



# PROCUREMENT CARD PROGRAM POLICY MANUAL

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## PROCUREMENT CARD PROGRAM OVERVIEW

### Introduction

Procurement authority is delegated by the CSU Board of Trustees, the Chancellor, and University President to Contracts and Procurement by the Standing Orders of the Board of Trustees and the policies of the CSU and Cal Poly Pomona.

The Procurement Card (P-Card) Program is designed to provide a simplified method for Cardholders to procure small dollar, low value purchases to support department's daily operations. Use of the Procurement Card (P-Card) reduces the traditional paper and labor-intensive procurement process for daily purchases. Executive Order No. 760, dated October 16, 2000, establishes minimum standards for use of Procurement Cards to ensure appropriate safeguards are in place. **P-Cardholders are expected to use the Procurement Card (P-Card) by selecting the goods or services based on the lowest, logical total price that meets business requirements.**

### *Legal Reference and Authority*

The Integrated CSU Administrative Manual (ICSUAM), Section 5000, General Procurement Requirements, ICSUAM 5250, and CSU Executive Order No. 760

### Eligibility

To be eligible for a Procurement Card (P-Card), the requestor must be employed by the University as a part-time or full-time faculty or staff member with an appointment of 6 months or greater. Temporary staff (appointment less than 6 months), Auxiliary Services Employees, Associated Student Employees, Retired Faculty/Staff, Volunteers, and Student Assistants are not eligible for a Procurement Card (P-Card). Eligible faculty/staff needs to submit an approved and signed Procurement Card Application to the Procurement Services, Building 75.

### Authorized Use

All purchases and expenses made with the Procurement Card (P-Card) must be made in accordance with University policy for official University business only. Any personal expenses must be reimbursed to the University by the Cardholder and may result in the revocation of card privileges. State issued Procurement Cards are to be used and paid by State budget. Purchases for Auxiliary and Philanthropic are not allowed and will be deemed prohibited.

## CONTACT INFORMATION

U.S. Bank is the designated provider for the Procurement Card (P-Card). U.S. Bank Access Online provides 24-hour customer service and web access for Cardholders to view and reconcile their transactions.

Procurement Services administer the Procurement Card and are responsible for coordinating and evaluating all aspects of the Procurement Card including processing and approving Cardholder's official applications, training, account maintenance, auditing of Cardholder monthly reconciliation documents and submittal of monthly transactions amounts to University Accounting Services for chargebacks.

### **U.S. Bank Access Online website**

<https://access.usbank.com>

24-hour Customer Service Number

(800) 344.5696

### **Procurement Card Administrator**

Lou Yang

Procurement Services

Ext. 4384,

Procurement Card Program, [pcard@cpp.edu](mailto:pcard@cpp.edu)

## HOW TO OBTAIN AP-CARD

- 1. Procurement Card Application.** To initiate the process, a Procurement Card Application form must be completed and signed by the approving department head or dean and forwarded via email to the Procurement Card Administrator in the office of Procurement Services. (See Exhibit A), available for download at: <http://www.cpp.edu/~fas/forms.html#pss>.
- 2. Selecting/Changing an Approving Official.** An Approving Official must be selected and should be at least one level above the Cardholder. A Cardholder cannot self-approve. For changing an Approving Official, a signed and completed "Approving Official Change Form" must be submitted via email to the Procurement Card Administrator. All Approving Officials are required to complete an online training and sign an Acknowledgement and Responsibility Form.
- 3. Signature Authority of Approving Official.** If an Approving Official does not already have signature authority for the Chartfield String (CFS) assigned to their Cardholder's card, a Signature Authorization Form (Exhibit G) must be completed and approved by the designated supervisor or HEERA Manager and submit to [pcard@cpp.edu](mailto:pcard@cpp.edu).
- 4. Required Procurement Card Program Training.** The Procurement Card Administrator will contact the Cardholder when their card is available and schedule a training session. A Procurement Card (P-Card) training is mandatory. Cardholders are required to sign the "Acknowledgement and Responsibility" form (Exhibit B) at the end of the training. By signing both the "P-Card Application" and "Acknowledgement and Responsibility" forms, the Cardholder acknowledges compliance with all requirements stated in the Procurement Card Program Policy Manual.
- 5. Obtaining the Procurement Card (P-Card).** The P-Card can be sent out via inner campus mail or picked-up by the Cardholder at Building 75 by appointment only. The Cardholders will be able to obtain the P-Card after the completion of the online P-Card Training and receipt of the signed Acknowledgement and Responsibility Form.

