

PROCUREMENT CARD PROGRAM POLICY

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Section 1: Procurement Card (P-Card) Program Overview

1.1 Authority

The authority to procure goods and services is granted under the CSU Contracts and Procurement Policy (PolicyStat ID 15202482.) The Chancellor has delegated their authority to the campus President through the chain of delegation of authority. Implementation and compliance with the Procurement Card (P-Card) Program are further delegated to the CSUF Chief Financial Officer (CFO) and administered by the CSUF Contracts and Procurement (C&P) Department. The authority to set and enforce procurement card policies and procedures lies with the procurement card Administrator and their manager.

1.2 About the CSUF P-Card Program

It is the policy of the California State University (CSU) system that Procurement Cards (P-Cards) be used to improve efficiency and simplify methods to procure small-dollar purchases of authorized goods and supplies. This program is a procurement tool to be used as an alternative to traditional procurement methods such as purchase orders and contracts. A P-Card provides benefits that include but are not limited to:

- Streamlining the processes for small dollar orders.
- Enables employees to be more efficient and focus on their core missions.
- Reduced processing time in the employee's department and the Procurement and Accounting departments.
- Provides cost savings through consolidated payments to the procurement card company.
- Enables faster payments to CSU vendors.

A P-Card is a university liability Visa credit card issued by a banking institute. The procurement card should be the primary means to obtain approved goods and supplies (or services as allowed by this policy) costing \$1,000 or less per transaction (including tax and shipping). Eligible Cardholders may make purchases at a merchant's place of business, by telephone, in-person, via the Internet, or through other business pay applications. The P-Card is only meant to expend State or IRA funds. The P-Card may not be used for purchases spending Auxiliary funds.

1.3 Program Eligibility

To be eligible for a P-Card, the requester must:

- Be a CSUF part-time or full-time employee and
- A CSUF employee with an appointment of six (6) months or greater
- Instant Card requesters must have official university travel associated with Athletics or IRA funds. Additionally, the requester may include CSUF-enrolled students 18 years of age or older and employees with the above qualifications.

Temporary staff (appointment less than six (6) months), temporary employees from outside

temporary staffing agency, Auxiliary Services Employees, Associated Student Inc. Employees, Retired Faculty/Staff, Volunteers, and Student Assistants (students employed by the university or its auxiliaries) are not eligible for a P-Card.

1.4 Program Card Types

The P-Card Program encompasses four types of credit cards. All credit card types are subject to P-Card Program Policies and Procedures contained herein, including but not limited to procedures for cost reconciliation. Any credit card used by an individual or vendor other than the one for whom the card was issued may result in suspension or revocation of the card.

P-Card Types:

- One Card
- Declining Balance Cards (Short-Term and Vendor)
- Instant Card
- Voyager (Fleet) Card

P-Card Descriptions:

1. **One Card:** This P-card can be used to make purchases of authorized goods and supplies (or services as allowed by this policy) per this policy. The monthly limit is \$5,000, and the single purchase limit is \$2,000 unless a limit increase can be justified and authorized by eBusiness.
2. **Declining Balance (DB) Card:** This P-Card can offer the Cardholder two options: short-term and vendor. DB cards have a set credit limit, which is reduced with each purchase or transaction and does not reset at the end of each billing cycle. The card is closed when there is no remaining balance to the set credit limit. This credit card remains open as long as there is a remaining balance, the expiration date has not been reached, or until the end of the fiscal year (June 30th). However, a department may request a card to be closed when it is no longer needed. This P-Card may be renewed by requesting the extension of the card and the beginning balance. Renewals are subject to the appropriate level of approval.
 - a. **Short-term:** The short-term DB card can be issued to an individual or in a generic card name, depending on its specific use or timeframe. This card may be used for authorized state funds, IRA funds, and auxiliary fund (with a PO) expenses. No other P-Card type can be used for auxiliary fund spending. Additionally, a state fund must be identified to guarantee the spending made with the card.
 - b. **Vendor:** The vendor DB card is issued to a specific vendor and cannot be used with any other vendor. This card may be used in place of a blanket purchase order (PO) process when the vendor accepts a Visa credit card. All vendor DB cards issued must comply with CSU bid limit requirements, if applicable, and CSU insurance requirements.

The vendor DB card and other identifying information may be stored for

automated payments if the vendor's payment system complies with the Payment Card Industry Data Security Standards (PCI DSS). If the vendor cannot store the card information, the card is given to the requesting department for use with the specific vendor.

- a. **Instant Card:** This P-Card is designed as a virtual payment method for meals and unexpected incidentals related to official university travel associated with Athletics or IRA funds. A Cardholder may request a specified spending amount per card up to a credit limit of \$500. Instant cards are meant for short durations with a maximum period of six (6) months or the end of the fiscal year, whichever comes first. Cardholders or responsible persons are responsible for collecting and reconciling all receipts/transactions. *Note: Refer to the Instant Card Policy for additional guidelines and restrictions.*
- b. **Voyager (Fleet) Card:** This P-Card is for university-owned vehicles. The card is a Voyager brand card, valid for fuel and car washes at designated locations where the Voyager Card is accepted. The department responsible for the vehicle must identify an eligible cardholder for their department's Voyager Card. The Cardholder is responsible for collecting receipts for purchases other than fuel from each vehicle and manually reconciles all transactions.
 - a. Drivers of university vehicles will be required to enter the correct vehicle mileage from the vehicle's odometer at the fuel pump's credit card terminal at the time of purchase.

