



CSUSB PROCUREMENT CARD HANDBOOK

**Administration & Finance Division
Purchasing Office
Accounting Office
March 2009**

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INTRODUCTION

The procurement card is a tool to be used to purchase supplies and services that are not restricted or prohibited or otherwise an inappropriate use of funds. You are encouraged to use your card as the first option in purchasing before other methods in order to achieve cost savings and improve processing time for your Department's needs. With the privilege and convenience of having the procurement card comes considerable responsibility.

HOW TO GET A CARD

1. Attend the Procurement Card Training Class
2. Obtain the approval of your Supervisor, Approving Official and Division V.P.
3. Complete the application form:
 - a. Default account: Chartfield number that the majority of your purchases will be charged to
 - b. Spending \$\$ limit: Initial amount requested is normally from \$100 to a maximum of \$5,000. Your Approving Official may request an increase at a later date, if necessary for your department's needs.
 - c. Approving Official must be in supervisory position to Cardholder
 - d. Four signatures are required:
 - Cardholder
 - Approving Official
 - Dean or Manager
 - Division V.P.
4. Agree to follow State, CSUSB and procurement card PURCHASING policies.
5. Pass a written test.
6. Complete Conflict of Interest Form (COI) for Human Resources Office and complete on-line training within 6 months of receiving your card.

Card Holder Responsibility

1. To use your card appropriately in accordance with
 - Procurement Card Handbook
<http://adminfin.csusb.edu/purchasing/forms/pchandbook.pdf>
 - CSUSB Purchasing Procedures
<http://adminfin.csusb.edu/purchasing/>
2. To ensure the security of your Card - **Only** the cardholder is authorized to make and sign for a purchase on his/her card
 - A Department Head may designate one procurement cardholder to place orders for others within their department. The cardholder is responsible to obtain all documentation for the purchases made on their card
3. To charge appropriate accounts and verify availability of funds
4. To obtain appropriate documentation as required
5. To notify Program Administrator of any change: a new Approving Official, a department change, a name change, etc.
6. To prepare and submit a monthly report to Purchasing
 - Report must be submitted **COMPLETE and ON TIME**

Approving Official Responsibilities

1. Reviews cardholder's monthly Procurement Card Purchase Report to ensure that:
 - a. Purchases are appropriate
 - b. Funding is appropriate and available
 - c. Any purchase of restricted items is appropriately documented
 - d. Cardholder has complied with all Purchasing and Procurement Card Procedures
2. Approves, Signs, and Dates cardholder's statement
3. Ensures that cardholder submits report within established deadline schedule.

PROHIBITED PURCHASES

1.	Personal gifts of any kind, e.g., retirement gifts, mugs, pen sets, flowers for co-worker's illness, funeral, wedding, etc. or their families
2.	Decorative items including, but not limited to: plants, flowers, pictures, center pieces, mirrors, etc.
3.	Travel or travel-related expenses, e.g. airplane tickets, hotel reservations, etc. - Must be submitted on a Travel Claim - DO NOT use card to hold hotel reservations
4.	Postage Stamps or metered mail
5.	Gasoline
6.	Cash advances
7.	Any kind of Deposits (ex. facilities or rental deposits or to hold hotel reservations, etc.)
8.	Food, beverages, alcoholic beverages, bottled water, forks, spoons, paper plates, coffee pots, refrigerators, ceramic sugar and creamer containers, etc.
9.	Services available through Facilities Services, e.g., locksmith services, remodeling, hanging blinds, etc.
10.	A service or purchase that requires the authorization of Procurement Office, e.g.; facility or equipment rental. Be cautious with internet agreements. Cardholders are not authorized to sign or commit to contracts
11.	Splitting of purchases to circumvent dollar limitations
12.	Maintenance agreements (These are contracts)
13.	Services which require a vendor to come on campus; e.g., delivery & set up of rental furniture/equipment, window washing, tree trimming, piano moving, on site equipment repair, limousine service, exterior signage, etc. (due to insurance requirements)
14.	Shipping Insurance
15.	All medications including, but not limited to: aspirin, burn creams, smelling salts, etc.; and the purchase of <u>first aid kits that contain these items</u>
16.	Commencement Regalia (caps, gowns, honor cords, etc.)
17.	Donations
18.	Items determined inappropriate by the Procurement Office; such items include, but are not limited to: chemicals, precious metals, ethyl alcohol, narcotics, dangerous drugs, firearms, explosives, and other hazardous materials

Note: There may be a few rare exceptions where a prohibited item may be allowed. These exceptions must be approved with the Director of Procurement in advance.