## CARD ACTIVATION AND REGISTRATION

### P-Card Activation:

1. Call (800)344.5696
2. Input the 16-digit credit card number
3. Input the CPP zip code - **91768**
4. Input the last four-digits of the CPP DEFAULT Social Security Number **5555**
5. Input the business phone number
6. The card is now activated and ready to use

### Cardholder Registration:

1. Access the U.S. Bank website at: <https://access.usbank.com>
2. Click the link Register Online
3. Input Organization Short Name - **csuca**
4. Input the card account number and card account expiration date
5. Click Send a code
6. Enter passcode
7. Accept the Licensing Agreement terms
8. Determine and input the User ID and Password
9. Choose and answer the authentication questions
10. The card is now registered, and the Cardholder can reconcile future transactions and access other account information

## CARDHOLDER RESPONSIBILITIES

Executive Order 760 establishes the Procurement Card Policy for the CSU and delegates authority to the Cardholder to make purchases on behalf of the University. In addition to the Integrated CSU Administrative Manual (ICSUAM) 5235, CSU Policy Manual for General Accounting, outlines the objectives and procedures for appropriate use of the card. More information can be found at: <http://www.calstate.edu/icsuam/>.

The Cardholder is responsible for:

1. Attending Procurement Card (P-Card) training.
2. Signing and submitting both "P-Card Application" and "Acknowledgement and Responsibility" forms. **By signing both the "P-Card Application" and "Acknowledgement and Responsibility" forms, the Cardholder acknowledges compliance with all requirements stated in the Procurement Card Policy Manual. This includes completing any required initial and on-going training.**
3. The security of the card.
4. Using the card for CSU business only.
5. Understanding the additional considerations and prohibited items and making only allowable purchases.
6. Resolving any discrepancies with the vendor such as items never received, returning a damage item, unmatched invoices, etc. If irreconcilable, use the appropriate process to dispute online.
7. Reporting fraudulent charges immediately.
8. Not allowing a subordinate, peer, or any other person to make purchases using their assigned Procurement Card (P-Card). The state P-Card is not transferrable, and the Cardholder is the only one authorized to use it.
9. Completing the P-Card Monthly Reconciliation and submitting all documentations to [pcard@cpp.edu](mailto:pcard@cpp.edu). NO later than 5:00 p.m. on the 10th of the following month.
10. Notifying the Approving Official when resigning employment at Cal Poly Pomona, making arrangements to return the card to the Procurement Card Administrator, and ensuring that all pending reconciliation documents are forwarded to the Approving Official prior to departure.
11. Upon departmental transfer, alerting Approving Official to submit a notification of change to the Procurement Card Administrator in order to determine if the card needs to be cancelled or change departmental reporting, Chartfield String (CFS), or hierarchy.
12. Appropriate return of the card upon termination. Procurement Card (P-Card) is valid only while the employee is actively employed with the University. Upon termination or retirement, the card will be relinquished to the Procurement Card Administrator.

## APPROVING OFFICIAL RESPONSIBILITIES

The Approving Official is the administrator who supervises the Cardholder/Responsible Person or has been delegated the authority to certify that the purchases made by the Cardholder's P-Card are appropriate. The Approving Official is responsible for the following:

1. Review and approve all charges
2. Ensure that **all** purchases are appropriate
3. Ensure that no prohibited items have been purchased
4. Ensure that the purchase of any restricted item has been properly justified and documented
5. Ensure that proper documentation is attached to the monthly purchase summary form
6. Certify that all purchases are to be, or have been used exclusively for official University business
7. Notify Procurement Card Administrator when a Cardholder's account must be closed
8. Retrieve the P-Card from Cardholder/Responsible Person who is separating from the department and notify Procurement Card Administrator of returning the P-Card.
9. Sign approval of the Monthly P-Card Purchase Summary Form and forward all documentations to the Cardholder.

Approving Officials - **The Approving Official is accountable for any purchases made by the Cardholder.** By approving the P-Card Monthly Reconciliation, the Approving Official is certifying that all purchases are in compliance with this policy manual and that any non-compliant purchases are addressed **in** the P-Card Monthly Reconciliation.