Note: unless explicitly named, all four credit cards will be referred to as a P-Card throughout this policy.

1.4 Program Contact Information

Banking Institution:
US Bank, Access® Online Customer Service:
Phone: 800-344-5696
Email: accessonlinesupport@usbank.com

Note: US Bank is not explicitly named but referred to as the bank provider or banking institution throughout this policy.

CSUF Contracts and Procurement Office:
Address: 2600 Nutwood Ave., Suite 300, Fullerton, CA 92831
Phone: 657-278-2411
Email: ebusiness@fullerton.edu

Section 2: P-Card Process

2.1 Applying for a P-Card

Eligible Cardholders must complete a Procurement Card Program Request Form and a

Procurement Card Program Agreement and submit both forms to eBusiness. These standard forms can be found on the C&P Department website.

Upon eBusiness' receipt of the application and agreement, the required P-Card training courses will be assigned through the Employee Training Center. New Cardholders and Approving Officials must attend mandatory training courses.

2.2 Required P-Card Training

The eBusiness Office will assign the required P-Card training courses via the Employee Training Center (ETC) to any individual assuming one (1) or more of the following roles:

- **Approving Official:** The administrator who supervises the Cardholder. An Approving Official will be assigned three (3) courses: P-Card Policies and Procedures Online Training, P-Card Concur P-Card Goods and Services Online Training (Expense Report), and Concur Approver Training or P-Card Approving Officials.
- **Cardholder:** Is personnel who has been issued a P-Card in their name. A Cardholder may be assigned two (2) courses, P-Card Policies and Procedures Online Training and P-Card Concur P-Card Goods and Services Online Training (Expense Report). Student issued a Instant Card will be assigned two (2) courses, the P-Card Policies and Procedures Online Training and the Instant Card Program Policy.
- **Responsible Person(s):** This is the personnel responsible for coordinating the proper use of a P-Card tied to a CSUF vehicle (Voyager Card), vendor (BD Card) or the Instant Card. The Responsible Person(s) will be assigned two (2) courses: P-Card Policies and Procedures Online Training and P-Card Reconciliation Online Training. *Note: Responsible Person henceforth is synonymous with Cardholder unless expressly stated.*
- **Delegate:** This is when personnel is officially assigned and given access to a cardholder's P-Card transactions for the purpose of reconciling expenses in Concur on the cardholder's behalf. The Delegate is strongly encouraged to take the P-Card Policies and Procedures Online Training and P-Card Concur P-Card Goods and Services Online Training (Expense Report) courses.

Individuals newly assigned to a role must undergo initial training and biennial thereafter. eBusiness reserves the right to assign additional training for Cardholders and Approving Officials violating this policy. Non-compliance with assigned training requirements will result in the P-Card being withheld or suspended.

2.3 Physical P-Card Issuance

The banking institution will mail all physical P-Cards to the C&P Department for the e-Business to administer and distribute. Once eBusiness can confirm the Cardholder's assigned training has been completed, the Cardholder will be contacted to pick up their P-Card. The Cardholder must present a government-issued ID matching the name on the physical P-Card. No one else but the Cardholder will be issued the P-Card.

2.4 P-Card Changes/Revisions

Any changes/revisions to a P-Card account can be requested by submitting a P-Card Revision Request Form or P-Card Delegation of Authority Form to eBusiness. Changes may include but not be limited to:

- a. Default chartfield
- b. Department (see Separation/Change of Cardholder's Position section for details)
- c. Spending limits
- d. Contact information (email, phone number, etc.)
- e. Name
- f. Banking Institution delegate
- g. Approving Official (only for non-Concur users/specific P-Card programs)

2.5 Approving P-Card Changes/New Accounts

Any change(s) to a P-Card or the creation of a new account must be approved by one of the following MPP positions:

- Division Head (President or Vice President) or direct designee
- College Dean
- Associate Dean, Associate Vice President, or Chief Operating Officer
- Division or College Financial Budget Manager

2.6 Spending Limits

The monthly and single transaction limits are set at the time of the card issuance. Through a P-Card Revisions Request Form, an increase to the monthly limit or single transaction limit can be made permanent or temporary with justification and approval by the Approving Official and MPP position listed above in section 2.5. Temporary changes may only be valid for a maximum of two (2) complete billing cycles from the date of request.

Section 3: Roles and Responsibilities

3.1 Approving Official Responsibilities

The Approving Official is the administrator who supervises the Cardholder and has delegated authority to certify that purchases are appropriate. The Approving Official is responsible for the following:

- a. Review and approve all transactions.

- b. Ensure all transactions are appropriate and within the authorized purpose(s) of the fund(s) being charged.
- c. Certify all purchases are to be or have been used exclusively for official university business.
- d. Ensure no prohibited items have been purchased (see Section 6: Prohibited Expenditures for details.)
- e. Ensure all travel expenditures are appropriate according to University Travel Policies and Procedures and have been incurred in connection with officially approved university business travel.
- f. Ensure no personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to the state before submitting the P-Card Expense Report.
- g. Ensure purchases of any restricted items have been adequately justified and documented.
- h. Confirm the availability of funds committed.
- i. Ensure each transaction is itemized and a detailed business justification is given within the P-Card Expense Report.
- j. Ensure proper supporting documentation is attached to the P-Card Expense Report.
- k. Ensure the P-Card Attestation Form and Bank Statement are signed for manual P-Card Expense Reports.
- l. Ensure the P-Card Expense Report and supporting documents are submitted by the 10th day of the month.
- m. Follow-up with Cardholder on untimely reimbursements, outstanding reconciliations, or documentation required by eBusiness.
- n. Notify eBusiness when a P-Card account should be closed.
- o. Ensure the P-Card is deactivated or destroyed should the Cardholder separate from the department or university.

