



CSULB Foundation

Serving the University

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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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 contracts (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: _____