Please carefully review to ensure all charges comply with P-Card policies before signing the approval form. **By signing the "Acknowledgement and Responsibility" form, the Approving Official acknowledges compliance with all requirements stated in the Procurement Card Program Policy Manual.**

The Approving Official may assign an alternate Approving Official in his/her absence to ensure the paperwork is submitted on the due date with the email confirmation or written memo of identifying who is the Administrative In-Charge (Signature Authority is required for the Alternate Approving Official). This supporting documentation must be attached to the Cardholder's P-Card Monthly Reconciliation Packet.

### *Optional On-Line Approval Process (for review only)*

Approving Official has the option to log into U.S. Bank Access Online to review and give final-approval of the Cardholder's transactions for the current billing cycle. For complete instructions, Approving Official can refer to the Cal Poly Pomona Approving Official Training PowerPoint that was provided by the Procurement Card Administrator.

## IMPORTANT DATES

Dates	Action Item	Comments
22 <sup>nd</sup> of each month	Billing Cycle	Billing Cycle will end on the 22 <sup>nd</sup> of each month unless it falls on a holiday or weekend; then the billing cycle will end on the following business day.
23 <sup>rd</sup> of each month	Account Activity Report available on US BANK ACCESS ONLINE	Cardholder's Account Activity Report will be available to review and print to complete the month's billing period.
10 <sup>th</sup> of the following month	Reconciliation Paperwork	Submit all supporting documentations (Monthly P-Card Purchase Summary Form, Account Activity Report and itemized invoices/receipts) to <a href="mailto:pcard@cpp.edu">pcard@cpp.edu</a> no later than 5:00 pm unless the 10 <sup>th</sup> falls on a holiday or weekend, submission deadline will be due the following business day.

## P-CARD MONTHLY RECONCILIATION PROCESS

Cardholders are required to complete a monthly reconciliation for purchases made during specified billing cycle. If no purchases were made, the reconciliation documents are not required. However, it is advised Cardholders should login and verify that there are no unexpected or fraudulent charges posted.

### Step 1: Approve Transactions online via U.S. Bank Access Online

Refer to the Cal Poly Pomona Cardholder Training PowerPoint for complete instructions.  
Reallocate any charges, as necessary, prior to approving online.

### Step 2: Print Account Activity Report in U.S. Bank Access Online

Refer to the Cal Poly Pomona Cardholder Training PowerPoint for complete instructions.

### Step 3: Complete Monthly P-Card Purchase Summary Form

The Cardholder should check all applicable boxes and sign\* the Monthly P-Card Purchase Summary (Exhibit C, or download form at: <http://www.cpp.edu/~fas/forms.html#pss>).

*\*The Monthly Purchase Summary must be signed by the Cardholder and their Approving Official.*

### Step 4: Prepare and itemize P-Card Monthly Reconciliation

Documents should be collated in the following order:

Monthly P-Card Purchase Summary Form, with approval signatures

Cardholder's Account Activity Report (summary of all transactions within the billing period)

Itemized receipts or invoices, in same order as the Account Activity Report



- **Lost Receipt.** If a receipt/invoice is lost, a duplicate receipt should be requested from the vendor. If unobtainable, the Cardholder should complete the "Certification of Receipt of Goods" form (Exhibit D) as the supporting documents for the purchase. Form can be found at <http://www.cpp.edu/~fas/forms.html> and must be submit in the P-Card Monthly Reconciliation.  
*NOTE: Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the Procurement Card Program.*
- **Small Receipts.** Individual receipts/invoices smaller than 8 ½" x 11" can be scanned or stapled to an 8 ½" x 11" sheet of paper to ensure they are not lost in transit. Using tape causes ink to fade on the receipt.
- Written pre-approval by Procurement Card Administrator for exceptions to this policy.

**Step 5: Forward to Approving Official for finalize approval on purchases.** Approving Official must have signature authorization to the assigned Chatfield String (CFS) on the Cardholder's account activity report.

**Step 6: Ensure all supporting documentations are submitted to [pcard@cpp.edu](mailto:pcard@cpp.edu) by the due date.** It is ultimately the Cardholder's responsibility to submit all documentations by the due date. It is strongly recommended that Cardholders follow-up with their Approving Official to ensure approval and signature.

**Step 7: Keep copies of the monthly reconciliation report, including all supporting documentations (invoices, receipts, etc.) for the Cardholders department records.** In the event of an audit, the department, including the Cardholder and Approving Official, may be required to provide these documents.

## ADDITIONAL CONSIDERATIONS

The following are considerations for the use of the P-Card. These considerations are subject to change. Please keep these in mind while ordering with the P-Card.