To ensure compliance with this policy, the Approving Official is responsible for reviewing the Cardholder's transactions before approving. Once the Approving Official approves expenses, the Approving Official becomes accountable for the Cardholder's transactions unless corrective actions have been made and noted in the P-Card Expense Report and communicated with eBusiness.

3.2 Cardholder Responsibilities

The Cardholder is responsible for ensuring the P-Card is used in accordance with this policy and that all purchases comply with CSUF and CSU policies and procedures. The role of the responsible person is to coordinate the proper use of the Instant Card, Voyager, or Vendor DB Card, including verifying purchases are compliant and receipts/approvals are obtained. The Cardholder is responsible for the following:

- a. Review all transactions.
- b. Ensure all transactions are appropriate and within the authorized purpose(s) of the fund(s) being charged.
- c. Certify all purchases are to be or have been used exclusively for official university business.
- d. Ensure no prohibited items have been purchased (see Section 6: Prohibited Expenditures for details.)
- e. Resolve issues with the vendor regarding damaged goods or wrong items.
- f. Resolve dispute charges with the vendor or bank provider.
- g. Ensure all travel expenditures are appropriate according to University Travel Policies and Procedures and have been incurred in connection with officially approved university business travel.
- h. Ensure no personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to the state before submitting the P-Card Expense Report.
- i. Ensure restricted item purchases have been adequately justified and documented.
- j. Verify adequate funds are available in the fund prior to completing the purchase.
- k. Ensure each transaction is itemized and a detailed business justification is given within the P-Card Expense Report.
- l. Ensure proper supporting documentation is attached to the P-Card Expense Report.
- m. For manual P-Card Expense Reports, ensure the P-Card Attestation Form and Bank Statement are signed.
- n. Ensure the P-Card Expense Report and supporting documents are submitted by the 10th day of the month.
- o. Report a lost or stolen P-Card to the eBusiness and bank provider and follow the institute's requirements and instructions.
- p. Report fraudulent or suspected fraudulent charges to the bank provider and actively follow the institute's requirements and instructions to clear the fraudulent charges.
- q. Notify eBusiness when the P-Card account should be closed.

- r. Ensure the P-Card is deactivated or destroyed should there be a separation from the department or university.

Security of Procurement Card: CSU Policy categorizes the credit card account number and Cardholder's name as Level I Confidential Information and, therefore, must ensure the following measures are taken:

- The Cardholder must ensure that the credit card account number is safeguarded at all times. Under no circumstances is the Cardholder's credit card account number shared, copied, transposed, or compromised.
- Only the identified Cardholder is authorized to use the P-Card, and it is not to be shared or used by others (subordinate or otherwise) unless designated as a Responsible Person(s) for a Voyager or DB Card.
- Only the last four (4) digits of the credit card account number are visible when submitting any documents or corresponding via email with eBusiness.

Reconcile Transactions: The Cardholders will be responsible for reconciling and providing a detailed justification/business purpose on all P-Card transactions through the P-Card reconciliation process (P-Card Expense Report). A Delegate's assistance does not preclude the Cardholder in any way from this responsibility.

3.3 Delegate Responsibilities

The Cardholder may identify a delegate to assist in the administrative responsibilities related to preparing the monthly reconciliation of the P-Card Expense Reports (manually or in Concur). A delegate is responsible for ensuring due diligence is applied and the following actions are taken to assist in the completion of the P-Card Expense Reports:

- a. All transactions are appropriate and within the authorized purpose(s) of the account(s) being charged.
- b. Affirm purchases are to be or have been used exclusively for official University business.
- c. No prohibited items have been purchased (see Section 6: Prohibited Expenditures for details.)
- d. According to University Travel Policies and Procedures, travel expenditures are appropriate and have been incurred with officially approved university business travel.
- e. No personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to the state before submitting the P-Card Expense Report.
- f. Purchases of any restricted items have been adequately justified and documented.
- g. Confirmed availability of funds committed.

- h. Each transaction is itemized and given a detailed business justification within the P-Card Expense Report.
- i. Proper supporting documentation is attached to the P-Card Expense Report.

Note: Delegates may not submit nor approve the Cardholder's transactions or reports.

3.4 eBusiness Responsibilities

eBusiness oversees and manages the P-Card Program and enforces policy. Its responsibilities include coordinating the issuance of cards, processing/approving account changes, reviewing/approving submitted monthly reconciliations, and auditing to ensure compliance with this policy.

Section 4: Fiduciary Responsibilities

4.1 Fiduciary Responsibilities

The P-Card represents an official delegation of purchasing authority. Therefore, Cardholders and Approving Officials have a fiduciary responsibility to ensure that all university policies and procedures provisions are upheld.

Cardholders will be personally liable for inappropriate or unauthorized transactions violating the P-Card Policy. Cardholders will be billed for purchases requiring reimbursement. The Approving Official will be informed of any Cardholder billings and will ensure that the Cardholder makes timely reimbursements. Any billing over 60 days will cause the Cardholder's P-Card to be suspended until all outstanding items are submitted or until further notice.

