



CSULB
PROCUREMENT CARD
MANUAL

Financial Management Division

Procurement & Support Services

Controller's Office

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MISSION STATEMENT

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

GENERAL INFORMATION

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

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

The Procurement Card can be used to obtain supplies and services normally costing up to \$5000.00 (including tax and shipping) depending on the level of authorization granted to the Cardholder by the Approving Official. The dollar authorization may exceed \$5,000 if the authority is delegated by the Director of Procurement.

Strategic Account Management (SAM) is a multi-function online software provided through our procurement card contractor, GE Capital Financial, Inc. (GECF). SAM allows for online review and approval of chartfields for each transaction and has query and reporting capabilities.

LEGAL REFERENCE AND AUTHORITY

The CSU authority to obtain goods is granted in Public Contract Code Section 10295.

AUTHORIZED PROCUREMENT CARD PURCHASES

Purchase of non-capitalized equipment, supplies and services costing less than \$5000.00 (or greater if authorized by the Director of Procurement) including tax and shipping which are not restricted or prohibited are authorized. All purchases including emergency purchases must be made in accordance with established University policy. All purchases made by Procurement Card must be for expenses associated with official university business only. Any expense determined to be of a personal nature must be reimbursed by the Cardholder (employee) to the university as an abatement of expenses. Use of the Procurement Card for unauthorized, inappropriate, or personal items may result in the revocation of the Procurement Card.

RESTRICTED OR PROHIBITED PROCUREMENT CARD PURCHASES

The Procurement Card may be used for the procurement of “Restricted Items” only if established criteria are met. For example, a completed and signed “Gifts to Employees Expenses form” must be obtained prior to use of the card for gift or sympathy related purchases. The form is then attached to the Monthly Procurement Card Purchase Report. The University reserves the right for the Director of Procurement to approve exceptions on a case-by-case basis.

A Restricted Item is defined as:

One for which there are funding or other administrative requirements that would prevent the use of the Procurement Card

AND:

Goods or services that are available through campus resources such as:

- University Print Shop
- Departmental Copier Program
- Facilities Management

Restricted Items Include:

- Special Expense items such as trophies, plaques, awards, gift items (See Administrative Bulletin entitled “Employee Non-Cash Awards”).
- Hospitality Expenses (See Administrative Bulletin entitled “Hospitality Expenses Policy”).
- Radioactive and hazardous materials
- Copy services and printing
- Portable fans, heaters

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When approval is required to purchase a restricted item, the approval must be in writing (email and facsimile accepted). The approval must be submitted with the Monthly Procurement Card Purchase Report. In situations where a written approval is not feasible or practical (printing services to meet an immediate and urgent office requirement), the Approving Official will annotate the situation directly on the Monthly Purchase Report and indicate their approval of the purchase.

PROHIBITED USE OF PROCUREMENT CARD

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

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

- Controlled items such as ethyl alcohol; narcotics and dangerous drugs; firearms, ammunition, precious metals, explosives and other hazardous materials.
- Food (except for instructionally related purposes and approved hospitality related purchases.)
- Postage stamps and other US Postal Services.
- Personal services, including consulting services.
- Other services that require a written signed contract and proof of insurance. If in doubt please contact the Purchasing office at x54296.
- Travel (with the exception of registration fees*) includes meals, gasoline, airlines, lodging, & car rental.
- Cash Advances
- Leases
- Real property purchases
- Splitting of purchases to circumvent purchasing dollar limitations.
- Minor capital outlay projects or special repairs (modifications or alterations to a "State" or "leased" facility) such as installing carpet.

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- Purchase of Capitalized Property, defined as:
 - Having a unit acquisition cost of at least \$5000 and
 - Having an expected useful life of at least one-year.
- Items which otherwise would be considered to be an inappropriate use of public funds such as personal items, coffeepots, microwave ovens, etc., unless the Approving Official certifies on the Monthly Procurement Card Purchase Report that the item is necessary to conduct official University business.

