



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

**PROCUREMENT CREDIT CARD  
(PROCARD) HANDBOOK**

## Table of Contents

QUICK REFERENCE SOURCES .....	3
I. INTRODUCTION.....	4
II. DESIGNATED POSITION .....	4
III. CSUB PROCARD PURCHASING PROGRAM .....	4
IV. COMPLETING AN APPLICATION.....	5
V. AREAS OF RESPONSIBILITY.....	5
VI. CARDHOLDER PROCEDURES.....	6
• Sales Tax/Use Tax.....	6
• Small Business/DVBE.....	6
• Monthly ProCard Purchase Report .....	7
• Dispute Resolution .....	8
VII. APPROVING ADMINISTRATOR PROCEDURES .....	9
VIII. REVISING CARDHOLDER ACCOUNT INFORMATION .....	9
IX. REPLACING PROCARDS .....	9
X. PROHIBITED AND RESTRICTED USES OF THE PROCARD .....	9
XI. EMERGENCY PURCHASES.....	11

---

# Quick Reference Sources

---

**US Bank 24-Hour Customer Service: 1-800-344-5696**

**Accounting Technician II:**

Bethany Davis, ext.3202, [bdavis33@csub.edu](mailto:bdavis33@csub.edu)

Back-up: Terri Kelly, ext. 3185, [tkelly13@csub.edu](mailto:tkelly13@csub.edu)

**ProCard Administrators:**

Marina Manzano, Procurement & Contract Services Director, ext. 3246,  
[mmanzano@csub.edu](mailto:mmanzano@csub.edu)

Becky Lappin, Sr. Manager of Payment Services, ext.2531, [blappin@csub.edu](mailto:blappin@csub.edu)

## BILLING CYCLE

**Billing Cycle ends on the 10<sup>th</sup> of the Month**

(Exception: when the 10<sup>th</sup> falls on a Saturday or Sunday,  
the billing cycle will end on the following business day)

## DUE DATES

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 available online.

<https://www.csub.edu/bas/fiscal/procurement/procard%20/index.html>

Completed and signed monthly ProCard Reconciliation Packet due to [procard@csub.edu](mailto:procard@csub.edu) within **7 business days of the ProCard cycle end date.**

## CFS/ PEOPLESOFT- CSU PROCARD

**Monthly ProCard Purchase Report**

<http://www.csub.edu/cms/> (CFS through CSYOU)

## PROCARD RECONCILIATION QUICK REFERENCE GUIDE

<http://www.csub.edu/training/ files/CS92MP3%20ProCard%20Reconciliation%20Guide.pdf>

This includes directions for printing a previous ProCard report.

## I. INTRODUCTION

The University offers the Procurement Credit Card (ProCard) as a payment option for the purchase of commodities, (e.g. promotional items, books, etc.) and for off-campus services. The ProCard is available to campus members 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

The Integrated CSU Administrative Manual, Section 5250.00, Procurement Cards (University Liability Credit Cards) and CSU Executive Order No. 760.

<https://www.calstate.edu/icsuam/documents/Section5000.pdf>

<http://calstate.edu/eo/E0-760.PDF>

## II. 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 a designated employee 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.

## III. 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 policy for expenses associated with official University business only.
- Upon receipt of this card, Cardholder will be granted fiscal authority for ProCard purchases ONLY.
- All Cardholders must have a designated Approving Administrator (Dean, Chair or MPP):
  - ▶ May not be a subordinate or peer of the Cardholder.
  - ▶ Must have fiscal authority for the default chartfield string of the Cardholder.

### Application Process

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

- **Procurement Credit Card Application**
  1. Application located at: [https://www.csub.edu/bas/fiscal/procurement/files/ProCard\\_Application\\_04\\_2020.pdf](https://www.csub.edu/bas/fiscal/procurement/files/ProCard_Application_04_2020.pdf)
  2. Completed by the Requester, signed by the Approving Administrators and then forwarded to the Procurement Director for final review and approval.
- **Common Finance System (PeopleSoft CFS) Access Request - ProCard Access Role**
  1. CFS Access Request Form located at: [https://www.csub.edu/cms/forms/bas\\_arf.pdf](https://www.csub.edu/cms/forms/bas_arf.pdf)
  2. Completed by the Requester, signed by the Approving Administrator and submitted to the

University Controller to be signed. Then, the form is routed to HR for confidentiality agreement verification and forwarded to ITS for processing.

- **Training**

The ProCard Requestor is required to complete ProCard training prior to the ProCard being issued. Once training is complete, the ProCard Requestor will be notified when the ProCard is available for pick up from Procurement & Contract Services. A document acknowledging receipt of the ProCard and acceptance of the responsibility delegated to the ProCard requestor must be signed at the time of pick up.