4.2 Accountability

Under no circumstances may an individual be delegated authority to approve expenses they incur, nor may a subordinate approve expenses incurred by their supervisor. The exception to the latter is the approval of the President's expenditures by the Vice President for Administration and Finance/Chief Financial Officer (CFO.)

It is the Cardholder's and Approving Official's responsibility to ensure all procurement activities are in accordance with this policy. Failure to abide by the P-Card Program Policy will result in personal obligation or corrective action. Additionally, a Cardholder procuring goods and services outside the methods outlined in this policy will be held personally liable to reimburse all or partial payment of the goods or services purchased.

Misuse of State and IRA funds through the P-Card Program will be documented and reviewed with the Approving Official, Department, and Unit/Division Head.

4.3 Conflict of Interest

Cardholders are delegated limited purchasing authority on behalf of the University and, as such, have the responsibility to ensure all purchases made on their P-Card do not fall within the definitions of a conflict of interest.

'Conflict of Interest' is defined as follows:

- a. "No public employee at any level of state or local government shall make, participate in making or in any way attempt to use their official position to influence a governmental [CSU] decision in which they know or has reason to know they have a financial interest." Gov't Code § 87100.
- b. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 9100. *Note: This prohibition applies to ALL CSU employees.*
- c. A gift, gratuity, rebate (not issued in the name of the University), kickback, rewards points/credit, or other incentive provided to a cardholder to influence or appear to influence the decision to purchase from a vendor is considered a conflict of interest purchase.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with Human Resource, Diversity, & Inclusion (HRDI). Conflict of interest purchases can subject the Cardholder to suspension or revocation of the P-Card, and the violation is reported to HRDI and the appropriate administrator for review.

Section 5: Authorized Use

5.1 Authorized Use

All P-Card purchases must be made in accordance with established university policies for expenses associated with official university business only. Any prohibited costs or expenses of a personal nature must be reimbursed to the university by the Cardholder and may result in the revocation of card privileges. State-issued P-Cards are strictly associated with State funds or IRA funds. Purchases for CSUF Auxiliaries are not allowed and will be deemed prohibited.

Cardholders may purchase at a merchant's place of business, by telephone, in-person, via the Internet, or other business pay applications. In all cases, an itemized receipt/invoice is required.

Section 6: Prohibited Expenditures

6.1 Prohibited Expenditures

The P-Card may not be used for the following:

- a. Cash advances, money orders, wire transfers, Titan Card/copy card deposits, gift cards/certificates, or other cash equivalent items.
- b. Splitting purchases to circumvent the transaction limits (*Note: A split purchase is defined as one item or set of items sold as a purchase, which the merchant has split to look like two separate purchases.*)
- c. Personal purchases (including personal expenses when on a business trip.)
- d. Personal gifts (e.g., retirement gifts, greeting cards, mugs, pen sets, flowers for a co-worker or their family's illness, funeral, wedding, etc.)
- e. Purchases shipped/delivered anywhere but CSUF campuses and official sites.
- f. Meals (except with official University guest(s) under the Hospitality Policy.)
- g. Meals while on travel (except with official University guest(s) under the Hospitality Policy or Cardholders with an Instant Card.)
- h. Unauthorized travel expenses (an issued travel authorization number is required before purchasing.)
- i. Costco, Sam's Club, Amazon Prime memberships, or other similar personal memberships
- j. Electronic downloads/subscriptions (eBooks, music, streaming services, etc.) to a personal account (see 7.2 Electronic Downloads/Digital Subscriptions sections for exceptions)
- k. Unauthorized hospitality expenses (see CSUF Hospitality Policy)
- l. Sponsorships or advertisements that have no benefit to CSUF and are over \$1,000.
- m. Prizes related to opportunity drawings, raffles, etc.
- n. Stamps or postage (mail can be processed through the university mailroom)
- o. Electronic Information Technology purchases, unless approval is granted in writing from the Division of Information Technology Services (ITS), or the items are considered as a technology consumable supply (*see Appendix A for details*)
- p. All services, except those issued a Q# or those identified in the Service Purchases section.
- q. Purchases requiring a contract with an authorized signature (except those authorized by Contracts and Procurement with the issuance of a Q#.)
- r. Equipment with a total cost of more than \$5,000 (total price includes the cost of the item, tax, shipping, etc.)
- s. Furniture with any room design or installation service

- t. Facilities Operations Services (installed carpet, cleaning, painting, etc.)
- u. Leases, maintenance, and repair agreements
- v. Fines, late fees, penalties, interest, or finance charges
- w. Purchases that result in a conflict of interest for the user resulting in personal gain, or violate CSU policies and procedures.
- x. Excessive card misuse requiring reimbursements from the University's Auxiliaries.
- y. Hazardous materials (see Procurement of Hazardous Materials section for exception)
- z. Alcoholic Beverages
 - aa. Narcotics/Controlled Substances
 - bb. Firearms

Section 7: Restricted Items

7.1 Restricted Items

The following items can be purchased with a P-Card but must follow specific processes:

- a. Amazon purchases - Items may only be purchased through Amazon for Business accounts. Items purchased through personal Amazon accounts will be deemed a disallowed expense.
- b. Printing or photocopying services - The Digital Print Shop has the first right of refusal.
- c. All theft-sensitive equipment - cell phones, computers, portable computing devices, copiers, printers, external hard drives, IT servers, or other IT-related items or equipment subject to theft or loss) have a predetermined "delivery point" for these items when purchased with a P-Card. IT items must have an IT #, signifying that the item/software has been reviewed and approved through the IT review process. All theft-sensitive equipment purchases must be delivered to Pollak Library South basement, Room 84 (PLS-48A) for tagging by Campus IT.
- d. Car washes for university vehicles - Must be performed at the designated location. If another location/supplier is utilized, the transaction will be deemed disallowed.
- e. Memberships - Typically, memberships are paid with a check request. If an organization only accepts membership payment by credit card, the Membership Justification Form must be completed and approved by Accounts Payable before payment.
- f. Honorarium - Typically, memberships are paid with a check request. Non-

employee and non-consulting guest lecturers/guest speakers or payments to individuals only/companies must go through Contracts and Procurement as a requisition. Guest travel must comply with CSU travel policy. Payments allowed are for one-time, nonrecurring payments only. Service payments are not permitted on the P-Card and will require a purchase requisition with Contracts and Procurement. Honorariums for Foreign Nationals can only be made via the check request process. The Honorarium form must be completed and approved by e-Business before payment.

- g. Conference registration - Registration for a conference, seminar, or workshop with off-campus attendance requires Travel Authorization before payment. *Note: virtual conferences, seminars, or workshops do not require eBusiness or Travel Authorization preapproval.*
- h. International vendor - Except for approved international travel, all purchases made from foreign/international vendors are prohibited unless authorized via the Q# process.

7.2 Electronic Downloads/Digital Subscriptions

Electronic downloads are not allowed unless required for business or instructional purposes. In such incidents, a CSUF account must be used, and the expense must be preapproved by the Associate Vice President/Dean before submitting the P-Card Expense Report. If more than one copy is required, approval by the Division Head is required.

Digital subscriptions, such as streaming services, etc., are not allowed. If required for business or instructional use, it must be preapproved by the Associate Vice President/Dean and submitted for ITS approval before purchase. The request must include a detailed justification explaining why the subscription is required, the courses involved, and the duration.

7.3 Service Purchases

Only specific services and providers referenced on the CSUF's Authorized Service Providers list may be charged to a P-Card. All other services provided by vendors not listed on the CSUF's Authorized Service Providers list are prohibited unless preapproved via the Q# process.

Purchases requiring a contract, agreement, memo of understanding, etc., must be signed by CSUF's Contracts and Procurement Department, which is authorized to enter into contracts on behalf of the University. Unauthorized signers entering an agreement do so at their own risk and may be held personally liable. For additional details, see Appendix B.

7.4 Procurement of Hazardous Materials

Only routine cleaning materials referenced in CSUF's Environmental Health & Safety (EHS) Standard Operating Procedure's (SOP) preapproved list may be charged to a P-Card. All

other chemical, biological, or hazardous materials not listed on the EHS preapproved list are prohibited and will require EHS approval through the purchase requisition/purchase order process established by EHS.

7.5 Surcharge

A Surcharge (sometimes referred to as a 'convenience fee') is a charge or fee added to a purchase due to a consumer using a credit card as the payment method for that purchase. California state law prohibits California retailers from imposing a surcharge under California Civil Code Section 1748.1(a), which in part starts:

"Merchants are still barred from misleading customers by falsely advertising a lower price than they charge or hiding any differences between credit card, debit card, and cash prices, including by imposing surcharges "surreptitiously at the point of sale." (*Italian Colors*, 878 F.3d at p. 1176.) If a merchant fails to clearly and prominently disclose—before you pay or seek to pay for an item—what it will charge for the item, including any additional fees, that may violate California laws prohibiting deceptive or false advertising. Be sure to check the cash register display and your receipt to ensure that the price you're being charged matches an item's advertised or posted price (plus tax, if applicable.)"

When the P-Card is used as a payment method, the university shall not pay any surcharge to California vendors who fail to disclose what it is charging or engage in false or misleading sales practices. If the Cardholder believes the vendor is improperly charging customers, they are encouraged to file a complaint with the California Attorney General's Office.

Vendors outside California may impose a surcharge; however, the University prefers not to pay any surcharges. If a local vendor can be found that does not charge a surcharge, that vendor should be used.

Section 8: Purchases Under Campus Policies/Presidential Directives

8.1 Purchase Under Campus Policies/Presidential Directives

Procuring particular goods and services may fall under guidelines and restrictions outlined in other CSUF Policies, such as Asset Tagging, Branding, IT, Travel, etc., and Presidential Directives that must be adhered to in addition to this policy.

8.2 Asset Management

The following guidelines apply to property/equipment (fixed assets) that a cardholder must follow when purchasing these items with the procurement card.

Items with a value lower than \$5,000 respectively must be tracked by each department. All tangible (such as equipment or furniture) or intangible (such as software) property

with a value of \$5,000 and a life expectancy of at least a year must be tagged with a unique identification number by the Assets Management (AM), who maintains the university property records.

The university's physical assets will be inventoried every three years. Departments are required to confirm the existence of each tagged item or to state its new location. Departments must also document any equipment that is not currently listed.

Removal or disposal of unwanted property must be coordinated through Asset Management. Property may be reissued to another department, sold by the University, or disposed of by Asset Management and the Property Survey Committee.

