



CSULB Foundation
Serving the University

PROCUREMENT CARD

MANUAL

Finance & Accounting Department

Purchasing Department

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PROGRAM OVERVIEW

The Procurement Card Program is designed to provide a simplified method for end-users to procure low-value purchases of authorized commodities and limited services by utilizing a specialized credit card. This method distributes procurement authority throughout the Foundation and sponsored projects and programs while protecting its assets.

GENERAL INFORMATION

CSULB Foundation uses a variety of methods for the purchase of goods and limited services including, direct expense (e.g. subscriptions, memberships), purchase orders, and emergency purchase orders. A purchase order is probably the least cost-effective method for procuring low dollar value goods. In addition, some suppliers refuse to accept a purchase order. Use of Direct Expense can be limited and inconvenient.

Therefore, CSULB Foundation in conjunction with CSULB and the Chancellor's Office has elected to participate in a Procurement Card program designed to achieve cost savings and improve processing time for low dollar value supplies and services. Participants in this program are issued a Master Card Credit Card with the CSULB Foundation name and the Cardholder name as the co-participants.

Upon approval from your Project Director or Approving Official, the Procurement Card can be used to obtain supplies and limited services for a single purchase limit up to \$5,000.00 (including tax and shipping) with a credit limit not to exceed \$5,000 per billing cycle.

Strategic Account Management (SAM) is a multi-function online software provided through our procurement card contractor, American Express (AMEX). AMEX is the Procurement Card contractor who will issue the Procurement Cards and maintain the SAM software. SAM allows for online review and approval of project and account numbers for each transaction and has query and reporting capabilities.

AUTHORIZED PROCUREMENT CARD PURCHASES

Equipment, supplies and limited services costing less than \$5,000.00 including tax and shipping which are not prohibited are authorized. All purchases including emergency purchases must be made in accordance with established Foundation Purchasing policy. All purchases made by Procurement Card must be for expenses associated with official Foundation or University business only. Use of the Procurement Card for unauthorized, inappropriate, or personal items may result in the revocation of the Procurement Card.

RESTRICTED PROCUREMENT CARD PURCHASES

The Procurement Card may be used for the purchase of “Restricted Items” that have additional requirements or forms, such as:

- Special Expense items such as trophies, plaques, awards, gift items (See Project Director’s Manual – Section 15 – Accounts Payable).
 - Payment or Reimbursement of the Cost of Employee Non-Cash Awards
 - Payment or Reimbursement of the Costs of Gift Presented to Non Employees
- Hospitality Expenses (See Project Director’s Manual – Section 15 – Accounts Payable).

PROHIBITED USE OF PROCUREMENT CARD

Use of the Procurement Card for the purchase of prohibited goods and services is unauthorized and may result in personal liability for payment of such purchases. Procurement Card privileges may be revoked.

Prohibited Purchases are defined as purchases that are not authorized by the Foundation or policy. The use of the Procurement Card is strictly prohibited for the following:

- Controlled items such as ethyl alcohol; narcotics and dangerous drugs; firearms, ammunition, precious metals, explosives and other hazardous materials.
- Food (except for instructionally related purposes and approved hospitality related purchases.)
- Services and repairs, such as plumbing, electrical and consulting.
- Other services that require a written signed contract and proof of insurance. If in doubt please contact the Purchasing office at x57634.

- Travel includes meals, gasoline, conference registration, airlines, lodging, & car rental. These items require approved travel authorization.
- Personal Purchases
- Animals
- Cash Advances
- Leases
- Real property purchases(i.e. computers \$5,000 or greater per purchasing policy)
- **Splitting of purchases to circumvent purchasing dollar limitations.**
- Minor capital outlay projects or special repairs (modifications or alterations to a "State" or "leased" facility) such as installing carpet.
- Purchase of Capitalized Property, defined as:
 - Having a unit acquisition cost of at least \$5000 and
 - Having an expected useful life of at least one-year.

NOTE: The Approving Authority must ensure that sensitive items (e.g., cameras & laptops) are reported to the Foundation IST department for tagging in accordance with Foundation Policy.

If you have any questions regarding restricted or prohibited purchases, contact the Procurement Card Coordinator/Purchasing Supervisor at x57634 or email kqualls@csulb.edu.