- **Card Activation**

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

## **IV. 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 ProCard limit for a Cardholder. The monthly spending limit should be requested to accommodate the department(s) needs. Final approval of requested spending limit will be issued by the Procurement Director.

**Determine a Default Account.** One chartfield will be associated with the ProCard. All transactions on the ProCard will be charged to this chartfield string, unless it is changed by the Cardholder in PeopleSoft CFS - CSU ProCard within **5 business days** of notification that the monthly ProCard Report is available in CFS.

**Signatures.** The application should have the signatures of the Cardholder, Approving Administrator and Procurement Director.

## **V. 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.

### **Procurement & Contract Services and Payment Services**

The Assistant Vice President for Business Services delegates the administration of the ProCard program jointly to 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:

1. Reviewing their ProCard data in CFS monthly and disputing any fraudulent transactions with US Bank immediately.
2. Security of the ProCard (only the assigned Cardholder is allowed to make purchases on the ProCard).
3. Compliance with University and CSU guidelines & procedures.
4. Compliance with State and Federal guidelines, if applicable.
5. Reconciliation and preparation of the monthly ProCard Purchase Report in CFS; submitting the ProCard Reconciliation Packet to Procurement for auditing within 10 business days of the ProCard cycle end date. Grant paperwork must be submitted to SPPA.
6. Upon separation from the University, turning in the ProCard to Cashiering in accordance with the Separation Clearance Process, available at [https://www.csub.edu/bas/hr/HR\\_Forms\\_WebPage/index.html](https://www.csub.edu/bas/hr/HR_Forms_WebPage/index.html) (right side of the screen).

## Approving Administrator

### Approving Administrator responsibilities include:

1. Reviewing and approving all charges.
2. Ensuring compliance with University and CSU policies & procedures.
3. Compliance with State and Federal guidelines, if applicable.
4. Ensuring all proper documentation is attached to the monthly ProCard Purchase Report.
5. Ensuring that Cardholder's final monthly ProCard Purchase Report is reconciled in CFS and a hard copy of the report with all backup is sent to Payment Services after Cardholder separates from the University.

## VI. CARDHOLDER PROCEDURES

### General Rules for Purchasing

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

- Name and address of vendor
- Description of purchase
- Quantity purchased
- Unit price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable

Any commodities e.g. promotional items, books, etc., 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 could experience delays in delivery or the return of the order back to the vendor.

### Sales Tax/Use Tax

Commodities are taxable. Even if the vendor did not charge sales tax at the point of sale, the University is responsible for collecting the sales tax as use tax to submit to the Department of Tax and Fee Administration. If an item is taxable and sales tax was not collected, this shall be indicated on the monthly ProCard Purchase Report. Payment Services will also 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 at: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx> to locate Small Business and Disabled Veteran Business Enterprise vendors.

## Supporting Documentation

- The Cardholder shall collect and maintain detailed supporting documentation of each ProCard transaction.
- If a detailed receipt is not available, attach the summarized receipt to an 8-1/2" x 11" sheet of paper and describe what was paid for (i.e., "3 books@ \$10.00 plus tax" or "Dinner totaling \$27.42 before 15% tip, no alcohol.")
- Individual receipts/invoices smaller than 4-1/4" X 5-1/2" must be taped on an 8-1/2" x 11" sheet of paper to ensure they are not lost in transit.
- 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.  
[www.csub.edu/bas/paymentservices/files/lost\\_receipt\\_form.xlsx](http://www.csub.edu/bas/paymentservices/files/lost_receipt_form.xlsx)

## Monthly ProCard Purchase Report

- After the close of each monthly billing cycle, the **10<sup>th</sup>** of each 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 it to vendor receipts/invoices
  - adding descriptions,
  - and updating chartfields/distributions if needed

The **ProCard** Reconciliation Packet is then submitted to Procurement at [procard@csub.edu](mailto:procard@csub.edu) for auditing. The ProCard Reconciliation packet consists of

- 1. ProCard Purchase Report printed from CFS/PeopleSoft**
- 2. Receipts/Invoices/Packing Slips and other required documentation**