8.3 Branding Management

All products bearing the CSUF/Cal State Fullerton name, logo, and trademarks used in any color, lettering style, or combination must be licensed. Vendors/manufacturers or any other entities producing or using university trademarks must complete the licensing process prior to purchasing, producing, distributing, and selling merchandise. Therefore, any purchases made from an unlicensed vendor are prohibited. A complete list of licensed vendors can be found on Contracts and Procurement website under the Authorized Service Providers document.

8.4 Information Technology Commodities and Services

All Electronic & Information Technology (E&IT) commodities and services, which exclude consumable technology supplies, are restricted items and require IT approval. P-Card may not be used to purchase any software, including web-based software, unless it has been preauthorized by IT and approved in advance via the Q# process.

Only the C&P can authorize agreements and contracts. Contact eBusiness via email for instructions and approval of the E&IT purchase/free trial contract/agreement. Any E&IT purchases without IT authorization violate this policy and will be considered prohibited. See Appendix A for more information,

8.5 Travel

Business-related travel must be approved through a Travel Authorization before incurring any business-related travel expenditures with a P-Card. Expenditures for travel-related purchases could only be made in accordance with CSUF Travel Policies. Travel-related purchases not allowed by the Travel Policies and Guidelines are considered unauthorized. Any unauthorized travel expenses made by the Cardholder are considered personal expenses and will require reimbursement.

Additionally, leaving campus to conduct authorized university business is considered travel and is subject to all University Travel policies. Though not inclusive, below is a list of examples of purchases which have a travel component:

- Food pickup for an authorized university event (an event paid for with university funds)

- and an approved Hospitality Form)
- Errands such as picking up supplies and goods.
- Business meals at restaurants
- Off-campus university events (department retreat, professional development, award banquet, etc.)

State-funded travel expenses can be authorized for the following non-employees/student travel that fall within the following categories:

- a. As defined by CSUF Travel Policy for Non-Employees, a P-Card may be used to pay for non-employee/official university guest travel with an approved Non-Employee Reimbursable Travel Expenses – Invoice Form. The Non-Employee Reimbursable Travel Expenses – Invoice Form with all travel-related receipts must be attached to the P-Card Expense Report.
- b. Students traveling for a recognized study abroad program when associated with an approved/signed Study Abroad agreement. The Study Abroad agreement number must be included in all P-Card Expense Report transactions.
- c. Travel expenses associated with a university student-offered course (authorizes enrolled student expenses only.)

Please refer to the Travel Policies for additional requirements and restrictions. Furthermore, specific P-Card programs may have travel allowances or restrictions. Please see the P-Card Program Matrix on the C&P website for further details.

Section 9: Monthly Reconciliation

9.1 Monthly Billing Cycle

The billing cycle generally runs from the 26th of the month (cycle start date) until the 25th of the following month (cycle end date). When the 25th falls on a non-business day, the cycle end date is moved to the next business day. The following month's cycle start date moves to the next business day.

9.2 P-Card Expense Report Reconciliation

At the close of each billing cycle, the Cardholder with monthly transactions is responsible for reviewing and reconciling each transaction in Concur. The Cardholder and Approving Official must authorize the P-Card Expense Report via the Concur workflow, which indicates their review and personal attestation to the following:

- a. All purchases have been reviewed and reconciled accordingly.
- b. The appropriate CFS chartfield entries (Account, Fund, Dept ID, Program, Class, & Project) are provided.
- c. A detailed justification/business purpose is given for every line-item purchase on a receipt or invoice.

- Detailed business purposes provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.
 - Such details should include (when applicable) who, what, when, where, and why. Additionally, abbreviations or acronyms should not be used for a detailed purpose.
- d. Itemized receipt(s)/invoice(s) supporting all purchases are provided or if a receipt is not available, CSUF Lost and Missing Receipt Form - itemizing each item purchased (see 9.3 P-Card Receipt/Invoice section for details.)
 - e. All purchases are within the allowable means of the account balance.
 - f. Disputed items have been communicated to the bank provider via the Cardholder dispute process (see 9.4 Dispute/Fraudulent Charges section for details.)
 - g. All travel expenditures are appropriate and have been incurred with officially approved university business travel.
 - h. No personal purchases have been made. If personal or disallowed purchases are made in error, reimbursement paperwork or a copy of the deposit receipt or transaction detailed report is attached to the P-Card Expense Report.
 - i. All purchases comply with university policies and procedures, including the P-Card Program Policy and Procedures and the Hospitality Policy.
 - j. An itemized Hospitality Documentation and Approval Form, signed by the Division Head or Designee, is attached with the P-Card Expense Report, if applicable.

Monthly reconciliation reports are processed through the Concur workflow once submitted. Submittal of a monthly reconciliation is not complete until approved by eBusiness.

9.3 P-Card Receipt/Invoice

Purchases made at a merchant's place of business, by telephone, in-person, via the Internet, or other business pay applications require the cardholder to obtain itemized receipts or invoices. An itemized receipt/invoice must include the following:

- a. Vendor's name
- b. Date of purchase
- c. Quantity and price/cost per unit
- d. Itemization of a receipt/invoice clearly identifies each item purchased
- e. Shipping charges (if applicable), sales tax, and total amount
- f. Payment by credit card

9.4 Lost/Missing Receipts

If the receipt or invoice the cardholder receives is not itemized or has lost receipts/invoices, the Cardholder must contact the vendor and request an itemized or duplicate receipt. If such information cannot be obtained from the vendor, the Cardholder must complete the Lost/Missing Receipt Verification Form. *Note: Excessive instances of lost/missing receipts may result in the suspension of the P-Card.*

9.5 Disputed/Fraudulent Charges

The Cardholder is responsible for contacting the bank institution on questionable, fraudulent, or disputed items that appear as a transaction as soon as possible but no later than 60 days of the cycle close date.

