholder access to view and reconcile their monthly statements in PeopleSoft CFS.

TRAINING

The ProCard Requester is required to complete ProCard training before the card is issued. Once training is complete, the ProCard Requester will be notified when the ProCard is available for pickup from Procurement & Contract Services. A document acknowledging receipt of the ProCard and acceptance of the responsibility delegated to the ProCard Requester must be signed at the time of pickup.

CARD ACTIVATION

Upon receiving the ProCard, the ProCard Requester will receive instruction on how to activate the card. Upon activation, the ProCard Requester shall sign the back of the card or write SEE ID for security purposes.

Completing an Application

SELECT AN APPROVING ADMINISTRATOR

An Approving Administrator is defined as a Chair, Dean, or Administrator (MPP) who manages the activities of the employee on a day-to-day, project, or program basis. The assigned Approving Administrator is responsible for reviewing and approving the Cardholder's charges each month. A Cardholder cannot approve their own charges. It is recommended to have a secondary Approving Administrator in the event the primary Approving Administrator is unavailable to sign the ProCard Reconciliation Packet.

DETERMINE SPENDING LIMIT

Generally, the Cardholder's Approving Administrator will determine the spending limit for the ProCard. The monthly spending limit should be requested to accommodate the department's purchasing needs. Final approval of the requested spending limit will be issued by the Procurement Director.

DETERMINE DEFAULT CHARTFIELD STRING

One chartfield string will be associated with the ProCard. All transactions on the ProCard will be charged to this chartfield string by default, unless changed by the Cardholder in PeopleSoft CFS within **7 business days** of notification that the monthly ProCard Report is available.

SIGNATURES

All ProCard applications must be signed by the Cardholder, Approving Administrator, and Procurement Director. Additional signatures may be required for some applications depending on the business unit.

Areas of Responsibility

US BANK

US Bank is the CSU ProCard Contractor who will issue credit cards and provide the monthly ProCard Report electronically that will be uploaded into CFS. Paper statements will not be mailed to Cardholders.

CSUB BUSINESS SERVICES

The Assistant Vice President for Business Services delegates the administration of the ProCard program to the CSUB Business Services Department. Within Business Services, the ProCard program is managed jointly by Procurement & Contract Services and Payment Services. These departments are responsible for accumulating, reporting, coordinating, and evaluating all aspects of the program. Procurement & Contract Services is responsible for distributing ProCards, administering ProCard online training, updating the ProCard Handbook and forms, managing Cardholder accounts, and assisting Cardholders. Payment Services is responsible for processing payment to US Bank, auditing monthly ProCard Reconciliation Packets, and monitoring compliance with University and CSU policies and procedures.

CARDHOLDER

Cardholder responsibilities include:

- Reviewing ProCard data in CFS monthly and disputing any fraudulent transactions with US Bank immediately.
- Keeping the ProCard secure – only the assigned Cardholder is allowed to make purchases on the ProCard.
- Complying with University and CSU guidelines and procedures.
- Complying with State and Federal guidelines, if applicable.
- Reconciling and preparing the monthly ProCard Purchase Report in CFS and submitting the ProCard Reconciliation Packet to Business Services for auditing within **14 business days** of the ProCard cycle end date. **Grant paperwork must be submitted to Sponsored Programs Post Award.**

- Upon separation from the University, turning in the ProCard to Cashiering in accordance with the Separation Clearance Process, available on the campus webpage under [Human Resources Policies](#).

APPROVING ADMINISTRATOR

Approving Administrator responsibilities include:

- Reviewing and approving all charges to the ProCard.
- Ensuring compliance with University and CSU policies and procedures.
- Ensuring compliance with State and Federal guidelines, if applicable.
- Ensuring all proper documentation is attached to the monthly ProCard Purchase Report.
- Ensuring that the Cardholder's final monthly ProCard Purchase Report is reconciled in CFS and that a copy is submitted to Business Services after Cardholder separates from the University.