- After the 7 business day review period, transactions will not be available to review or update.
- Make a copy of the above packet to be retained by the Cardholder for **two (2)** years for audit purposes.
- Forward the original packet to the Approving Administrator for review and signature.
- Within **fourteen (14)** business days from notification that monthly ProCard Report is available online, the signed packet must be submitted to [procard@csub.edu](mailto:procard@csub.edu). Grant paperwork must be submitted to SPFA at [spapostaward@csub.edu](mailto:spapostaward@csub.edu). After that timeframe if a report hasn't been submitted, a late notification e-mail 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.  
[https://powerforms.csub.edu/powerform/3AAABLblgZhALCQ-An04ng7R3BHj2\\_tPjIQso081\\_IGKpsRVkCCWkm4qQwX6hfaor2L89mOsB3wXf99xyBykGPnPxtwUowgEds/](https://powerforms.csub.edu/powerform/3AAABLblgZhALCQ-An04ng7R3BHj2_tPjIQso081_IGKpsRVkCCWkm4qQwX6hfaor2L89mOsB3wXf99xyBykGPnPxtwUowgEds/)

The PowerForm, and detailed instructions for use, can be found in the Campus Forms Gateway.  
[https://www.csub.edu/forms/sta\\_fac/index.html](https://www.csub.edu/forms/sta_fac/index.html)

If the PowerForm is not used, the packet must be submitted in PDF format via email to [procard@csub.edu](mailto:procard@csub.edu).

**IMPORTANT: Late submission and/or failure to submit the ProCard Reconciliation Packet two or more times may lead to the suspension of ProCard privileges by the Procurement Director. If there are excessive instances of lost receipts/invoices, the ProCard will be revoked.**

**In addition, continued disregard of any of the ProCard policies and/or procedures may lead to the revocation of ProCard privileges.**

### Dispute Resolution

The most common dispute reasons are described below. These reasons correlate with those found on the US Bank Information on Dispute and Fraud Processes Document found on the Procurement & Contract Services ProCard website at: <https://www.csub.edu/bas/fiscal/procurement/files/Dispute%20and%20Fraud.pdf>

- **Merchandise or service not received:** The card has been charged for a transaction(s), but the merchandise or service has not been received.
- **Merchandise returned:** The card has been charged for a transaction(s), 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. 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.

- Cardholder is responsible for contacting US Bank, regarding disputed items which appear on the monthly ProCard Report within thirty (30) days after the date of the monthly ProCard Report.
- ProCard credit receipts for returned items are to be kept until the credit transaction shows up on the online 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 on the purchase. If the vendor refuses to replace the 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.

## VII. APPROVING ADMINISTRATOR RESPONSIBILITIES

- Review the Cardholder's monthly ProCard Purchase Report and accompanying documentation to ensure that all purchases comply with these processes and procedures.
- Sign and date the monthly ProCard Purchase Report.
- Forward the original ProCard Reconciliation Packet to [procard@csub.edu](mailto:procard@csub.edu). If grant related, send to SPPA at [spapostaward@csub.edu](mailto:spapostaward@csub.edu). Note: if the automated PowerForm is used, the approver does not need to forward the packet.



## VIII. 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 to Procurement & Contract Services, located at <https://www.csub.edu/bas/fiscal/procurement/files/ProCardRevision12172020.pdf>

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.

## IX. REPLACING CARDS

### Reporting Lost ProCards

The following steps must be taken immediately:

- Cardholder contacts US Bank at: **1-800-344-5696**.
- Cardholder notifies ProCard Coordinator in Procurement & Contract Services by e-mail or phone.
- ProCard Coordinator notifies Cardholder when replacement card is available for pickup.

### Replacement of Worn Out or Defective Cards

- To replace a ProCard that is worn out or defective, the Approving Administrator must cut the card in half and return it to the ProCard Coordinator in Procurement & Contract Services and request a new card.
- ProCard Coordinator notifies Cardholder when replacement card is available.

### Replacement due to Employee Departmental Reassignment

- When a Cardholder leaves a department, the Approving Administrator must notify the ProCard Coordinator in Procurement & Contract Services by e-mail or written notification.
- The ProCard Coordinator will immediately suspend the account until a ProCard Revision Form is submitted for the Cardholder's new department.

## X. PROHIBITED AND RESTRICTED USES OF THE PROCARD

Advertising: Faculty recruitment may be purchased with Provost prior approval. Contractual recruitment advertising **must** be processed through Procurement. Non-contractual display advertising and non-contractual staff recruitment advertising is allowable.

Animals: Only animals for instructional purposes may be purchased

Auction Items/Raffle Prizes: Prohibited

Capitalized 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 a prohibited purchase

Cash Advances: Prohibited

Construction/Public Work Projects: Alterations or modifications to campus structures including painting, remodeling, rewiring, carpet installation, etc. is 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 a prohibited purchase.