If you have an unusual circumstance, please contact the Program Administrator in the Purchasing Office. Your situation will be reviewed on an individual basis. The decision of the Procurement Director is final.

RESTRICTED PURCHASES

	Restricted Item	Requires PRIOR Written Approval
1.	Equipment (<i>Defined on page 13</i>) Academic Affairs.....\$5,000 Admin & Finance.....\$5,000 IRT.....\$5,000 Student Affairs.....\$5,000 Univ. Adv.....\$5,000 NOTE: Although the above limits determine whether an approval form is required, for ALL equipment purchases of \$500 or more, the Cardholder must notify Property Office, Ext. 75147 and make item available for tagging	Division V.P. Use Equipment Pre-Approval Form (<i>Sample form on page 17</i>)
2.	Radios of any kind	University Police Chief
3.	Vehicle repairs	Facilities Services, Ruben Nunez
4.	Energy consuming devices; i.e., fans, heaters, desk and floor lamps, generators, etc.	Facilities Services, Director
5.	Doorstops	CPDC, Director
7.	Cleaning materials, i.e., desk cleaner, vacuum	Custodial Services, Custodian Mgr.
8.	Printing material to be distributed off campus	Public Affairs Office, Director
9.	Purchase of and Service for Pagers	Procurement Office, Director
10.	Purchase of and Service for Cell Phones Cingular (AT&T), Sprint, T-Mobile, Verizon have been pre-approved	Procurement Office, Director
11.	Signage within a building in public areas, such as: hallways, lobby, etc.	CPDC, Director
12.	Registration for a conference, seminar or workshop for off campus attendance	Travel Authorization Number (<i>see page 14</i>)
13.	Clothing: Athletic, Recreational Sports, Clothes for ID purposes, i.e.: staff working commencement, open house, etc.	"Remain property of the State" (This statement must be noted on your receipt when submitted with your report)
14.	Advertisements that promote campus programs and/or outreach advertisements.	Public Affairs, Director (Employment recruitment ads DO NOT require approval)
15.	Holiday Cards	Procurement Office, Director

NOTE: It is advisable to request and receive approvals on e-mail so that the e-mail may be attached as your documentation.

CONSEQUENCES

If you continuously:

- Fail to submit your monthly report by the due date
- Fail to provide proper receipts
- Make prohibited purchases
- Fail to obtain required approval and/or documentation
- Otherwise prove to be irresponsible

The Consequences are:

- Your purchasing limit may be decreased
- Your card may be revoked
- You may be required to reimburse the university out of your own personal funds for any unauthorized or inappropriate purchases.

THE PURCHASE

Before making a purchase, verify that the service or merchandise that you are ordering is not on the **Restricted** or **Prohibited** list. (See pages 3 and 4)

Make a Purchase

1. By Phone, Fax, In Person or Internet.
 - Use reputable companies
 - Obtain proper receipt (an Internet print out of the order you placed is not an acceptable receipt).
 - If you cannot obtain a proper receipt for an internet purchase, we will accept an online confirmation Plus the packing slip.
2. Request proper label (if purchase is being shipped to campus)

Jane Public
Purchasing Office, SH-125 “PC”
CSU, San Bernardino
5500 University Parkway
San Bernardino, CA 92407-2397

3. Obtain an ITEMIZED RECEIPT (See samples on page 7)
 - a) Name and address of vendor (Internet email address is acceptable as address)
 - b) Description of each commodity or service purchased
 - c) Quantity of each item purchased
 - d) Unit Price
 - e) Sales Tax Amount
 - f) Shipping charges, if applicable
 - g) Total purchase amount

Note: Obtain receipts for CREDITS as well as charges.