9.6 Sales or Use Tax

CSUF must pay California sales tax on all tangible goods received, including goods shipped from vendors outside California who do not charge sales tax, also known as use tax.

California 'use tax' shall be accrued by Accounts Payable on all P-Card purchases from out-of-state vendors as a separate expense to the department's chartfield account. Goods from a California vendor that do not include sales tax on their invoice should be contacted and asked to provide an invoice with sales tax or an invoice for the difference.

9.7 Manual P-Card Expense Report Reconciliation

The manual P-Card Expense Report reconciliation is limited to the Instant Card users, Voyager Card program, and specific circumstances or situations identified and approved by eBusiness. Except for Concur and its workflow, all subsections under Section 8: Reconciliation must be followed when reconciling manually. A manual P-Card Expense Report should consist of but is not limited to a reconciliation report, receipts/invoices, compliance documents, and an Attestation form.

9.8 Due Date

The P-Card Expense Report, which includes a detailed business purpose, receipts/invoices, and compliance documents, is due on the 10th of the month following the billing cycle end date.

Section 10: Enforcement of P-Card Program Policy

10.1 Enforcement of P-Card Program Policy

eBusiness is responsible for conducting audits of the P-Card purchase to ensure compliance with this policy. Failure to comply with the P-Card Program Policy and Procedures may result in suspension or revocation of the P-Card.

Note: A portion of this section may verify for the Instant Card. Please see the details of the Instant Card policy for Enforcement of Instant Card Program Policy.

10.2 Immediate Suspension

The following violations will result in immediate suspension of the P-Card for a minimum of 30 days or until rectified:

- a. Personal purchases without immediate reimbursement to the University
- b. Allowing/authorizing the use of the P-Card by a person other than the Cardholder
- c. Use of the P-Card to commit or facilitate an act that violates State or Federal law.

10.2 Violation Suspension

The P-Card will be suspended for 30 days after a Cardholder commits three (3) violations within six (6) months of one (1) or more of the following:

- a. Purchasing items on the prohibited (see Section 6: Prohibited Expenditures)
- b. Failure to comply with the P-Card Program Policy and Procedures, including submission of all required documents.

10.3 Delinquent Submittal of P-Card Expense Reports

A Cardholder's P-Card Expense Report is due on the 10th of the following month after the billing cycle ends. P-Card Expense Report not received by this period is considered delinquent and will be subject to the following action:

- a. P-Card Expenses Reports not submitted by the 10th of the month following the cycle end date, the Cardholder and the Approving Official will receive a notification email to submit the expense report promptly.
- b. A delinquent P-Card Expense Report of two consecutive reconciling periods (60 days), the Cardholder and the Approving Official will receive a suspension notification. The P-Card will remain suspended until all outstanding expense reports are received and any issues have been resolved (i.e., missing receipts, travel request numbers, approved Directive 11 forms, etc.).
- c. Three (3) or more delinquency violations within two (2) fiscal years will result in the Cardholder's card being canceled.

10.4 Escalate to the Division Head

A Cardholder with outstanding violations will be given a 60-day grace period to rectify all issues before violations are brought to the attention of the Division Head for resolution.

10.5 P-Card Reinstatement

A Cardholder's P-Card will be reinstated once all documents have been received and approved by eBusiness and, in some cases, additional training.

eBusiness reserves the right to assign additional training for Cardholders and Approving Officials violating this policy. Non-compliance with additional training requirements will result in the P-Card remaining suspended.

10.6 Revocation of the P-Card

The P-Card will be revoked after the third suspension. The Cardholder, Approving Official, and Division Head will be notified of the revocation by email. A revoked card will not be reinstated, and the Cardholder will be ineligible for any P-Card programs in the future. However, a Cardholder may appeal in writing to eBusiness within 14 business days of receiving the revocation notification to potentially reverse the revocation.

eBusiness reserves the right to revoke any P-Card for any policy and procedure violation without warning to the Cardholder or Approving Official.

10.7 Personal Liability

Cardholders will be personally liable for inappropriate or unauthorized transactions violating this policy. Additionally, any P-Card Expense Reports that are delinquent over 60 days may be billed to the cardholder since the transactions are not officially approved (see Section 8: Monthly Reconciliation for details.) Additionally, the Cardholder will be billed for any transaction that requires reimbursement. P-Card will be immediately suspended and, in some circumstances, revoked for any billing 60 days overdue.

Section 11: P-Card Replacement, Non-Use, and Cancellation

11.1 Reporting a P-Card Lost or Stolen

The Cardholder must immediately contact the bank institute and notify eBusiness. The bank institute will issue a new card automatically. The Cardholder will be contacted when the replacement card is available for pick-up.

11.2 Replacement of Worn/Defective Cards

If a P-Card needs to be replaced due to card wear or defectiveness, the Cardholder must call the bank provider requesting replacement. eBusiness will contact the Cardholder when the

replacement card is available for pickup.