<b>Presidential Order 7.8- "Use of Foundation Services and Central Support Resources" (Est. March 2009)</b>
Requires faculty and staff to first use Cal Poly Pomona Foundation Services (bookstore, food services, catering, campus lodging) and Graphic Communications Services (printing and publications) for <b>all</b> State or Foundation business before utilizing a 3 <sup>rd</sup> party vendor. If on-campus facilities cannot provide the requested items, please provide a copy of their email wavier. The complete Presidential Order can be found at: <a href="http://www.cpp.edu/~policies/presidential-orders/index.shtml">http://www.cpp.edu/~policies/presidential-orders/index.shtml</a>

**Information Communication Technology (ICT) and Accessibility Technology Initiative (ATI)- Review Guidelines - as a result of Federal Law Section 508 and CSU Executive Order 1111.**

Information and Communication Technology (ICT) purchases must meet the requirements of the Accessible Technology Initiative (ATI) and subject to an ATI/IT review. Any purchase of a product that creates, stores, or transfers digital information is considered ICT. Examples include websites, web applications, copiers/printers, instructional equipment and applications, video and multimedia products, software, operating systems, kiosks, desktop and portable computers, research applications, etc.

**ATI/IT Review (if required) must be completed by the ATI Coordinator before making the purchase.** Once completed, include this information with the reconciliation paperwork.

Section 508 refers to federal guidelines that facilitate procurement of products which meet the accessibility needs of our campus community. If the product requires electricity, has an interactive screen or display, stores, and transfers information, it probably falls under Section 508.

Additional information can be found at: <http://www.cpp.edu/~accessibility/procurement/index.shtml>

NOTICE: Software and software related maintenance, license agreements, renewals, etc. are not allowable on the P-Card regardless of cost. Purchasing process must be through a requisition and submission via email to CPP Procurement, [procurement@cpp.edu](mailto:procurement@cpp.edu). Any deviation from this policy may result in the revoking of P-Card privileges.

**High Spending Limits over \$50,000**

For total transactions of \$50,000 or more with a specific vendor annually may require an informal bidding. For more information and exception, please contact Procurement Services.

**Hospitality Expenses**

The Chancellor's Office's Integrated CSU Administrative Manual (ICSUAM) describes hospitality items as "the provisions of meals or light refreshments, entertainment services, promotional items, gifts, awards and service recognition." In most cases, these items are restricted with state general funds. Additional information can be found at: <http://www.calstate.edu/icsuam/documents/Section1000.pdf>

It is the responsibility of the Cardholder and Approving Official to ensure that all hospitality purchases are appropriate and allowable. The CPP Hospitality Policy can be found at: <http://www.cpp.edu/~policies/university/fiancia1/index.shtml>

### Assets and Property

Non-capital (\$500 and above and under \$5000, including freight and tax) property purchases are allowed and require written notification by email to the Property Officer. Upon receipt of goods, the Cardholder must notify the Property Officer to tag the items. It is the responsibility of the Cardholder to work directly with the Property Officer to coordinate any required tagging.

Notice: Equipment Hardware of \$5000 or greater including tax and freight are prohibited purchase on the P-Card.

Please contact Procurement's Property Officer at ext. 3394 when purchasing a property item for on-site tagging. A description of property criteria can be found at: <http://www.cpp.edu/~procurement/asset-management.shtml>.

### Sales Tax

Cal Poly Pomona is required to pay California sales tax for all tangible goods received including any out-of-state commodity purchases on the Procurement Card. If an out-of-state vendor does not charge sales tax, Procurement Services will apply the appropriate used tax to the purchase. It will appear as a separate entry on the Cardholder's departmental chargeback as CC USED Tax.

## PROHIBITED PURCHASES WITH A PROCUREMENT CARD

This is a list of goods and services that are PROHIBITED purchases on the Procurement Card (P-Card). Exceptions will be considered by written pre-approval from Procurement for specific cases. Please contact the Procurement Card Administrator with questions or concerns about a potential purchase. Cards may be revoked for inappropriate purchases.