Cardholder Responsibilities

GENERAL RULES FOR PURCHASING

The Cardholder will place an order for a purchase by phone/fax, mail, online order, or in-store pickup. The receipt must include the following information:

- Name and address of vendor
- Item description
- Quantity purchased
- Unit price per item
- Sales tax, if applicable
- Shipping charges, gratuity, and/or other fees, if applicable
- Final total matching the transaction amount on the ProCard Reconciliation Report

Any commodities ordered that will be shipped to the University through the Receiving Department **MUST** include the designation "ProCard" on the shipping label. The shipping label should also include an exact location and contact person for delivery. Shipments missing this information may experience delays in delivery or the return of the order back to the vendor.

SALES TAX / USE TAX

If a vendor does not charge sales tax at the point of sale, the University is responsible for collecting use tax to submit to the Department of Tax and Fee Administration. Payment Services will audit Cardholders' reports and calculate the use tax for items not taxed. A chargeback transaction will be posted to the Cardholder's chartfield string for the sales tax amount.

SMALL BUSINESS AND DISABLED VETERAN ENTERPRISES

The Procurement & Contract Services department at California State University, Bakersfield is interested in expanding its supplier base, particularly in the areas of Small Business and Disabled Veteran Business Enterprises (DVBE). The University wants to ensure, in accordance with legislative requirements, that a fair proportion of its annual procurements are awarded to such firms offering dependable products and quality services at competitive prices. The California State Department of General Services offers an [online search engine](#) to locate Small Business and Disabled Veteran Business Enterprise vendors.

BUY RECYCLED

As a state entity, CSUB participates in the **State Agency Buy Recycled Campaign (SABRC)** developed to comply with state laws requiring the procurement of recycled content products as well as tracking and reporting of those purchases. The University wants to ensure that a fair proportion of its annual procurements are awarded to such firms offering dependable products and quality services at competitive prices.

CSU Environmental & Social Sustainability [Environmental & Social Sustainability | CSU \(calstate.edu\)](#)

Green Procurement Policy [Green Procurement Policy for Environmentally Preferable Products & Services | California State University, Bakersfield \(csub.edu\)](#)

Resources:

1. State Agency Buy Recycled Campaign ([State Agency Buy Recycled Campaign - CalRecycle Home Page](#)) for recycled-content product (RCP) requirements.
2. [SABRC's 11 reportable product categories](#) to see if a product has enough postconsumer recycled content to be SABRC-compliant, when filling out your agency's requisition form or searching for your pro-card estimates.
3. Search directory for Recycled-Content Product Manufacturers: [Recycled-Content Product Manufacturers \(RCPM\) \(ca.gov\)](#)

SUPPORTING DOCUMENTATION

- The Cardholder shall collect and maintain detailed supporting documentation for each ProCard transaction.
- If a detailed receipt is not available, the Cardholder must attach the summarized receipt with a description of what was paid for (i.e., "3 books@ \$10.00 plus tax" or "Dinner totaling \$27.42 before 15% tip, no alcohol.")

- If the Cardholder has lost receipts/invoices, they are required to make a good faith effort to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, the Cardholder must attach a Lost Receipt Form with an explanation to the monthly ProCard Reconciliation Packet. The Lost Receipt Form is available on the [Campus Forms Gateway](#).

MONTHLY PROCARD PURCHASE REPORT

- After the close of each monthly billing cycle on the 10th of the month, the Cardholder will receive an email notification from Payment Services that their monthly ProCard Report from US Bank is available for reconciliation in CFS/PeopleSoft.
- Within **seven (7) business days** of this notification, the Cardholder is required to review the monthly ProCard Report online. This process should include the following:
 - Reviewing the monthly ProCard Report for accuracy
 - Reconciling the report to vendor receipts/invoices
 - Adding a description in the description field for each transaction
 - Updating chartfields/distributions if needed
- The ProCard Reconciliation Packet is then submitted to Business Services for auditing. The ProCard Reconciliation packet consists of:
 - ProCard Purchase Report printed from CFS/PeopleSoft
 - Receipts/Invoices and other required documentation
- After the 7 business day review period, updates may no longer be made to description fields or chartfields.
- The original packet will be forwarded to the Approving Administrator for review and signature or routed using the Adobe Sign PowerForm.
- The Cardholder must save a copy of the signed packet to be retained for **two (2) years** for audit purposes.
- Within **fourteen (14) business days** from notification that the ProCard Report is available online, the signed packet must be submitted to procard@csub.edu with complete documentation for all transactions. Grant paperwork must be submitted to Sponsored Programs Post Award at spapostaward@csub.edu. If the report is not submitted within the required timeframe, a late notification email will be sent to the Cardholder and their Approving Administrator.
- The automated [ProCard Reconciliation and Approval PowerForm](#) may be used to route the reconciliation packet via Adobe Sign.
- The PowerForm, and detailed instructions for use, can be found on the Campus Forms Gateway (linked above under Supporting Documentation).
- If the PowerForm is not used, the signed packet must be submitted in PDF format via email to procard@csub.edu.