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

*Registration fees paid via the Procurement Card shall not be reimbursed on the subsequent Travel Claim (form 262).

If you have any questions regarding restricted or prohibited purchases, contact Mary Ann Odell at x-58574 or email: modell@csulb.edu.

EMERGENCY PURCHASES

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

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

1. Why the item(s)/service(s) was necessary; and,
2. Program impact if order/service had been filled through normal ordering procedures.

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

OBTAINING THE PROCUREMENT CARD

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

- Submitted a Procurement Card Application Form, signed by the Approving Official, to the Purchasing Office, ATTN: Procurement Card Coordinator.
- Completed a Signature Card and provided default chartfield information. (See Sample F).
- Attended a training class including training on using SAM.
- Signed the Procurement Card Program Agreement memo accepting authority & responsibility for the Procurement Card.

CHARGES FOR PARTICIPATION IN PROCUREMENT CARD PROGRAM

There are no charges to the University for participation in the Procurement Card program.

AREAS OF RESPONSIBILITY

GECF is the Procurement Card contractor who will issue the Procurement Cards and maintain the SAM software.

FINANCIAL MANAGEMENT DIVISION

Procurement and Support Services, as well as the Accounts Payable Department, will administer the program, provide training, and be responsible for accumulating, reporting, coordinating and evaluating all aspects of the program. Accounts Payable is responsible for ensuring that all charges are properly receipted and approved, and for preparing claim schedules and sending them to the State Controller's Office for reimbursement.

CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for:

1. Attending mandatory training and signing Cardholder's Procurement Card Agreement before Procurement Card is issued.
2. Security of the Procurement Card.
3. Appropriate use of the Procurement Card.
4. Compliance with CSULB procurement and contracting procedures.
5. Preparation of the Monthly Procurement Card Purchase Report, review of transactions in SAM, and printing and signing the Cardholder Transaction Report.
6. Obtaining original, itemized receipts or confirmations (for Internet purchases) to be attached to the Monthly Procurement Card Purchase Report.

APPROVING OFFICIAL

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

1. Completion and submission to the Purchasing Department of the Authorized Signature Card (see Sample F).
2. Reviewing all charges.
3. Ensuring all purchases are appropriate.
4. Ensuring no prohibited items have been purchased.
5. Ensuring the procurement of restricted items has been properly justified and documented.
6. Ensuring proper documentation is attached to the Monthly Procurement Card Purchase Report.
7. Setting monthly expenditure limits for Cardholders under his/her authority.
8. Documenting all exceptions to standard policies and procedures.
9. Certifying that all purchases are listed on the Monthly Report and are to be used exclusively for official University business.
10. Approval of all purchases made by Procurement Card that are listed on the Monthly Report, approval of Cardholders' chartfields in SAM, and approval signature on the Cardholder Transaction Report.

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

PROCEDURES -- CARDHOLDER

1. Responsibility

The Cardholder is responsible for ensuring the Procurement Card is used in accordance with CSULB Procurement Card Program Policy and all purchases of commodities are in compliance with CSULB procurement and contracting procedures and policies including the purchase of Recycle Content products. The CSU and CSULB Purchasing Policies and Manuals are located at <http://daf.csulb.edu/forms/financial/index.html>

2. Ordering Goods/Services

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

SHIP TO:

Name

Dept/Bldg/Rm Mail Stop _____

1250 Bellflower Blvd.

Long Beach, CA 90840-XXXX

3. Use of Procurement Card for "Will-Call" other than the Cardholder

Orders may be placed by the cardholder via the telephone for will-call. If the items to be purchased are being picked up by someone other than the cardholder, the following statement must be clearly written on the receipt and signed by the individual picking up the order:

"This is a will-call pickup. Materials are picked up
on behalf of _____"
Cardholder

Signature of Individual Receiving Order

4. Security of Procurement Card

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

5. Determining the Need

- a. Cardholder determines the need to purchase goods within the dollar limit set by the Approving Official.
- b. Cardholder is responsible for the appropriate use of the Procurement Card.