4. All receipts must be originals. If copies are submitted, an explanation as to why the original invoice is not available will be required to be submitted with the report.
5. Keep your receipts together in a safe place so you will have them to submit with your monthly report. If you lose a receipt you must complete and submit a LOST RECEIPT MEMO. (See page 13 and sample form on page 16)
 - a) Write in any explanations on receipts as needed
 - If the vendor receipt is not clear, i.e., if receipt lists item by product # only, please hand write, next to the number, what the item is, such as “cable” or “hard drive”
 - b) Obtain appropriate documentation when needed, such as:
 - Approval form for equipment
 - c) Tape small receipts on to a full sheet of paper, so they don't get lost.



http://www.amazon.com
orders@amazon.com

Amazon.com
549 South Dawson
P.O. Box 81410
Seattle, WA 98108-1310
USA

Toll-Free: (800) 201-7575
Voice: +1 (206) 266-2992
FAX: +1 (206) 266-2950

CSUSB – Department
5500 University Parkway
San Bernardino, CA 92407
United States



549 South Dawson
P.O. Box 81410
Seattle, WA 98108-1310
U.S. +1 (206) 266-2992

CSUSB – Department
5500 University Parkway
San Bernardino, CA 92407
United States



thh14403f-1-(2500)nd-us/1476346/909/880-5318

USPS_W

Your order of May 18, 2000 (Order ID 002-0477874-0841812)

Qty	Item	Description	Format	Our Price	Total
In This Shipment					
1	Physical Chemistry Using Mathcad (P-4-A14C142)	Noggle, Joseph H.	Paperback	\$25.00	\$25.00
				Subtotal	\$25.00
				Shipping & Handling	3.99
				Order Total	28.99
				Paid via Visa	28.99
				Balance Due	0.00

This shipment completes your order.

You can always check the status of your orders from the "Your Account" link on our homepage.

Thanks for shopping at Amazon.com, and please come again!

This receipt is from a purchase that was ordered on the Internet. Notice it has all the required information including **Company NAME and ADDRESS**. (Tax is not listed because some out of state businesses do not collect tax. See Sales Tax - Page 14)

RECEIPT	
7/3/06	2:15 pm
Sales #98876	Clerk # 4
1 ea R007ca 398	299.99
3 ea KLm78C55 @12.99	38.97
7 ea HP Keyboards @75.00	525.00
Subtotal	863.96
Tax	66.95
TOTAL	\$930.91

This is an **unacceptable** receipt because it is missing the vendor name and address and some items are not clearly defined.

RECEIPT	
THE COMPUTER HOUSE 123 MODEM STREET CABLETOWN, USA 12345	
7/3/06	2:15 pm
Sales #98876	Clerk # 4
1 ea R007ca 398 <i>hard drive</i>	299.99
3 ea KLm78C55 @12.99 <i>cables</i>	38.97
7 ea HP Keyboards @75.00	525.00
Subtotal	863.96
Tax	66.95
TOTAL	\$930.91

This is now an **acceptable** receipt because it has the vendor name and address stamped on it and a description has been written in for the unclear items.

Transaction Report (Monthly Bank Statement)

1. The billing cycle is from the 23rd of one month to the 22nd of the next month.
2. Shortly after the end of the billing cycle, the Purchasing Office will notify you by email to print your transaction report. This date may vary due to weekends and holidays. Purchasing will always notify you of the correct dates to enter.
3. Print your Transaction Report (aka Bank Statement).
4. Review your report for accuracy. Do your receipt amounts agree with the Transaction Report amounts?
4. You may check your purchases anytime during the month. It is not necessary to wait until the end of the cycle. If you are waiting for a credit, you can check anytime to be sure it has posted. If you have many purchases, you may want to check them once or twice a week and if any discrepancies arise, begin to research and correct them immediately.
6. Review the purchases on American Express – SAM Transaction screen & click the review column if the purchase is acceptable and ready for payment.
7. If a problem cannot be resolved, as a last resort, file a dispute on line.

HOW TO ACCESS AMERICAN EXPRESS

1. Your access codes will be given to you when you pick up your card
2. Internet address is: www.samaccess.com
3. At log on screen, Enter the Database “csusb”, your Login ID, your Password
4. Hit “Login”
- 5.