IMPORTANT: Late submission or failure to submit the ProCard Reconciliation Packet two or more times may lead to the suspension of ProCard privileges by the AVP Business Services or Procurement Director. If excessive instances of lost receipts/invoices or incomplete/incorrect documentation for purchases occur, the ProCard will be revoked. In addition, continued disregard of any ProCard policy or procedure will lead to the revocation of ProCard privileges.

DISPUTE RESOLUTION

The most common dispute reasons are described below. These reasons correlate with the [US Bank Dispute and Fraud Processes Information](#) linked from the Procurement & Contract Services ProCard webpage.

- **Merchandise or service not received:** The card has been charged for a transaction, but the merchandise or service has not been received.
- **Merchandise returned:** The card has been charged for a transaction, but the merchandise has been returned and there has been no credit given by the merchant.
- **Duplicate processing:** The card has been charged for a transaction twice, when only one charge was authorized.
- **Unrecognized:** The card has been charged for a transaction that is not recognized by the Cardholder. A copy of the documentation received from the merchant to certify the charge (sales draft) will be sent to the Cardholder for review.

If an item is in dispute, the Cardholder must type **DISPUTED** in the description field on the ProCard Purchase Report in CFS and contact US Bank customer service at **1-800-344-5696**.

- The Cardholder is responsible for contacting US Bank regarding any disputed items which appear on the monthly ProCard Report within **thirty (30) days** after the date of the ProCard Report.
- ProCard credit receipts for returned items are to be kept until the credit transaction posts to the monthly ProCard Report. ProCard credit receipts will be attached to the monthly ProCard Reconciliation Packet.

If items purchased are received defective or incorrect, it is the Cardholder's responsibility to return the item(s) to the vendor for replacement or to receive a credit for the purchase. If the vendor refuses to replace a defective or incorrect item, then the purchase of this item will be considered disputed, and the Cardholder must notify US Bank. US Bank may require the Cardholder to complete and submit a US Bank Dispute Form. The Cardholder will be notified by US Bank when the dispute has been resolved.

Approving Administrator Responsibilities

The Approving Administrator is responsible for the following:

- Reviewing the Cardholder's monthly ProCard Purchase Report and accompanying documentation to ensure that all purchases comply with campus policies and procedures.
- Signing the monthly ProCard Purchase Report.
- Forwarding the original ProCard Reconciliation Packet to procard@csub.edu. If grant related, the report must be sent to Sponsored Programs Post Award at spapostaward@csub.edu.
- **Note:** if the automated PowerForm is used, the approver does not need to forward the packet.

Revising Cardholder Account Information

If a Cardholder needs permanent revisions made to their account, including modifying single purchase or monthly limits, changing approving Administrator(s), and/or changing the default chartfield string associated with the card, the Cardholder must submit a [ProCard Revision Form](#).

If a Cardholder needs a short-term/temporary increase to their single purchase or monthly limits, the Cardholder's Approving Administrator will send an email request to the Procurement Director and copy the ProCard Coordinator. Once the Procurement Director approves the temporary increase the ProCard Coordinator will process the increase and inform the Cardholder that the temporary increase is in effect.