EMERGENCY PURCHASES

The Procurement Card may be used for emergency purchases where the need for the quantity of items or the timeliness of limited services cannot be met by Foundation resources. An emergency is defined as the need for goods or limited services necessary for the continuance of critical daily operating functions or when an emergency condition exists involving the public health, welfare, or safety. Failure to allow adequate lead-time does not constitute an emergency.

Emergency purchases must be supported by an approved written statement attached to the Monthly Procurement Card Purchase Report stating:

1. Why the item(s) or limited service(s) was necessary; and,

2. Program impact if order/service had been filled through normal ordering procedures.

The quantity of items purchased with the Procurement Card must only be enough to cover the immediate emergency.

OBTAINING THE PROCUREMENT CARD

Cardholders will receive their Procurement Card from the CSULB Foundation Purchasing Department when they have:

- Submitted a Procurement Card Application Form (Sample A), signed by the Approving Official, to the Foundation Purchasing Department.
- Completed a Procurement Card Authorized Signatures Card and provided default project/account information. (Sample B).
- Reviewed the SAM Transactions Review Cardholder Guide and the P-Card Manual.
- Signed the Procurement Card Program Agreement memo in person, accepting authority & responsibility for the Procurement Card (Sample C).

AREAS OF RESPONSIBILITY

FOUNDATION FINANCE & ACCOUNTING DEPARTMENT

The Purchasing Department will administer the program, provide training, and be responsible for accumulating, reporting, coordinating and evaluating all aspects of the program. Accounts Payable is responsible for ensuring that all charges are properly documented and approved for payment to AMEX.

CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for:

1. Reviewing the SAM Transactions Review Cardholder Guide, the P-Card Manual and signing Cardholder's Procurement Card Agreement before Procurement Card is issued.
2. Security and appropriate use of the Procurement Card.
3. Compliance with CSULB Foundation Purchasing policy.
4. Reviewing the monthly transactions in SAM, and printing and signing the Cardholder Expense Log Report.
5. Obtaining original, itemized receipts or confirmations (for Internet purchases) to be attached to the Cardholder Expense Log Report.
6. Submitting new default project account information at end of Project/Fiscal Year on a Procurement Card Maintenance form.

APPROVING OFFICIAL

The Approving Official is the administrator who supervises the Cardholder or has been delegated the authority to certify that the purchases made by the Cardholder are appropriate. The Approving Official is responsible for:

1. Completion and submission to the Purchasing Department of the Procurement Card Authorized Signatures Card.
2. Reviewing all charges.
3. Ensuring all purchases are appropriate.
4. Ensuring no prohibited items have been purchased.
5. Ensuring the procurement of restricted items has been properly justified and documented.
6. Ensuring proper documentation is attached to the Cardholder Expense Log Report.
7. Setting monthly expenditure limits for Cardholders under his/her authority.
8. Documenting all exceptions to standard policies and procedures.
9. Approving all purchases listed on the Cardholder Expense Log Report.

The Purchasing Department will monitor procurement card activity for unauthorized use and will take steps to revoke card privileges as necessary.

PROCEDURES -- CARDHOLDER

The Cardholder is responsible for ensuring the Procurement Card is used in accordance with CSULB Foundation Procurement Card Program Policy and all purchases of commodities are in compliance with the CSULB Foundation Purchasing Policy. The CSULB Foundation Purchasing Policy and forms are located at <http://www.foundation.csulb.edu/departments/grants/pdm.htm>

1. Ordering Goods/Services

Cardholder uses the Procurement Card to purchase goods in person; by telephone; on the Internet or by mail. Items must be shipped direct to the User's business address.

2. Security of Procurement Card

Cardholder is responsible for the security of the Procurement Card. The Procurement Card is issued to one person only and cannot be used by other University or Foundation employees.

3. Determining the Need

Cardholder determines the need to purchase goods within the dollar limit set by the Approving Official.

4. Description of Purchase Transaction

The Cardholder will either go to the place of business and obtain the goods or place the order by phone, Internet, or mail. (Note that items ordered by phone or mail must be shipped direct to the user's business address.) In any case, the Cardholder shall require the vendor to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information.

- Description of goods purchased
- Date of purchase
- Quantity purchased
- Price per item provided
- Amount of sales tax and total amount
- Shipping charges, if applicable

NOTE: Purchases made via the Internet may be documented by printing a copy of the confirmation.

5. Cardholder Expense Log Report

The Cardholder Expense Log Report is printed from SAM for the preceding billing cycle. The Cardholder Expense Log Report is used to reconcile against the itemized receipts. Instructions for printing the Report are contained in the Transactions Review Cardholder Guide.