PRINT YOUR TRANSACTION REPORT

6. At Welcome Screen, click on “Reports”
 - Click on “Report Wizard”
 - Click on “Transaction Review” under Available Reports
 - Select “Cardholder Transaction Report” and click “Next”
 - To enter the Date Range, select “By Billing Cycle” and find the date range using the drop down menu
 - “Sort By:” should be set at “Post Date” and “Ascending”
 - On the Report Summary, click “Run Now”
 - Once the report is generated, it is displayed in .pdf
 - Print the Report - this will serve as your Monthly Statement
 - Click on “Transaction Administration ” to return to your Transaction Review to check off your purchases
7. Reconcile each purchase to your report/statement
 - Click a check mark in the review column of each purchase signifying that you have reviewed the purchase, everything is in order and it can be paid.

CHANGING A CHARTFIELD

8. If you want to charge a purchase to a Chartfield other than default Chartfield displayed, you may change the Chartfield by:
 - Highlighting the purchase you want to change
 - The bottom half of your screen will display that transaction detail record
 - Clear the field you want to change and enter the new account number, SAVE

Prepare and Submit Monthly Report

1. Reconcile your transaction report to your receipts.
 - a. Does each receipt amount match the amount listed on the Transaction Report? Does the receipt have all required information?
 - b. Check the review box next to each purchase on the Transaction screen.
 - c. Staple together all receipts (and supporting documentation, such as, memos, equipment pre-approval form, etc.) in the sequence that they appear on the Transaction report with the Report on top.
 - d. Have your Approving Official review, sign and date your Transaction Report. If your Approving Official is not available, your Division V.P. should sign your report.
 - e. Submit your Transaction Report with receipts and documentation to the Purchasing Office by the 1st of the month.

NOTE: All purchases must be reviewed online and Chartfields changed by the 1st of the month. On occasion, we may require that Chartfields be changed a few days earlier to meet certain deadlines. You will be notified by email of deadline dates. Remember that you can change your Chartfield numbers during the month. It is not necessary to wait until your Transaction Report is available to print.

2. Only submit receipts that are listed on the current month's transaction report. If you have a receipt that has not posted to your report yet, keep the receipt until the following month or until it posts to your Transaction Report.
3. Be sure you have an **original itemized receipt or invoice for each purchase** listed on your Transaction Report.
 - a. If you have lost the receipt or don't have one, call the vendor and request one. (We will accept a fax copy with an explanation).
 - b. For Internet orders **only**: If a proper receipt / invoice can not be obtained, we will accept an online confirmation Plus the packing slip.
 - c. If a vendor is not willing or able to give proper receipts, don't do business with that vendor in the future - find a vendor that will give a proper receipt.
 - d. If you are unable to obtain a receipt, you must complete a "Lost Receipt Memo" (See page 13) to submit with your report in place of the receipt. (See sample form on page 16)

DO NOT submit your monthly report with receipts missing. In lieu of a receipt, a "Lost Receipt Memo" must be substituted. **If you lose more than 2 receipts in a 12 month period, your card may be suspended.**

4. Make a copy of everything you submit for your records
5. Submit Report to Purchasing Office SH-125, no later than the 1st of the month
THE EARLIER THE BETTER !!!!!!!!!

THE CARD

1. How to increase your spending limit

After you have submitted a minimum of three (3) acceptable monthly reports, and if your department needs require, your Approving Official may request to have your limit raised. The request is to be submitted by the Approving Official to the Program Administrator stating the cardholders name, department, and the new amount desired. Your request will be reviewed and you will be advised if and when your new limit is available to you.

2. Expiration date

Each card is embossed with its expiration date and the card is valid through the end of the specified month. Replacement cards are sent to the Program Administrator approximately two weeks before the card expires. The Program Administrator will notify you when the new card arrives.

3. What to do if your card is rejected by a vendor.

Contact the Program Administrator if your card is rejected when making a purchase, it may be due to one of the following reasons:

- a. You may have exceeded your single purchase limit.
- b. You may have exceeded your 30-day purchase limit for the billing cycle.
- c. Certain merchant types have been blocked from use. If the merchant you are trying to use is identified in one of the following areas, your transaction will be rejected:
Airlines, airports, hotel, motel, caterers, restaurants, bars, or medical services.
- d. Sometimes the three digit code on back of your card is required.