Replacing Cards

REPORTING LOST PROCARDS

The following steps must be taken immediately if the ProCard becomes lost or stolen:

- The Cardholder must contact US Bank at **1-800-344-5696** and report the card as missing.
- The Cardholder must notify the campus ProCard Coordinator by email or phone that the card has been lost/stolen.
- The ProCard Coordinator will notify the Cardholder when a replacement card is available for pickup.

REPLACEMENT OF WORN OR DEFECTIVE CARDS

To replace a ProCard that is worn or defective, the Approving Administrator must cut the card in half, return it to the ProCard Coordinator, and request a new card. The ProCard Coordinator will notify the Cardholder when the replacement card is available.

REPLACEMENT DUE TO EMPLOYEE DEPARTMENTAL REASSIGNMENT

When a Cardholder leaves a department, the Approving Administrator must notify the ProCard Coordinator by email or written notification. The ProCard Coordinator will suspend the account until a ProCard Revision Form is submitted for the Cardholder's new department.

Prohibited and Restricted Uses of the Procard

The following restrictions will apply when using the ProCard.

PROHIBITED AND RESTRICTED ITEMS

- **Advertising:** Faculty recruitment may be purchased with preapproval from the Provost. Contractual recruitment/advertising must be processed through Procurement. Non-contractual display advertising and non-contractual staff recruitment advertising is allowable.
- **Air Fresheners:** Air fresheners, both plug-in and aerosol spray, are prohibited.
- **Animals:** Only animals for instructional purposes may be purchased.
- **Auction Items/Raffle Prizes:** Prohibited.
- **Capitalized Property:** Capital property, defined as property that has a normal, useful life of one year or more, has a total acquisition (including tax, shipping and handling) of \$5,000 or greater, and has use in the course of University business, is prohibited.
- **Cash Advances:** Prohibited.
- **Construction/Public Work Projects:** Alteration to or modification of campus structures including painting, remodeling, rewiring, carpet installation, etc., is prohibited.
- **Contractual Documents:** Leases, maintenance agreements, service/consulting agreements, and all other contractual documents are prohibited.
- **Controlled Substances:** Narcotics, controlled substances, and hazardous chemicals/materials are prohibited.
- **Deposits:** Prohibited.
- **Equipment:** Non-Capital Equipment, defined as tangible, non-consumable property with a total acquisition (including tax, shipping and handling) cost of \$2500 or greater, is prohibited.
- **Firearms, Ammunition, and Explosives:** Prohibited.
- **Food and Catering:** Prohibited unless special approval is granted by the Procurement Director. On-site catering must be processed on a Purchase Order. If approval is granted, the University's [Hospitality Policy](#) is applicable.
- **Foreign Vendors:** Paying for a service (such as a meeting speaker) from a foreign vendor is prohibited. All service requests should be routed to Procurement to determine

if a purchase requisition should be submitted or if the service can be paid on a Direct Pay.

- **Furniture**: Desks, modular/cubicle panels, and task chairs are prohibited. File cabinets, bookcases, and reception furniture/seating are allowable if no onsite assembly/installation will be performed by the vendor (see On-Campus Services for more information on onsite assembly and installation).
- **Gifts**: Tangible goods for CSUB employees (flowers, candy, etc.) are prohibited on stateside funding. See page 5 of the CSUB Hospitality Policy (linked above under Food and Catering).
- **Gift Cards/Certificates**: Gift cards/certificates are considered cash equivalent and may not be awarded to staff, faculty, or student assistants if awarded to them for their work roles. All gift cards/certificates must be preapproved on a CSUB Gift Preauthorization Request Form, and must follow the gift policy starting on page 5 of the CSUB Hospitality Policy (linked above under Food and Catering). All preapproved gift card/certificate purchases must be properly documented, and a log must be kept listing the recipients on a CSUB Gift Acknowledgement Form. The Gift Preauthorization Request Form and the Gift Acknowledgement Form are available on the [Campus Forms Gateway](#).
- **Information and Communication Technology (ICT)**: Laptops, computers, cellphones, peripherals, internet services, software, cloud services, etc. are prohibited due to accessibility and security requirements and/or campus policies.
- **Memberships**: Amazon Prime, Costco, Sam's Club, and other personal memberships are prohibited.
- **On-Campus Services**: Onsite services such as equipment repair, delivery/installation, etc. must be processed on a Purchase Order as insurance is required from service provider.
- **Personal Purchases**: Portable heaters and fans, breakroom appliances, and breakroom food/supplies are prohibited purchases. Cardholders who use the ProCard for personal purchases are subject to prosecution under Penal Code provisions. See Personal Purchases below for more information.
- **Printing Services and Printer/MFD Purchases**: For printing devices, visit [CSUB Managed Print Services](#). See On-Campus Operations below for more information.
- **Postal Services**: Prohibited. See On-Campus Operations below for more information.
- **Rentals**: Rentals to be delivered/set up on campus such as tents, tables, chairs, large equipment, etc. are prohibited.
- **Respiratory and Hearing Protection**: Prohibited, as these items must be preapproved by Safety & Risk Management at [661/654-6320](#).
- **Security Systems**: Prohibited.
- **Sensitive Equipment**: Equipment required to be tagged by Asset Management is prohibited, as per the [CSUB Property Policy](#).