6. Small Business Enterprises

- a. Cardholders are encouraged to patronize small business enterprises to assist the campus in meeting its small business participation goals.
- b. If a vendor is a small business supplier, record business code of "S" in the area provided on the Monthly Procurement Card Purchase Report.

7. Disabled Veterans Business Enterprises Requirements (DVBE)

- a. Cardholders are encouraged to patronize disabled veteran enterprises to assist the Campus in obtaining the participation goal of 3 percent for disabled veteran business. Departments are encouraged to consult with the Purchasing staff to identify disabled veteran suppliers to meet department needs.
- b. If a vendor is a disabled veteran supplier, record business code of "D" in the area provided on the Monthly Procurement Card Purchase Report.

8. Recycled Content Products

- a. The Cardholder shall purchase Recycled Content Products (RCP's) to the extent economically feasible. Fitness and quality being equal, purchase preference shall be given to RCP's whenever such products are available and the cost of such products is no greater than that of their non-recycled counterparts.
- b. If RCP's are purchased, record an "R" in the area provided on the Monthly Procurement Card Purchase Report.

9. Description of Goods & Services

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

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

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

Subscriptions or conference registrations may be documented by copy of the appropriate order form.

10. Preparation of Monthly Procurement Card Purchase Report

Upon completing the Procurement Card transaction, whether by telephone or in person, the Cardholder shall immediately record the transaction on the Monthly Procurement Card Purchase Report (Sample A) including the following information:

- Date of purchase or date service is to be performed
- Receipt/invoice number
- Description of the goods purchased or service performed
- Vendor's name
- Disabled Veteran code/Small Business code/Recycle Content Product code if applicable
- Cost including price per unit, shipping charges, sales tax and total amount
- The Monthly Report will provide information for your crosscheck against the bank statement you receive each month and to your transactions in SAM. Also, this form will serve as a "check sheet" for the Approving Official to verify correct documentation of restricted items purchased.

11. Reviewing Transactions in SAM

When a card is issued, the Cardholder will be asked to provide a set of default chartfields. These default chartfields will populate the chartfield information in SAM. These defaults can be changed by the Cardholder or the Approving Official to any chartfields for which the Approving Official is responsible. Changes to chartfields can be made any time during the current billing cycle (usually the 23rd of one month through the 22nd of the next month), but must be made before Purchasing downloads the file after 4:00 p.m. on the 29th of the month. If no changes have been made to chartfields by the deadline, the default chartfields will be applied. For instructions on how to access and review transactions in SAM, please refer to the Transactions Review Cardholder Guide.

12. Procurement Card Receipt/Invoice: It is important to obtain an original itemized receipt/invoice to be attached to the Monthly Procurement Card Purchase Report

- a. Whether the purchasing transaction is made by telephone, mail, or in person, the Cardholder shall require the vendor to itemize the receipt or invoice. If the receipt or invoice is not itemized, the Cardholder must document the purchase on a Lost/Itemized Receipt Form (Sample D).
- b. Individual receipts/invoices smaller than 4 1/4" X 5 1/2" must be taped on an 8 1/2 x 11" sheet of paper to ensure they are not lost in transit.
- c. If the Cardholder has lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor or an original receipt is not available, complete the Lost/Itemized Receipt Form and attach it to the Monthly Procurement Card Purchase Report. The Cardholder and the Approving Official must sign the memo. If there are excessive instances of lost receipts, the Procurement Card will be revoked. The Purchasing Office will notify GECF of cards to be revoked.