Firearms, Ammunition, Explosives: Prohibited

Food & Catering: Prohibited unless special approval is granted by the Procurement Director. On-site catering must be processed on a Purchase Order. If granted, the University's Hospitality Policy is applicable [www.csub.edu/bas/paymentservices/files/hospitality\\_policy.pdf](http://www.csub.edu/bas/paymentservices/files/hospitality_policy.pdf)

Furniture: Desks, modular/cubicle panels and task chairs may not be purchased. File cabinets, bookcases, reception furniture/seating is allowable, however, if vendor will deliver, install/assemble furniture onsite, this becomes an on-campus service and must be processed on a requisition/purchase order.

Gifts: Tangible goods for employees, students and visitors such as flowers, candy, etc. are prohibited using stateside funds. See page 5 of the [CSUB Hospitality Policy](#)

Gift Card/Certificate: 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 pre-approved on a CSUB Gift Card/Certificate Purchase Pre-Authorization Form [https://www.csub.edu/forms/sta\\_fac/index.html#G](https://www.csub.edu/forms/sta_fac/index.html#G) and must follow the gift policy starting on page 5 of the [CSUB Hospitality Policy](#). All pre-approved gift cards/certificates purchases must be properly documented and a log must be kept listing the recipients of the gifts on a CSUB Gift Acknowledgement Form [www.csub.edu/bas/paymentservices/files/gift\\_acknowledgement\\_form.docx](http://www.csub.edu/bas/paymentservices/files/gift_acknowledgement_form.docx)

Information and Communication Technology (ICT): Includes laptops, computers, cellphones, peripherals, internet services, **software**, cloud services, etc. are prohibited due to accessibility and security requirements and/or campus policies.

Leases/Maintenance Agreements/Service or Consulting Agreements or Any Other Contractual Documents: Prohibited

Memberships: e.g. Amazon Prime, Costco, Sam's Club, etc. or other personal memberships are prohibited

Narcotics, Controlled Substances and Hazardous Chemicals/Materials: Prohibited

On-Campus 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, Fans, Refrigerators, Freezers, Microwaves, Coffeemakers, etc. are prohibited purchases. Cardholders who use the ProCard for personal purchases are subject to prosecution under Penal Code provisions.

Printing Services and Printer/MFD Purchases\* For printing devices, visit: <https://www.csub.edu/bas/fiscal/reprographics/copiers/index.html>

Postal Services\*

Rentals: to be delivered/setup on campus such as tents, tables, chairs, large equipment, etc. are prohibited.

Respiratory and Hearing Protection: Prohibited as must be pre-approved by Safety & Risk Management ext.6320

Security Systems: Prohibited

Sensitive Equipment: Equipment required to be tagged by the Asset Management is prohibited. See Property Policy at [http://www.csub.edu/FacilMgt/asset\\_mngmt.htx](http://www.csub.edu/FacilMgt/asset_mngmt.htx)

Signage: Building & Directional. Please contact Facilities Management for campus signage policy ext.2211.

Storage Container Rentals: both on campus and off-site are prohibited.

Travel: Seminar/training/conference fees are allowed purchases. A Travel Authorization Request Form will need to be attached to the monthly ProCard Reconciliation Packet. If the seminar/training/conference fees involve international travel, a Travel Authorization Request Form will require the signatures of the Provost (Academics only) and the President in addition to the Department approvals. All other travel may be granted to campus members with special approval by the Procurement Director. All business-related travel must be pre-approved. The expenditures for travel related purchases must be made in accordance with CSU and CSUB travel policies. [www.csub.edu/bas/paymentservices/policies/](http://www.csub.edu/bas/paymentservices/policies/)

Vehicles and Vehicle Rentals: Prohibited

**\*On-Campus Operations** - The purchase of commodities and services that are normally supplied by on-campus operations, such as Runner Bookstore, Campus Support Services, and Print Shop 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 then 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 Cashier's Office. Include:

1. A copy of the monthly ProCard Report showing the expense and an explanation of why it was charged to the ProCard.
2. 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.

[www.csub.edu/bas/fiscal/studaccount/files/Revised\\_Collection\\_Sheet\\_Form.xlsx](http://www.csub.edu/bas/fiscal/studaccount/files/Revised_Collection_Sheet_Form.xlsx). Attach the receipt provided by the Cashier's Office 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.

In addition, the following restrictions will apply:

- **Receiving personal compensation for order placement** - Receiving personal compensation including receiving (directly or indirectly) gratuities, commissions, personal profit or any other kind of personal compensation for placement of a University order with a vendor or contractor is considered a conflict of interest and is not allowed.
- **Splitting of purchases to circumvent the dollar limitation or the competitive bidding requirements** Splitting purchase transactions by making two or more purchase transactions to the same vendor to avoid bid process or dollar limitation, or making two or more purchase transactions to different vendors for the same items to avoid the bid process or dollar limitation is not allowed.

## **XI. 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 for commodities or services 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 his/her designee.