If you wish to contact American Express directly (**1-800-274-7378**). Be prepared to give the customer service representative your Procurement Card number, Social Security number, Mother's maiden name (as they were given to you when you received your card, NOT your own personal information), the name of the vendor with which you attempted to make your purchase, and the dollar amount of the attempted purchase.

If you have exceeded any of your transaction limits and it is an emergency (i.e., health or safety issue), contact the Program Administrator in Purchasing.

4. Replacing your card

There may be instances when it becomes necessary to replace a procurement card. It is your responsibility to initiate this process.

a. Reporting a Lost Card / Fraud

As soon as the loss or fraud is noticed, report it to American Express at 800/274-7378. (Please also notify Program Administrator). American Express will either cancel or monitor your old card and issue a new card. Your new card will be mailed to the Program Administrator in the Purchasing Office, who will notify cardholder when the replacement card is available.

b. Replacing Worn Out/Defective Cards

If a procurement card needs to be replaced because it is worn out or defective, call American Express at 800/274-7378 to request a replacement. Purchasing will notify the cardholder when the replacement card is available.

5. Canceling a card

a. If you or your Approving Official decides that your card should be canceled, notify the Program Administrator.

b. If you separate from the university or transfer to another department, turn in your Procurement Card to the Program Administrator. The most recent monthly report due must be received in the Purchasing Office before clearance will be given. If you leave in the middle of a billing cycle, designate someone in your office to complete and submit your report at the end of the cycle. Leave all documentation with this person and give them proper instructions to answer any questions or problems that might arise. Give their name to the Program Administrator when you turn in your card and be sure your Approving Official also has all necessary information. If you or your approving official fails to submit proper paperwork, the outstanding dollar amount on your account may be withheld from your final pay.

6. Temporary Leave

If you are going to be on temporary leave, sabbatical or away from campus for an extended length of time, please notify the Program Administrator. Your card will be suspended until your return.

7. Changes

Please notify the Program Administrator of any departmental changes or if your Approving Official changes.

ADDITIONAL INFORMATION

Address

All purchases including subscriptions are to be mailed to the University address, not to the home address of the cardholder or any other location.

Advertisements

Tear sheets are not required. **REMEMBER** that advertisements that promote our campus programs and/or outreach advertisements require the approval of the Public Affairs Office. (Employment Recruitment advertisements do not require approval).

Chartfield Numbers

All state Chartfield numbers may be used with the exception of Capital Outlay (Group II) funds. The default account number for procurement card purchases is 619091 (Supplies and Services); however, if you make a purchase other than for supplies and services, please use the appropriate account number from the drop down menu on the transaction detail record in SAM. If you fail to change the Chartfield number on the SAM system, your default Chartfield number (given on the application form) will be charged. You are **not** permitted to change account numbers after the cut off date (which is the 1st of the month). If your department requires, you may process a transfer of expenses through General Accounting after the charges have posted.

Foundation funds may not be used on a state side procurement card. If you wish to use Foundation funds, you must process your purchase through the Foundation purchasing process.

Disputes

A dispute should be filed only as a last resort. **Always try to resolve the problem with the vendor first**. If you decide to file a dispute, you must do so within 60 days of the date that the disputed item is posted to your transaction report. Disputes may be filed on line in SAM under the under Summary Actions drop down menu.

1. By our agreement with American Express all charges are paid in full each month. Until the dispute is formally resolved, the amount in dispute is not refunded to your account. Be sure to follow up until the merchant or American Express issues a credit. If the dispute is not resolved in your favor, your department will have to bare the cost.
2. After filing the dispute, you must actively work with the vendor to resolve the dispute. If the vendor fails to assist you in reaching a satisfactory result, contact American Express (1-800/274-7378).
3. If you have any questions about doing a dispute, please contact the Procurement Card Administrator for assistance.

Retain credit receipts to submit when they show up on your transaction report.