6. Reviewing Transactions in SAM

When a card is issued, the Cardholder will be asked to provide a default project. This default project will populate the account information in SAM. Cardholders must view their transactions in SAM on the 18th of the month, no later than the 20th. If no changes have been made to projects by the 20th, the default project will be applied. For instructions on how to access and review transactions in SAM, please refer to the Transactions Review Cardholder Guide.

7. Procurement Card Receipt/Invoice: It is important to obtain an original itemized receipt/invoice to be attached to the Cardholder Expense Log Report.

- a. Whether the purchasing transaction is made by telephone, mail, or in person, the Cardholder shall require the vendor to itemize the receipt or invoice. If the receipt or invoice is not itemized, the Cardholder must document the purchase on a Lost/Itemized Receipt Form (Sample E).
- b. Individual receipts/invoices smaller than standard letter size must be taped on an 8 1/2 x 11" sheet of paper by the Cardholder.

- c. If the Cardholder has lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor or an original receipt is not available, complete the Lost/Itemized Receipt Form (Sample E) and attach it to the Cardholder Expense Log Report. The Cardholder and the Approving Official must sign the Lost/Itemized Receipt Form. If there are excessive instances of lost receipts, the Procurement Card will be revoked.

NOTE: The following are **not accepted** in lieu of an original receipt or invoice:

- Packing slips
- A credit card slip
- A copy of a receipt /invoice. (If only a copy is available, a written explanation must be provided on the Lost/Itemized Receipt form and signed by the Cardholder and Approving Official.)

DISPUTING TRANSACTIONS IN SAM

After exhausting all attempts to resolve a dispute with the merchant, the Cardholder will indicate disputed item(s) on the Cardholder Expense Log Report by placing a check mark and the letter “D” by the specific transaction.

Cardholders must also identify disputed transactions on-line. By choosing the appropriate reason, SAM will automatically supply on-line forms and information required to complete the dispute. Print the Dispute Report and attach to the Expense Log Report for submittal.

The most common dispute reasons can be selected on the Dispute Transaction Screen in SAM. SAM will allow the Cardholder to select a dispute reason and make any special notes. SAM will email the Cardholder a Dispute ID Number. This number should be referenced whenever communicating with AMEX about the dispute. If you have any questions regarding the appropriate dispute reason to use, please contact AMEX at 800-274-7378.

PROCEDURES -- APPROVING OFFICIAL

Prior to Issuance of Cards

The Approving Official will be responsible for setting dollar limits for each card issued as follows:

1. Dollar amount allowed per transaction (e.g., less than \$500)
2. Credit Line dollar limit per card

Reconcile P Card Statements

1. Comparing the Cardholder Expense Log Report to actual receipts/invoices.
2. Reviewing charges to ensure that purchases are appropriate and that any purchases of restricted items are appropriately documented and justified.
3. Approve and sign Expense Log Report.

Send original Cardholder Expense Log Report and original receipts/invoices in a confidential envelope to:

Accounts Payable – Foundation
Attn: Procurement Card Program

PROGRAM ADMINISTRATION: FINANCE & ACCOUNTING DEPT.

ACCOUNTS PAYABLE

Accounts Payable is responsible for auditing the AMEX Statement of Account and processing it for payment. Payments must be supported by original receipts/invoices and purchases must be properly authorized. Accounts Payable will enforce the policies stated in this Manual.

PURCHASING DEPARTMENT

Purchasing is responsible for coordinating the program, issuing Procurement Cards, requesting appropriate dollar limits for Cardholders, reporting information and monitoring purchases.

VIOLATIONS

Violations will be dealt with at Foundation discretion on a case by case basis. Foundation reserves the right to revoke Procurement Card at any given time.

REPLACING PROCUREMENT CARDS

There may be instances where it becomes necessary to replace Procurement Cards. It is the Approving Official's responsibility to initiate this process. Follow the instructions below as applicable. The Purchasing Department will notify Cardholders when replacement cards are available.

1. Reporting Lost Procurement Card
 - a. Cardholder will immediately contact AMEX Customer Service at 800-274-7378
 - b. Cardholder must email the Approving Official and the Procurement Card Coordinator of the date of loss.
 - c. The Approving Official needs to respond to the Procurement Card Coordinator via email to authorize approval to replace the lost card.
 - d. The Procurement Card Coordinator will contact AMEX to obtain a replacement card. AMEX will mail replacement cards to the Foundation Purchasing Department. Cardholder will be notified when cards are received. Cards must be signed for and picked up in person.