- Alcohol/Liquor
- Animals (except for instruction-related purposes)
- Buildings/ Office Space/ Temporary Portable Structures: lease, purchase, or rental, including portable restrooms, shipping containers, sheds
- Cash Advances
- Consultants, guest speakers, etc.
- Drones (unless received prior approval from EH&S)
- Equipment that requires vendor assembly, set-up and/or installation or may cause harmful exposure. Please see list of examples related to harmful equipments on EH&S website
- Equipment or hardware with a unit price of \$5000 or greater (including tax and freight)
- Firearms or ammunition
- Food Items: Official Student Recognition Events (With approved CPP Hospitality Form, Internal Justification Memorandum – Detailing reason for Event, List of CPP Attendees, & Event Flyer/CPP Notice).
- Foreign, non-US vendors (International Charges)
- Fuel
- Furniture (unless ordered from contracted supplier, Staples Advantage, or receipt of confirmation on direct deliver to the ordering department by the furniture company or paid 3<sup>rd</sup> party. Due to campus weight, size, and material handling limitations/restrictions, Cardholders must arrange delivery with vendor). **Cannot require assembly, setup and/or installation by 3<sup>rd</sup> party vendor.**

- Gifts, including gift certificates, gift cards (virtual, electronic, or physical), greeting cards, balloons, flowers, and plants
- Hazardous Materials (unless received prior approval for Chemicals, Biological Agents, Controlled Substances and Radioactive Materials from EH&S)
- Hospitality - Food, decorations, paper goods, etc. (Exemptions for official Student programs, require justification and Procurement Card documentation)
- Information Technology (IT) hardware, such as desktop/laptop computers, tablets, & telecommunications equipment (mobile phones, mobile web devices, mifi, hotspot devices).
- Information Technology (IT) software, such as software agreements, licenses, subscriptions, maintenance, and support.
- Maintenance Agreements, such as facilities services and IT software or equipment
- Medical Services and Supplies, including thermometers
- Medicine
- Memberships for warehouse or wholesale stores other than professional. Examples: Amazon Prime, Costco, Sam's Club.
- Party/event rentals - tables, chairs, tents, etc.
- Personal use purchases
- Personal Protective Equipment (PPE): gloves, masks, sanitizing gels/liquids, face shields, thermometers
- Plexiglass (wood, or other material) dividers, partitions, guards, and shields
- Recreational- camp fees, camp sites, amusement parks, space rentals
- Registration, conference fees, seminars, classes (including webinars)
- Rentals, leases, rental agreements - such as equipment, vehicles, furniture, tents
- Repair or maintenance for building and equipment, including copiers, lab equipment, vehicles
- Services performed onsite such as window cleaning, drapery installation, shredding
- Toner for employee-owned printers or any non-state-owned printers
- Travel and Offsite Activities, including Airline fares, hotel, rental cars, fuel, meals, entertainment, travel agencies (unless travel and accommodations for candidates only, recommend giving notice in advance)

## USING THE P-CARD

### CSUBUY (eMarketplace)

This is the default platform for using the Procurement Card (P-Card) to make purchases. This platform provides a wide variety of suppliers' catalogs, including CSU contracted pricing and terms, for an easy and efficient shopping experience for business needs. For access and location to log in, please visit the Chancellor's Office CS&P CSUBUY page on [CSYOU](#).

When a Procurement Card (P-Card) is not used for extended periods, it becomes a potential risk to the University. Based on this risk, a Procurement Card that is not used for 12 consecutive months is subject to being closed by the Procurement Card Administrator. Notice will be sent to the Cardholder/Responsible Person and Approving Official with a date of closure and instructions to request that the account remain open. The account's status and request to remain open is subject to approval of the Procurement Card Administrator.

After 22 consecutive months of an account not being used, the Procurement Card may be automatically closed by U.S. Bank pursuant to U.S Bank guidelines and the CSU contract.

### Items not available on CSUBUY

To obtain goods and services that are not available through CSUBUY, the Cardholder may either go to the place of business or place the order by phone or internet. The Cardholder is also responsible for the examination of purchases and returning merchandise to the vendor in the event an item is damaged, broken or otherwise does not meet expectations.

## Shipping/ Delivery Instruction

All purchased items, using the Procurement Card (P-Card), must be delivered to the campus. **No other delivery destinations are allowed**, unless otherwise approved in advance by Procurement Card Administrator.

All shipping labels must have the following information:

Cal Poly Pomona  
3801 West Temple Ave.  
[Cardholder's Name/Department Name/Visa Order]  
Pomona, CA 91768

When placing orders to be shipped to the Cardholder, mailing address instructions are very important to ensure the Cardholder receives the order. Purchases may be returned to the vendor at the Cardholder's expense if appropriate information is missing on shipping labels.