Due Date

Monthly Transaction Reports are due in the Purchasing Office (SH-125) by the **1st** of the month following the end of the billing cycle. If the 1st falls on a weekend or holiday, your report is due on the next business day. Each transaction of every report is reviewed by the Purchasing Office and Accounts Payable. It is important that you meet this deadline as the University must, in turn, meet a payment deadline with American Express or incur interest charges. Your card may be suspended if you routinely miss statement submittal deadlines.

Monthly Report with all receipts and documentation are always due by the 1st of the month even if you are on vacation or at an off campus event. **The cardholder** is the party responsible for making arrangements to have the signed and approved Report package in the Purchasing Office by the 1st. Please notify Purchasing when you will be off campus.

Equipment

Equipment is defined as a movable article of property which has all of the following characteristics:

1. A normal useful life of two years or more.
2. An identity which does not change with use.
3. A nature which makes formal property accountability practical.
4. A unit cost of \$500 or more, including tax and shipping.

ALL equipment of \$500 or more must be reported to Property Management at Ext. 75147, email: kabbey@csusb.edu, so that arrangements may be made to tag the equipment. The criteria on page 4, #1 is to determine if an equipment pre-approval form is required.

Fraud

Fraud is a serious problem. Report it immediately to American Express or the Campus Program Administrator. Please take necessary precautions when using the internet and keeping your card in a safe place. Never give out your personal or card information to unsolicited inquiries. Only give out your card information when directly related to a purchase you are making. Always follow internet security guidelines.

Lost Receipts

If you lose a receipt/invoice or did not receive one, and you have tried but cannot obtain a duplicate copy from the vendor, complete the Lost Receipt Memo to explain the circumstances in which the receipt was lost and to detail the purchase (**See Sample form on page 16**). You, your Approving Official, and your division's Vice President must sign the memo. Include the memo with the monthly Procurement Card Report. Any charges that the State Controller's Office rejects because of a lack of a legitimate receipt will be the personal responsibility of the cardholder to pay. **If you lose more than 2 receipts in a 12-month period, your card may be suspended.**

Memberships

In lieu of a receipt, you may provide a copy of the renewal notice/invoice or the application invoice. All memberships must also have a **membership justification** (a memo explaining how the membership will benefit the university) when submitting the monthly procurement card report. Memberships may also be done on a Direct Expenditure form directly to Accounts Payable.

Registration Fees for a Conference/Seminar/Workshop

Registration fees for a conference, seminar, or workshop are permitted on the Procurement Card. An Authorization Number must be obtained from our Travel personnel before you complete your registration. To obtain this authorization, follow the instructions on the accounting web page at:

<http://admnacct.csusb.edu/travel/pcinstructions.htm>

Please note that several employees may be involved: the cardholder, the traveler, and the department person preparing travel forms. Also, there are three possible scenarios:

1. No other travel expenses;
2. Additional travel expenses/advance check requested;
3. Additional travel expenses/NO advance check requested.

It is Very Important that you follow the proper steps for your situation. If you have any questions, please contact Mary Woody in Accounts Payable at Ext. 73159. (**Remember** that travel expenses or holding hotel reservations are NOT permitted on the Procurement Card – *(see page 3, Prohibited Purchases # 3)*).

Registration for an on-campus or an on-line conference/seminar/workshop does not require an Authorization Number from the Travel Office.

Note: You are required to submit a copy of the completed registration form with your monthly report.

Returns

If it becomes necessary to return an item either for exchange or credit to your account:

1. Contact the vendor's customer service. Explain why you want to return the item and ask for an exchange or credit to your account. Have your packing list/receipt/invoice ready with all the information they may ask for.
2. If you have requested a credit to your account, ask that a credit receipt be faxed or mailed to you.
3. Check your next monthly transaction report to make sure the credit posts to your account. If it has not posted, either follow up with the vendor or file a dispute.

Sales Tax

The University is required to pay sales tax on all taxable items purchased even if the vendor does not collect the tax. Accounts Payable will calculate the sales tax on those purchases where it was not collected and charge your department account. This charge (called a Use Tax) may post to your department account a month or two after the purchase posted.