2. Replacement of Worn Out/Defective Cards
 - a. If a Procurement Card needs to be replaced because it is worn out or defective, a memorandum from the Approving Official requesting a Procurement Card replacement must be submitted to the Foundation Purchasing Department, Attn: Procurement Card Coordinator. Actual Worn Out/Defective Card **must** be hand delivered since it is still an active account.
 - b. **DO NOT FOLD, SPINDLE, OR MUTILATE PROCUREMENT CARDS.** Cards must be signed for and picked up in person.

3. Retiring a Cardholder
 - a. When a Cardholder leaves the department, or ceases to need a Procurement Card, a completed and signed Procurement Card Account Maintenance form (Sample F) must be submitted to cancel the account. Forms will be hand delivered along with the Cardholder's Procurement Card to:

Foundation Purchasing Department
Attn: Procurement Card Coordinator
 - b. Cardholders separating from the Foundation must turn in their Procurement Card to Purchasing when their Human Resources Clearance Form is being processed. Purchasing will maintain a current listing of Cardholders.

INFORMATION SOURCES

AMEX
Customer Service
800-274-7378

Purchasing Supervisor
Karen Qualls
Procurement Card Program Coordinator
Ext. 57634

Procurement Card Payment Processing
Kathy Burgos
Assoc Director Finance & Accounting
Ext. 58603

Director of Finance & Accounting
Arlene Reyes
Ext. 58596

Signature of Approving Official _____

Date _____

SAMPLE B



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PROCUREMENT CARD AUTHORIZED SIGNATURES

Default Project: _____

CARD HOLDER

Name _____ Dept _____

Signature _____ Date _____

PRIMARY APPROVING AUTHORITY

Name _____ Title _____

Signature _____ Date _____

SECONDARY (DELEGATED) APPROVING AUTHORITY

Name _____ Title _____

Signature _____ Date _____

The Approving Authority certifies that items purchased are for the exclusive use in Official Foundation/University Business and that the expense is an appropriate use of those funds.



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SAMPLE C

Procurement Card Program Agreement

Name of Cardholder: _____

Name of Approving Official: _____

Department: _____

Phone Extension: _____

The Cardholder accepts the responsibility to use the procurement card for authorized purchases for official Foundation or University business only. The Cardholder agrees to verify the accuracy of the billings and to forward the Expense Log Report and supporting itemized credit card receipts/invoices to the Approving Official for review and approval. The Cardholder will also review transactions in SAM. The Foundation Accounts Payable Office must receive all original payment documents no later than the 20th of each month.

If a card is lost, the Cardholder has the responsibility to notify AMEX and the Foundation Purchasing Office immediately. If the card is stolen, the Cardholder has the responsibility to notify the University Police in addition to AMEX and Foundation Purchasing.

As holder of this credit card, I agree to accept the responsibility for the protection and proper use of this card as enumerated above and on the reverse of this form. I understand the following items are NOT to be purchased with the credit card:

- Animals (except for instruction-related purposes)
- Cash Advances
- Capitalized equipment
- Firearms
- Personal Purchases
- Leases
- Minor Capital Outlay Projects (Construction)
- Narcotics and other controlled substances
- Personal Services Consultant
- Services requiring a written contract and insurance.
- Software licenses (contractual)
- Splitting of purchases to circumvent \$\$ limitation
- Travel expenses, meals, lodging, transportation
- All other prohibited items as described in the Manual

Note: Non-adherence to any of the above procedures will result in revocation of individual Cardholder privileges.



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SAMPLE C

Procurement Card Program Agreement

POLICY

- All Purchases made by the Procurement Card must be for expenses associated with Official Foundation or University business only.
- Use of the Procurement Card for unauthorized, inappropriate, or personal items may result in the revocation of the Procurement Card.
- Restricted Items include:
 - *Hospitality and Gift Expenses - such as trophies, plaques, awards and gift items. These transactions require additional forms and approvals.*
(The appropriate administrator must authorize all exceptions in advance)
- Prohibited Items:
 - *Controlled items such as ethyl alcohol; narcotics and dangerous drug; firearm; ammunition; precious metals; explosives and other hazardous materials*
 - *Personal services, including consulting services or contract (where proof of insurance is required)*
 - *Travel expenses including registration meals lodging and transportation expenses*
 - *Cash Advances, Leases Property*
 - *Purchases of Minor Capital Outlay projects-or Special repairs (modifications or alterations to a "State" or "leased" facility) such as installing carpets*
 - *Purchase of capitalized property (having a unit cost of \$5, 000 or more and use useful life of at least one year)*
 - *Splitting of purchase to circumvent purchasing dollar limitations*
 - *Animals*
 - *Software licenses*