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### Acceptable Receipts/Invoices

The State Controller's Office requires an itemized receipt or invoice for ALL purchases including internet purchases. **Packing slips, quotes, or e-mail confirmations without itemized prices are not acceptable.** For orders placed through CSUBUY, the Purchase Order page cannot be used in place of the vendors invoice/receipt. The Cardholder shall ensure that all receipts have the following information:

- Vendor name and address
  - Date of purchase
  - Description of item(s) purchased
  - Quantity ordered
  - Price per item
  - Amount of sales tax
  - Shipping charges, if applicable
- Total

Internet Purchases - Most Internet vendors provide on-line receipts. E-mail confirmations must have vendor's physical address or website name.

Subscriptions. The subscription form can be used as a receipt.

Telephone orders. The Cardholder must ask the vendor to provide an itemized receipt before making a purchase. The receipt must be faxed or emailed directly to the Cardholder. If a vendor cannot provide an appropriate receipt, do not do business with them.

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### Card Rejections

If at any time a purchase is rejected, be sure to check for some common reasons below. If assistance is needed, contact the Procurement Card Administrator.

- Exceeded single and/or monthly purchase limit within the billing period
- Incorrect card number, expiration date, CVV code (three-digit code on the back of the card)
- Merchant Category Code is blocked. Merchant category codes (MCC) determine how a vendor is classified. Certain MCCs are blocked to prevent use at unauthorized groups of merchants. If a legitimate transaction falls into one of the blocked MCC groups, the Procurement Card Administrator can temporarily or permanently override the block and allow the transaction at the request of the Cardholder.

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### Monitoring and Reporting Fraud

Make sure to use only secure websites and monitor the card usage.

Check U.S. BANK Access Online monthly regardless of making purchases or not to ensure there are no unauthorized purchases.

Immediately report any unauthorized purchases to U.S. Bank at 800.344.5696 and inform the Procurement Card Administrator. The card will be cancelled. A new card will be reissued and mail to the Procurement Card Administrator. The Cardholder will be contacted when the new card arrives.

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### Lost/ Stolen Cards

For lost or stolen cards, the Cardholder shall immediately contact the U.S. BANK Customer Service 24-hour number: (800) 344.5696.

In addition, the Cardholder must notify the Procurement Card Administrator and the Approving Official as soon as possible. The Procurement Card Administrator will notify the Cardholder when the replacement card is available.

## PROCUREMENT CARD VIOLATIONS

Cardholders are responsible for complying with all Procurement Card requirements to ensure appropriate use of the card. Failure to comply includes:

**Inappropriate/prohibited purchases:** Inappropriate purchases include those listed as prohibited purchases, personal purchases, allowing others to use the card, and restricted hospitality purchases.

**Late or non-submittal of P-Card Monthly Reconciliation:** This will result in a temporary deactivation on the Procurement Card (P-Card) until all documentations are received. It is imperative that a completed and signed P-Card Monthly Reconciliation are received in Procurement by the due date to ensure sufficient time for the audit process and departmental chargebacks to General Accounting.

**Split purchases to circumvent the dollar limitation:** Transaction splitting involves a merchant splitting a purchase that exceeds the Cardholder's single transaction limit into two or more smaller transactions to facilitate transaction authorization. Transaction splitting, whether requested by the Cardholder or initiated by the merchant, intended to circumvent the Procurement Card Program's controls and approval measures are prohibited. During the auditing process, if it is determined that purchases were

split, the Cardholder will receive a written notification by the Procurement Card Administrator. If a Cardholder requires a higher single transaction limit, the Cardholder's Approving Official may request a temporary increase of the Cardholder's limit.

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#### VIOLATION MEASURES

Pursuant to Executive Order No. 760, Procurement Card Administrator is responsible for conducting audits of Procurement Card (P-Card) purchases to ensure compliance with Procurement Card Policies and Procedures.

When a violation or issue is identified, the Procurement Card Administrator will contact the Cardholder and/or the Approving Official in written form.

Failure to comply with the Procurement Card Policies may result in suspension or revocation of the Procurement Card (P-Card).