- **Signage:** Building and directional signage are prohibited. Please contact Facilities Management at **661/654-2211** for campus signage policy.
- **Storage Container Rentals:** Both on-campus and off-site are prohibited.
- **Travel:** Seminar/training/conference registration fees are allowed. A Travel Authorization Request Form must be attached to the monthly ProCard Reconciliation Packet whenever registration fees are paid for an event that will involve travel. If the event requires international travel, the Travel Authorization Request Form will require the signature of the Provost (Academics only) and the President in addition to Department approvals. All other travel may be granted to campus members with special approval by the AVP Business Services or Procurement Director. All business-related travel must be preapproved. Expenditures for travel-related purchases must be made in accordance with CSU and CSUB travel policies, available on the campus webpage under [Payment Services Policies](#).
- **Vehicles and Vehicle Rentals:** Prohibited.

ON-CAMPUS OPERATIONS

The purchase of commodities and services that are normally supplied by on-campus operations, including the Runner Bookstore, Campus Support Services Department, and CSUB Printshop, are restricted. Contact these departments with any questions about a particular service. If circumstances merit, they will provide written authorization to obtain these services off campus.

PERSONAL PURCHASES

If the ProCard is accidentally used for a personal purchase, the Cardholder should first contact the vendor and ask for the charge to be reversed/credited to the ProCard and charged to the Cardholder's personal card. If unsuccessful, the Cardholder must reimburse the University before submitting the ProCard Reconciliation Packet. A completed Collection Sheet form must be submitted to the Cashiers' Office with the reimbursement. Include:

- A copy of the monthly ProCard Report showing the expense and an explanation of why it was charged to the ProCard.
- Cash or check (payable to CSUB).

A copy of the Collection Sheet and the deposit slip received from the Cashier's Office must be attached to the ProCard Reconciliation Packet, along with a brief written explanation. If excessive instances of personal purchases occur, the ProCard may be revoked for misuse.

PERSONAL COMPENSATION

Receiving personal compensation, including receipt of direct or indirect gratuities, commissions, personal profit, or any other type of personal compensation for placement of a University order with a vendor or contractor is considered a conflict of interest and is not allowed.

TRANSACTION SPLITTING

Splitting of purchases by making two or more transactions to the same vendor to avoid bid process or dollar limitation or making two or more transactions to different vendors for the same items to avoid the bid process or dollar limitation is not allowed.

Emergency Purchases

The ProCard may be used when there is an emergency need for commodities or services necessary for the continuance of critical daily operating functions, or when a condition exists involving public health, welfare, or safety. **Failure to allow adequate lead time for the processing of payment through regular purchasing methods (such as a requisition) does not constitute an emergency.**

Due to State reporting requirements, a written and signed justification stating the reason why the purchase qualified as an immediate threat to the public health, welfare, or safety, or damage to State property, and the supporting paperwork for the transaction will be required and forwarded to Procurement & Contract Services for signature by the Assistant Vice President for Business Services or their designee.