CARDHOLDER RESPONSIBILITY

- Obtain and submit original receipt/invoice containing sufficient information about the item purchased. If original receipt/invoice could not be obtained, the Cardholder must submit a Lost/Itemized Receipt form explaining the reason original receipt/invoice could not be obtained. Lost/Itemized Receipt form must have sufficient information about the item purchased (description, quantity, price, vendor, use/purpose).
- Obtain the appropriate authorization
- Follow the procedure established by the administrative authority within the Division, College, or Department (strongly suggest that the Cardholder consults with the appropriate Division Fiscal Officer/ College Administrative Services Manager).
- Review transactions in SAM.
- Notify the appropriate administrator of any unusual circumstances surrounding the use of the Procurement Card (examples: theft or destruction of the card, disputed charges)

CARDHOLDER AGREES TO REVIEW THE PROCUREMENT CARD MANUAL.

Cardholder Signature:

Date:

SAMPLE D

Expense Log

Transactions occurring between 16-APR-2008 And 15-MAY-2008

CSU Long Beach Foundation

User ID: BEDOLLA, CHRISTINA

Printed: 05/21/2008 01:21:07 pm

SIGNATURES TO THIS DOCUMENT REPRESENT THAT ALL TRANSACTIONS ARE BUSINESS RELATED AND ARE AUTHORIZED IN ACCORDANCE WITH APPLICABLE POLICY AND PROCEDURE, AND THAT THE ACCOUNT ASSIGNMENT APPLIED TO EACH TRANSACTION IS VALID FOR THE GOODS OR SERVICES WHICH HAVE BEEN PURCHASED AND RECEIVED.

Manager's Name (PRINT) : _____

Signature : _____ Phone No : _____

Signature : _____ Date : _____

Post Date Line #	Tran Amount Line Amount	Tran Tax Description	Cardholder	Account Number Item Remarks	Merchant Name	Dept Ref#
Project #	GL Account #	JL Category #				
04/18/2008 1 02003500	\$325.70 \$325.70 510000	\$14.99 coffee items	BEDOLLA, CHRISTINA (None)	XXXXXXXXXX861260 (None)	COSTCO BUS DELIV 822	
05/15/2008 1 02003500	\$263.82 \$263.82 510000	\$10.78 Transaction Line Item	BEDOLLA, CHRISTINA (None)	XXXXXXXXXX861260 (None)	COSTCO BUS DELIV 822	
05/15/2008 1 02003500	\$72.10 \$72.10 510000	\$5.50 costco	BEDOLLA, CHRISTINA (None)	XXXXXXXXXX861260 (None)	COSTCO BUS DELIV 822	
05/15/2008 1 02003500	-\$72.10 -\$72.10 510000	-\$5.50 credit	BEDOLLA, CHRISTINA (None)	XXXXXXXXXX861260 (None)	COSTCO BUS DELIV 822	

Total Transactions: 4	Total Amount: \$589.52
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Lost/Itemized Receipt Form

SAMPLE E

Please check one: Lost Receipt
 Itemized Receipt

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

_____ AND RECEIVED ON _____
(Name of Vendor) Date

ITEM NUMBER	QTY	DESCRIPTION	UNIT PRICE	EXT PRICE

LOST RECEIPT ONLY

Reason for
Receipt:

Cardholder Signature

Date

Approving Official Signature

Date



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SAMPLE F

PROCUREMENT CARD ACCOUNT MAINTENANCE

Cardholder Name: _____

Cardholder Account number: _____

Check one: Change Information _____ Cancel Card _____

CARDHOLDER INFORMATION - Fill in only the information below that is to be changed

First Name Middle Initial Last Name

Telephone Number Email Address

Approving Official Name (For transfer to a different Approving Official)

Project# _____ Account# _____

Monthly Credit Limit: \$ _____ (\$100 increments-Not to exceed \$5,000)

Single Purchase Limit: \$ _____ (\$50 increments-Not to exceed \$5,000)

APPROVALS

Signature of Applicant Date

Signature of Approving Official Date