## EXHIBITS

### EXHIBIT A- PROCUREMENT CARD APPLICATION

Forms are available on Procurement Services Website, <https://www.cpp.edu/procurement/forms.shtml>

**CAL POLY POMONA N101RS:171Y**  
**PROCUREMENT CARD PROGRAM**  
**Participant Application**

Submit for 11 to the Procurement Card Program via [pcard@cpp.edu](mailto:pcard@cpp.edu)

Eligible employees to obtain a state procurement card (p-card) include full-time staff or faculty with a minimum appointment of 6 months or longer. Employee(s) not eligible for a procurement card includes temporary employees (appointment less than 6 months), Cal Poly Pomona Foundation employees, Associated Students Inc. employees, retired annuitants, volunteers, and student assistants.

Cardholders are delegated the authority to make low value purchases up to the limits specified below, preferably \$1000 or less, (including tax, shipping and handling) without the approval of the Procurement Services. High limits may be subject to obtain approval from the Procurement Card Administrator. They are responsible for making direct contact with vendors and ordering commodities using the procurement card. Cardholders will prepare a monthly reconciliation of all p-card charges including receipts/invoices and obtain their Approving Official's signature. The Approving Official is responsible for reviewing and approving all P-Card Monthly Reconciliation before it is sent to the Procurement Card Program.

Cardholders will be notified when the card is available, and a training session will be scheduled.

**Cardholder**  
**Name:** \_\_\_\_\_ (Please type or print) **Title:** \_\_\_\_\_ (Please type or print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Building Number:** \_\_\_\_\_ **Room Number:** \_\_\_\_\_

**Cardholder Email:** \_\_\_\_\_ **Telephone Ext:** \_\_\_\_\_

**Monthly Spending Limit:** \_\_\_\_\_ **Single Transaction Limit:** \_\_\_\_\_

**Department**  
**Chartfield**  
**String:** \_\_\_\_\_

Account (6 digits) Fund (5 digits) Dept ID (5 digits) Program (4 digits) Class (5 digits)

*Approving Official must be at least one level above the cardholder and must have signature authority on the chartfield fund and department listed on this form.*

**Approving Official's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (Please type in print)

**Department Participation Approval:**

**Department Head/Officer:** \_\_\_\_\_ (Please type or print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised 9/2020



**EXHIBIT B -ACKNOWLEDGMENT AND RESPONSIBILITY**

To: Procurement Services Department, Building #75

I hereby acknowledge the delegation of authority to make purchases up to my approved limits per transaction (or department's approved level) without the approval of the Procurement Services. I also acknowledge that I am responsible for the security of the card, and for the appropriate use of this card for department purchases. Furthermore, I have attended the training and read and understand the Procurement Card Program User's Policy Manual. I understand and agree to the following:

I, the Cardholder agree to provide the necessary documentation (i.e. receipts/invoices) to the Approving Official for reconciliation from the Account Activity Report for each billing cycle in a timely manner, in order for the Approving Official to forward appropriate documents to [pcard@cpp.edu](mailto:pcard@cpp.edu) no later than the 10th of each month, which will ensure payment without penalty or interest charges. I will make provisions if I am to be absent during this period.

I understand and acknowledge the following:

All State purchasing guidelines still apply and orders shall not be split to circumvent purchasing procedures.

I will abide by all requirements as specified in the Procurement Card Program Policy Manual.

I will be sure that the vendor is supplied with proper shipping/mailling information including Cardholder's name, department, and that the words "Visa Order" appear on the package to ensure proper delivery on campus.

I am responsible for the original receipts/invoices that will be used in the reconciliation. The receipts/invoices will be attached in the order they appear on the Account Activity report. To avoid not having a receipt or an appropriate substitution, I will make sure the vendor can provide an adequate receipt prior to placing orders.

I am responsible for filing any dispute forms so that the monthly bill can be adjusted accordingly.

I understand that any unauthorized use or misuse of the card may result in card suspension.


Unauthorized use is allowing someone else to use my card. Misuse is the use of the card for any personal benefit or inappropriate purchases. The card is not to be used for any employee travel expense (i.e. airfare, conference fees, hotel reservations, hotel, rental cars, meals, and entertainment) even on state business. See Prohibited Items in Handbook.

I will ensure that the Approving Official signs and forwards the P-Card Monthly Reconciliation to me or [pcard@cpp.edu](mailto:pcard@cpp.edu) no later than the 10th of the following month. I understand that the third late submission will result in suspension of my card.

I understand that this card is valid only while I am employed in this department and that if I transfer to another department, or at the time of termination from the University, I must relinquish this card to the Procurement Card Administrator.