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

- Packing slips that are **not itemized**, including the associated line item and total costs.
- A credit card slip (unless it lists the individual items)
- A copy of a receipt /invoice. (If only a copy is available, a written explanation must be provided on the Lost/Itemized Receipt form and signed by the Cardholder and Approving Official.)
- For monthly recurring charges (i.e., monthly Internet charges), the signature of the Approving Official on the statement will constitute approval of that expense.

NOTE: The following are acceptable in lieu of an original receipt or invoice:

- An order form or confirmation (when ordering from the Internet)
- A registration or order form (subscriptions)

BANK STATEMENT

In addition to review and approval of chartfields in SAM, a bank statement will be sent to the individual at the close of each monthly billing cycle. (Sample B). In the event the statement does not arrive in a timely manner, the Cardholder can print a copy of the Cardholder Transaction Report from SAM. This report will be copy will be accepted by Accounts Payable in lieu of the bank statement.

- A. Cardholder reviews the statement for accuracy and reconciles the bank statement with Monthly Procurement Card Purchase Report and vendor receipts/invoices.
- B. Cardholder attaches the Monthly Procurement Card Purchase Report and the corresponding receipts and invoices to the bank statement. Receipts and invoices must be attached in the same order that they are listed on the bank statement.
- C. If an item is billed incorrectly, the Cardholder must provide a complete explanation on the monthly statement in addition to initiating the dispute in SAM.
- D. Cardholder is responsible for contacting GECF (not Purchasing or Accounts Payable) on questionable items or disputed items, which appear as a transaction on the bank statement within 15 days after the date of the Statement of Account (monthly bank statement). See Disputing Transactions in SAM, below.
- E. Procurement Card credit receipts shall be kept until the credit transaction shows up on the bank statement. The credit receipts then shall be attached to the bank statement.
- G. Cardholder will prepare, sign, and date the Monthly Procurement Card Purchase Report.
- H. The Cardholder is to attach the Monthly Report and receipts/invoices and other documentation to the bank statement and forward the original copy of all documents to his/her Approving Official for review and approval. The Approving Official will decide on timeline for submission of documentation. The completed and signed reports are due in Accounts Payable by the first of each month.

CARDHOLDER TRANSACTION REPORT

The Cardholder Transaction report is printed from SAM for the preceding billing cycle. The Cardholder Transaction Report is used to reconcile against the Monthly Procurement Card Purchase Report and can be used in lieu of the bank statement if the bank statement arrives late. Instructions for printing the Cardholder Transaction Report are contained in the Transactions Review Cardholder Guide.

DISPUTING TRANSACTIONS IN SAM

After exhausting all attempts to resolve a dispute with the merchant, Cardholder will indicate disputed item(s) on the Monthly Procurement Card Purchase Report by placing a check mark in the column marked “Check Disputed Items” for each dispute.

Cardholders must also identify disputed transactions on-line. By choosing the appropriate reason, SAM will automatically supply on-line forms and information required to complete the dispute.

The most common dispute reasons can be selected on the Dispute Transaction Screen in SAM. SAM will allow the Cardholder to select a dispute reason and make any special notes. SAM will email the Cardholder a Dispute ID Number. This number should be referenced whenever communicating with the bank about the dispute. If you have any questions regarding the appropriate dispute reason to use, please contact GECF at 1-800-274-7378.

PROCEDURES -- APPROVING OFFICIAL

Prior to Issuance of Cards

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

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

Reconcile Bank Statements

Within five (5) working days of the 25th of the month, the Approving Official will be responsible for the following:

1. Comparing the bank statement to the Monthly Procurement Card Purchase Report, the transactions in SAM and to actual receipts/invoices.
2. Reviewing charges to ensure that purchases are appropriate and that any purchases of restricted items are appropriately documented and justified. Reviewing Procurement Card Purchase Report (Sample A) to be sure all invoices/receipts are included.
3. Approving transactions and chartfield information in SAM and dating the Monthly Procurement Card Purchase Report prepared by Cardholders in their Department.

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4. Distributing copies as follow.