Shipping Insurance

The University is **NOT** permitted to request or pay for shipping insurance, therefore, you are not to authorize insurance charges for any order.

Subscriptions

In lieu of a receipt, you may provide a copy of the renewal notice/invoice or application invoice. **All subscriptions must use the University’s address for delivery.** Subscriptions may also be done on a Direct Expenditure form directly to Accounts Payable.

Transaction Limits

Each card has two associated transactions limits: a single purchase limit and a monthly cycle limit. The single purchase limit applies to each transaction made. The monthly cycle limit applies to all transactions posted against the account during a billing cycle. You may have the same amount for both limits; however, if your limits are not the same keep them in mind when making purchases to avoid card rejections.

Vendor Gifts

Cardholders are not permitted to accept gifts of any type from Vendors.

Year-End Deadline

Each year in June a deadline for the last day to use your card is established and published in a year-end deadline memo issued by the Administration and Finance Division. You are not permitted to make purchases with your card after that date, and you are not permitted to use your card in the new fiscal year until authorization from Administration and Finance Division has been announced (after the state’s budget is passed by the legislature **and** signed by the governor).

SAMPLE FORMS

The forms on the following pages can be downloaded from
Purchasing Office Web-site

<http://purchasing.csusb.edu/forms.html>

Lost Receipt Memo.....	16
Equipment Pre-Approval Form.....	17

California State University, San Bernardino
Procurement Card Program
LOST RECEIPT MEMO

Date: _____ **From:** _____
Name

To: Purchasing Office **Dept.** _____
 Procurement Card Program **Card #** _____

Date of Purchase: _____
Vendor Name: _____
Vendor Address: _____

Qty	Description of item purchased	Unit Price	Extended Price
TAX			
SHIPPING			
TOTAL			

Reason receipt for above-referenced purchase was lost/destroyed:

Please accept this memo as evidence of purchase in the absence of the original receipt.

Cardholder's Signature

Vice President's Signature

Vice President's Signature

**California State University, San Bernardino
Procurement Card Program**

Equipment Purchase Pre-Approval

Requested by: _____ Extension: _____

Department: _____ Date: _____

Building & room where equipment will be located: _____

Account	Fund	DeptID	Program	Class	Project

§ Equipment is defined as an item which has a **unit** price of \$500 or more *including* tax and shipping.

§

§ The unit price threshold at which VP approval is required is as follows:

Division	Unit Price Threshold
Academic Affairs	\$5,000
Administration & Finance	\$5,000
Information Resources & Technology	\$5,000
Student Affairs	\$5,000
University Advancement	\$5,000

§ Once approval is received, cardholder is authorized to purchase equipment described provided that the purchase is in compliance with all other CSUSB procurement card and CSU procurement and contracting procedures and policies.

§ Cardholder is responsible for verifying budget availability prior to making purchase. Cardholder shall attach the original itemized sales receipt to the original signed approval form when submitting the monthly statement package to Purchasing/Accounts Payable.

§ Cardholder is responsible for immediately notifying the Property Office of the purchase and making the item available for tagging.

§ Failure to obtain approval prior to making purchase could result in reduction of cardholder=s single purchase limit or cancellation of the card.

Approval for the equipment item or items listed below is requested.

Qty.	Description	Estimated Unit Price (including sales tax and shipping)	Extended Price

Authorized Department Signature: _____

Purchase of above equipment approved:

Vice President's Signature: _____ Date: _____

Division: _____

INFORMATION SOURCES

American Express

Customer Service
1-800-274-7378

Purchasing Office

Vicki Clowdus, Ext. 73190, email: vclowdus

Jennifer Farley, Ext. 73332, email: jfarley

<http://adminfin.csusb.edu/purchasing/>

Accounting Office

Accounts Payable Manager: Davina Lindsey, Ext.73153, email: dlindsey@csusb.edu

Mary Woody, Ext. 73159, email: mwoody

Catrina Quanstrom, Ext. 73244, email: cquanstr@csusb.edu

<http://admnacct.csusb.edu/admnacct/AP/AP.htm>

Property Office

Property Coordinator: Karen Abbey, Ext. 75147, email: kabbey

<http://adminfin.csusb.edu/property/>