## EXHIBIT C- MONTHLY P-CARD PURCHASE SUMMARY

Forms are available on Procurement Services Website, <https://www.cpp.edu/procurement/forms.shtml>



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### MONTHLY P-CARD PURCHASE SUMMARY

Department	Cardholder Name	Month/Year	Purchase Total

In addition to this form, please submit:

- ☐ Cardholder Activity report from USBank.  
*NAVIGATOR/US;*  
*Transaction Management>Transaction>Select applicable/Jing cycle/ose: date> Print Activity report*  
 NOTE: If possible, please print the Cardholder Activity report in portrait mode.
- ☐ Itemized Vendor receipts/invoices (attached in order of the cardholder activity report).  
 NOTE: Please number your receipts and write down the receipt numbers.

Additional required documentation: 1. Approvals for purchases that meet the following criteria:

- ☐ Hospitality- Justification must be included.  
*from moro! !, if not: www.cpp.edu/fas/university.accounts/services/accounts-payable/hospitality.shtml*
- ☐ Use of **Campus Resources**- Per Presidential Order 7.8, any deviation must find a waiver from the Foundation, Graphic Communications Services or Foundation as applicable.  
*formcr 11fermD!1Cn: www.cpp.edu/policies/presidential-orders/presidential\_order\_Joundation\_setV/c:es.shtml*
- ☐ All & 11" Review for Electronic & Information Technology (E&IT) items.  
*For more information, www.cpp.edu/accessibility/procurement/index.shtml*
- ☐ Assets: Contact Asset Management upon receipt for on-site tagging.  
*o,mar! !r,form(t/an, www.cpp.edu/proCtJi"el"ent/asset,management:11html*

Important: Incomplete, late or missing P-Card submissions may result in the temporary deactivation of your P-Card. See the P-card User Handbook for collection measures. [www.cpp.edu/procurement/proccard/index1.shtml](http://www.cpp.edu/procurement/proccard/index1.shtml)

I, the P-cardholder, certify that all purchases listed on this statement are true and correct and were made by me for official CSU purposes.

---

Cardholder Signature  
 Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

As the Approving Official, I certify that I have reviewed the transactions for completeness and adherence to CSUP Card policy, including purchase and fund restrictions.

Approving Official Printed Name:
Approving Official Signature: _____
Date: _____

F-3850-03 Rev 3/2020

## EXHIBIT D - CERTIFICATION OF RECEIPT OF GOODS

Forms are available on Procurement Services Website, <https://www.cpp.edu/procurement/forms.shtml>

### EXHIBIT D- CERTIFICATION OF GOODS FORM

#### CERTIFICATION OF RECEIPT OF GOODS

This form is to be used as a document in the event of missing or unobtainable P-Card receipts. The form is to be completed and signed by the Cardholder and the Approving Official. Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the Procurement Card Program.

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

\_\_\_\_\_ AND RECEIVED ON \_\_\_\_\_  
(Name of Vendor) (Date)

Item No.	Qty	Description	Unit Price	Extension
Subtotal				
Sales Tax				
Shipping/Handling				
TOTAL			\$	

Reason(s) itemized invoice received from vendor for this order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature,

Date

Approving Official

Date

R\_ev\_08/2/20


## EXHIBIT E-APPROVING OFFICIAL CHANGE FORM & SIGNATURE AUTHORIZATION

Forms are available on Procurement Services Website, <https://www.cpp.edu/procurement/forms.shtml>

<b>CalPoly Pomona PROCUREMENT CARD PROGRAM APPROVING OFFICIAL CHANGE FORM</b>					
DATE: _____					
TO: Procurement Card Program, Procurement Services Bldg. 75					
FROM: _____					
SUBJECT: Change Approving Official within Department					
Please change the Approving Official for the following credit cardholders effective _____					
Cardholder's Name			Cardholder's Name		
Cardholder's Name			Cardholder's Name		
Department	Account (6 digits)	Fund (5 digits)	Dept ID (5 digits)	Program (4 digits)	Class (5 digits)
Change					
<b>New Approving Official:</b>					
Print or Type Name			Signature		
Title			Date		
Department Participating Approval:					
Department Head/Dean: _____ <div style="text-align: center;">Print or Type Name</div>					
Signature: _____ <div style="text-align: center;">Title</div>					

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Forms are available on Procurement Services Website, <https://www.cpp.edu/procurement/forms.shtml>



**California State Polytechnic University, Pomona**

## SIGNATURE AUTHORIZATION FORM

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