- Send original Monthly Procurement Card Purchase Report, Cardholder's bank statement, and original invoices/receipts in a confidential envelope to: **Accounts Payable – MS 9901**
Attn: Procurement Card Program
- One copy of the Monthly Procurement Card Purchase Report, bank statements, and invoices/receipts are to be kept by the Approving Official for one fiscal year (longer if an item is disputed).

PROGRAM ADMINISTRATION: FINANCIAL MANAGEMENT DIVISION

CONTROLLER'S OFFICE

Accounts Payable is responsible for auditing the GECF Statement of Account and processing it for payment. Payments must be supported by original receipts/invoices and purchases must be properly authorized. Accounts Payable will enforce the policies stated in this Manual regarding any penalties arising from late charges or interest penalties.

YEAR END ACCOUNTING

Charges incurred after the fiscal year billing cutoff date (June 22nd of each year) will be charged against the next fiscal year budget.

PROCUREMENT AND SUPPORT SERVICES

Purchasing is responsible for coordinating the program, issuing Procurement Cards, requesting appropriate dollar limits for individuals and associated groups of Cardholders, reporting information, assisting departments in maximizing utilization of Disabled Veteran-Owned Suppliers, monitoring purchases, and taking appropriate administrative action for inappropriate purchases.

INTERNAL AUDITING SERVICES

In accordance with Office of the Chancellor Coded Memo BF94-23, periodic appraisals will be conducted by the Internal Auditor and State Auditors as well.

REPORTS

- Disabled Veteran-Owned Business Enterprise
- Small Business Participation
- Annual Recycled Content Products

Purchasing will accumulate and report small business and disabled veteran business-enterprise and Recycled Content Product activity from all Monthly Procurement Card Purchase Reports to be included in CSULB and Chancellor's Office utilization reports.

PROGRAM EVALUATION

Procurement and Support Services and the Controller's Office will be jointly responsible for accumulating, reporting and analyzing Procurement Card usage, as well as program evaluation.

TRACKING OF VIOLATIONS

All Procurement Cardholders will be tracked monthly for violations of Procurement Card policy. Tracking will be accomplished by means of a spreadsheet maintained by the Procurement Card Coordinator.

For a first violation, the Procurement Card Coordinator will send a warning and request for an explanation. For a second violation, the action will be elevated to the Director of Procurement and Support Services. For a third violation, the action will be elevated to the Associate Vice-President for Financial Management. Any violation deemed serious enough will be elevated to the Director or Associate Vice President for action including possible card cancellation.

REPLACING PROCUREMENT CARDS

There may be instances where it becomes necessary to replace Procurement Cards or obtain additional cards. It is the Approving Official's responsibility to initiate this process. Follow the instructions below as applicable. Procurement and Support Services will notify departments when replacement cards are available.

1. Reporting Lost Procurement Card
 - a. Cardholder will immediately contact GECF Customer Service at 1-800-274-7378.
 - b. Cardholder will then immediately contact the Approving Official.
 - c. The Approving Official will immediately notify Procurement and Support Services at x-54296 and follow up with a written notification.
 - d. Procurement and Support Services will contact the bank contractor to obtain a replacement card. GECF will mail replacement cards to Procurement and Support Services within two (2) working days of notification.

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2. Replacement of Worn Out/Defective Cards
 - a. If a Procurement Card needs to be replaced because it is worn out or defective, a memorandum from the Approving Official requesting a Procurement Card replacement must be submitted along with the worn out Procurement Card to Procurement and Support Services, Attn: Procurement Card Program Coordinator
 - b. **DO NOT FOLD, SPINDLE, OR MUTILATE PROCUREMENT CARDS.** GECF will issue a replacement card within two (2) days after receipt of memorandum.

