



ProCard Newsletter

FEBRUARY 2023

[Links to ProCard reference documents](#)

[ProCard Handbook](#)

[ProCard Reconciliation Guide](#)

[ProCard Cycle End Dates](#)

CARDHOLDER HALL OF FAME

Outstanding Cardholder:

Luis Hernandez

Attached perfect hospitality documentation with his December statement. Keep up the great work, Luis!

CSUB PROCARD TEAM

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FRIENDLY REMINDERS FROM THE PROCARD TEAM - RECEIPTS

- A detailed receipt must be attached with the ProCard reconciliation packet for each transaction on the purchase report downloaded from CFS. Each receipt should show the vendor's name, an item description, and the sales tax, as well as any shipping charges or service fees, if applicable.
- Restaurant receipts must be itemized (i.e. must show the food items that were purchased), and must show the tip, if applicable. If the restaurant does not provide a receipt showing the tip, the cardholder should make a note on the receipt showing the tip amount and final total.
- Hotel receipts must be itemized, showing a breakdown of charges (room rate, tax, parking, food purchases, etc.).
- The grand total on the receipt should match the transaction total on the ProCard report for the corresponding transaction. If the totals do not match (e.g., if multiple invoices were combined into one transaction, or vice versa), the cardholder should make a note tying the receipt(s) to the corresponding transaction(s) on the report.
- If the vendor does not provide a detailed receipt, the cardholder should contact them and attempt to obtain one. If the vendor is unresponsive, or if they refuse to provide a detailed receipt, the cardholder may attach the summary receipt with their reconciliation packet, along with a written description of the items purchased.
- A receipt is not required for credits/refunds, or for transactions that are fully refunded on the same statement.

NEW TO CSUB PROCARD? OPEN ZOOM LAB OCCURS EVERY OTHER FRIDAY FROM 10:00 TO 11:00 AM

Zoom labs are moderated by Bethany Davis and are open to all ProCard holders. A meeting invitation will be sent to all cardholders prior to each lab date. This month's featured topic will be **RECEIPTS**, so come prepared with your documentation questions!

This month's Zoom labs will occur on **FEBRUARY 10TH** and **FEBRUARY 24TH**.