11.3 Non-Use of a P-Card

When a P-Card is not used, it creates a potential risk to the university. Based on this risk, a P-Card not used for 12 consecutive months will be automatically closed by eBusiness. A notice will be sent to the Cardholder and Approving Official with a closure date and instructions on how to reinstate the card should there be a need for the account to remain open. The account reinstatement is subject to eBusiness' approval.

After 22 consecutive months of the P-Card not being used, the bank institute will automatically purge the account pursuant to banking guidelines and the CSU contract.

11.4 P-Card Cancellation

The Cardholder, Approving Official, College Dean, or Division Head/their Designee may cancel a P-Card anytime by emailing eBusiness. The canceled P-Card must be cut up into two (2) or more pieces and disposed of in a secured shred bin. The Cardholder and Approving Official are responsible for submitting all documents, including any delinquent P-Card Expense Reports or other documents.

Section 12: Separation/Change of Cardholder's Position

12.1 Separation

The official CSUF Separation and Clearance process will notify eBusiness of a Cardholder's separation. Within a business day, eBusiness will notify the Approving Official and separating Cardholder of the following:

- a. The separating Cardholder must cut up the P-Card issued in their name into two (2) or more pieces and dispose of them in a secured shred bin.
- b. The Approving Official and separating Cardholder will be notified of all pending or outstanding items, delinquent P-Card Expense Reports, and required reimbursements, which must be resolved before the Cardholder's separation date.

The Approving Official is responsible for ensuring the separating Cardholder's documents are submitted, including any delinquent P-Card Expense Reports, reimbursements (if applicable), and other documents before the employee's final date of employment¹.

12.2 Change of Cardholder's Position

If there is a change in the Cardholder's position (e.g., the Cardholder transfers to a different department, no longer making purchases for the assigned/authorized department), the Approving Official and Cardholder are to notify eBusiness as soon as possible but no later than the effective date of the change. The P-Card should not continue to be used after the change in the Cardholder's position. The Approving Official is responsible for submitting the

Cardholder's documents, including any delinquent P-Card Expense Reports, reimbursements (if applicable), and other documents before the employee's final date before transferring.

Section 13: P-Card Policy Exceptions

13.1 Policy Exceptions

Rare exceptions may be made for unusual circumstances, with eBusiness preapproval. Such requests can be made to eBusiness, and each situation will be evaluated individually. Under no circumstance may an exception deviate from state or IRA fund purposes or restrictions.

Appendix A

Information Technology Commodities and Services

All Electronic & Information Technology (E&IT) commodities and services, which exclude technology consumable supplies, are restricted items and require IT approval. Any purchase made in violation of this restriction is considered a prohibited purchase. Before purchase, please refer to the tables below to determine whether the purchase may be made with a P-Card:

Examples of permissible E&IT purchases made using a P-Card with IT approval	Examples of E&IT purchases that require a requisition (Unless a Q# is issued from eBusiness)
Desktop, Laptop/Notebook computers	Any software/service requiring a signed agreement or click-through agreement
Tablets (e.g., iPads, Microsoft Surface, Kindle Fire, Samsung, etc.)	Online IT services such as Survey Monkey, Zoomerang, GoToMyPC, Constant Contact, Log Me In, etc.
Online subscriptions to magazines, journals, and newspapers	Web hosting service
iPhones, Android phones, and other cellular devices, including cellular network cards and their cellular service plans	Online storage/cloud services such as Dropbox, iCloud, Amazon Cloud Drive, Google Drive, etc. (note: University IT provides Dropbox for Business accounts with unlimited storage)
Monitors, televisions, projectors, digital cameras, webcams, and video cameras	Internet access costs (Except for one-time access while on travel)
Printers/copiers	
Graphics cards, computer memory cards, and computer microphones	

Please visit Information Technology's IT Purchasing Consumables webpage for a complete list of preapproved technology consumables.

All software, including software accessed online, must be purchased using the CFS purchase requisition process. A P-Card may not be used to purchase any software unless approved in advance by eBusiness via the Q# process.

Only Contracts and Procurement can authorize an agreement or contract. If a contract/agreement is involved with an E&IT purchase or a free trial, please contact eBusiness for additional approval.

If you have any questions about a specific purchase, please email ebusiness@fullerton.edu. If you have questions about the IT purchasing process or request approval to make an E&IT purchase, please email DL-itpurchasing@fullerton.edu or visit Information Technology's IT Purchasing Process webpage.

Appendix B

Reference Guide for P-Card Service Purchase

Per the P-Card Policy, any purchase/transaction for services is prohibited unless the vendor is listed on the Authorized Service Providers list. All other service providers are prohibited unless eBusiness issues a "Q" Number (Q#) before the service is provided. However, no Q# will be given for branded items unless preapproved by Branding Management.

To obtain a Q#, eBusiness requires a vendor quote, contract, or agreement and a justification or business purpose for using the selected vendor. The submittal of the necessary documents for eBusiness review does not grant authorization for the service to be provided. Work may only begin when eBusiness issues a Q#.

Please allow 10-15 business days to process a Q# request. The issuance of a Q# is at the sole discretion of eBusiness and typically will not be issued if a similar vendor is listed on the Authorized Service Provider.

REMINDER – Violating the P-Card Policy may lead to suspension or revocation of the Procurement Card.

Due to liability, performance, and other factors, all contracts for services must be reviewed and signed by Contracts and Procurement. Only Contracts and Procurement is authorized to enter contracts on behalf of the University. Master Agreements fulfill this requirement, and those services are allowed on the P-Card.