3. Replacing a Cardholder
 - a. When a Cardholder leaves the department, or ceases to need a Procurement Card, a completed and signed Cardholder Account Maintenance form must be submitted to cancel the account. A Procurement Card Application must be submitted for a replacement cardholder as needed. Forms will be submitted along with the Cardholder's Procurement Card to:

**Procurement and Support Services
Attn: Procurement Card Program**
 - b. Cardholders separating from the University must turn in their Procurement Card to Purchasing when their Clearance Form is being processed. Purchasing will maintain a current listing of Cardholders.

INFORMATION SOURCES

GECF
Customer Service
1-800-270-7760

Procurement and Support Services
Charles W. Hughes
Director, Procurement and Support Services
Ext. 54296

Purchasing Office
Mary Ann Odell
Procurement Card Program Coordinator
Ext. 58574

Controller's Office
Procurement Card Payment Processing
Lauri Reilly
Accounts Payable Manager
Ext. 54172

Internal Auditing Services
Aysu Spruill
Ext. 54890

University Print Shop
Ext. 55401

University Copier Program
Ext. 55329

Facilities Management
Ext. 54357

Sample B

Purchasing Card

CORPORATE PAYMENT SVCS/GE/CI
PO BOX 520310
SALT LAKE CITY UT 84152-0310

Account Number

Please do not remit payment. This is only a record of your transactions for your use. Charges will be paid by your company.

CSU LONG BEACH
1250 BELFLOWER BLVD
LONG BEACH CA 90840-0001


PLEASE PRINT ADDRESS CHANGES BELOW

0000000000001 159400

Account Summary

Statement Date	04/23/2007
Purchases	101.45
Cash Advances	0.00
Miscellaneous Fees	0.00
Credits	(0.00)
No Payment Due	
Total Activity	\$ 101.45
Total Foreign Transaction Fees Included	0.00

Customer Service Information

 Toll Free Customer Service: 1-800-274-7378 Please have your Account number ready	Express mail payments to: CORPORATE PAYMENT SVCS/GE/CI 260 NORTH CHARLES LINDBERGH DR SALT LAKE CITY UT 84116	Correspondence: CORPORATE PAYMENT SVCS/GE/CI PO BOX 520310 SALT LAKE CITY UT 84152-0310
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To dispute a charge, see reverse side of this statement.

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Sample B

Purchasing Card

Statement Date 04/23/2007

Account Number

Company Paid Transactions (Please do not remit payment for charges in this section. Charges will be paid by your company.)

Tran Date	Transaction Description	Reference Number	Amount
03/22	ASAP EXPR L BX 95414 84746537005 IL	8549	101.45

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Sample C

Cardholder Transaction Report

Grouped by Cardholder Name, Account Number

Sorted By Post Date Ascending

Transactions occurring between 24-APR-2007 And 22-MAY-2007

CSU Long Beach

User ID: sa

Printed: 05/25/2007 05:14:38 pm

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

Signature : _____ Phone No : _____ Manager's Name (PRINT) : _____
Signature : _____ Date : _____

Cardholder Name - Account Number

Post Date	Tran Date	Merchant Name	Merchant Location	Total Cost	Sales Tax	
04/28/2007	04/25/2007	FRY'S ELECTRONICS #7	FOUNTAIN VALL, CA 92708	\$176.62	\$12.70	
04/30/2007	04/27/2007	FRY'S ELECTRONICS #7	FOUNTAIN VALL, CA 92708	\$221.90	\$15.96	
04/30/2007	04/28/2007	OFFICE DEPOT #2281	LOS ALAMITOS, CA 90720	\$104.11	\$7.49	
05/03/2007	05/02/2007	TMC TIME WARNER COM	888-TWCABLE, CA 92641	\$41.95	\$0.00	
05/15/2007	05/14/2007	ULTRAFEED.COM	OSCEOLA, IN 46561	\$15.00	\$0.00	
05/17/2007	05/16/2007	WWW.EARTHLINK.NET	800-719-4660, GA 30309	\$26.90	\$0.00	
05/21/2007	05/18/2007	FRY'S ELECTRONICS #7	FOUNTAIN VALL, CA 92708	\$845.68	\$60.83	
Totals for				7	\$1,432.16	\$96.98

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SAMPLE D

Lost/Itemized Receipt Form

**CSU LONG BEACH
PROCUREMENT CARD PROGRAM**

Please check one: Lost Receipt
 Itemized Receipt

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

(Name of Vendor)

AND RECEIVED ON: _____

Date

ITEM NUMBER	QTY	DESCRIPTION	UNIT PRICE	EXT. PRICE
				\$0.00

LOST RECEIPT ONLY

Reason for lost receipt:

Cardholder Signature

Date

Approving Official Signature

Date



California State University Long Beach

Procurement Card Program Agreement

Name of Cardholder: _____

Name of Approving Official: _____

Department: _____

Phone Extension: _____

The Cardholder accepts the responsibility to use the procurement card for authorized purchases for official University business only. Upon receipt of the monthly statement from the Bank, the Cardholder agrees to verify the accuracy of the billings and to forward the statement, supporting itemized credit card receipts, and a completed Monthly Purchase Report to the Approving Official for review and approval. The Cardholder will also review transactions in SAM. The Accounts Payable Office must receive all original payment documents by the 1st of each month.

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

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

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

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

Cardholder Signature: _____

Date: _____

**CALIFORNIA STATE UNIVERSITY
Procurement Card Manual**

Procurement Card Program Agreement (Cont'd.)

CALIFORNIA STATE UNIVERSITY, LONG BEACH

PROCUREMENT CARD PROGRAM

SUMMARY

POLICY AND CARD-HOLDER RESPONSIBILITY

POLICY

- All Purchases made by the Procurement Card must be for expenses associated with Official University business only. Any portion of expenses that are of a personal nature must be reimbursed by the Cardholder to the University.
- Use of the Procurement Card for unauthorized, inappropriate, or personal items may result in the revocation of the procurement Card.
- Restricted Items include:
 - *Community Relations and Special Expenses such as trophies, plaques, awards and gift items*
 - *Radioactive and hazardous materials*
 - *Copy services that are provided by University Print Shop and Department Copier Program*
 - *Portable Fans and heaters*

(The appropriate administrator must authorize all exceptions in advance)
- Prohibited Items
 - *Controlled items such as ethyl alcohol; narcotics and dangerous drug; firearm; ammunition; precious metals; explosives and other hazardous materials*
 - *Personal services, including consulting services*
 - *Travel expenses including meals lodging and transportation expenses. In case the Procurement Card pays Registration fee, the employee must not claim the amount on his/her Travel Expense Claim Forms*
 - *Cash Advances, Leases Property*
 - *Purchases of Minor Capital Outlay projects-or Special repairs (modifications or alterations to a "State" or "leased" facility) such as installing carpets*
 - *Purchase of capitalized property (having a unit cost of \$5, 000 or more and use useful life of at least one year)*
 - *Splitting of purchase to circumvent purchasing dollar limitations*

CARDHOLDER RESPONSIBILITY

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

**CARDHOLDER IS STRONGLY ENCOURAGED TO REVIEW
THE PROCUREMENT CARD MANUAL**

**CALIFORNIA STATE UNIVERSITY
Procurement Card Manual**

SAMPLE F

PROCUREMENT CARD AUTHORIZED SIGNATURES

Default Chartfields: _____
Account · Fund DeptId Program Class Project

CARD HOLDER

Name _____ Dept. _____

Signature _____ Date _____

PRIMARY APPROVING AUTHORITY

Name _____ Title _____

Signature _____ Date _____

SECONDARY (DELEGATED) APPROVING AUTHORITY

Name _____ Title _____

Signature _____ Date _____

The Approving Authority certifies that items purchased are for the exclusive use in Official University Business and that the expense is an appropriate use of the General Fund, Trust Funds, or Special Funds.

