



Procurement Card
U.S. Bank
Policy Guideline Training

**Procurement & Contractual
Services**

Procurement Card Introduction



- Participants in this program are issued a US Bank Visa Credit Card with the Business Unit name and the employee name as the co-participants. Reconciliation of statements will occur in the CFS PeopleSoft Procurement Credit Card module.

Procurement Credit Card Program

Introduction and Purpose

- The mechanism for authorization to purchase utilizing the Procurement Credit Card will be based on Campus Delegation of Authority. (Reference the [Delegation of Purchasing Authority](#) for details).
- This program is offered to the campus as an alternative payment method for low dollar value transactions; Limits are defined by the person who is approving that you are authorized to have a card. These limits are based on guidelines and procedures and other areas associated with the appropriate funding sources.

Topics

- Card Program
- Permissible Purchases & Additional Documentation Required
- Prohibited Purchases
- Cardholder Responsibilities
 - Monthly ProCard Cycle Dates
 - Cardholder Infractions
- Contacting US Bank

Procurement Credit Card Program

- CSULB has two Procurement Credit Card programs that can be requested:
 - Procurement Credit Card
 - One Card
- Depending on the participants needs, Purchasing will determine which program to be assigned. No matter which program you are enrolled in, participants will only have a single card, either from either the Campus (LBCMP) or Research Foundation (LBFDN) Business Unit accounts. This will be determined by where the majority of the purchases will be made from.

Permissible & Prohibited Purchases

- Refer to the How to Buy & Pay pages on the Purchasing Website within the guideline
 - http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html
- Some Transaction Types require additional documentation
 - Examples include ATI, Hospitality, Gift Form, etc.
 - ATI Resource Webpage
<http://daf.csulb.edu/offices/financial/purchasing/ati/>

Cardholder Responsibilities

Please refer to the Guideline Manual for a complete list of responsibilities and definitions of the points below; the link is located at the conclusion of this presentation.

- Security of the Procurement Credit Card
- Authorized Signature and Printed Name on Statement is required
- Original, Itemized Receipts/Invoices
- Lost/Missing Receipt
- Disputed Transaction
- Fraudulent Charge
- Lost or Stolen Procurement Credit Card
- Replacement of Worn Out/Defective Cards
- Employee Separation/Card Cancellation
- Reconciliation, Approval and Submission of Monthly Cardholder Procurement Credit Card Statement must be received on-time according to the P Card Cycle Calendar

Monthly Cardholder Responsibilities

- Timeliness of reconciliation and submission of your Procurement Credit Card statement is critical. Please refer to the online calendar for all due dates:
 - http://daf.csulb.edu/offices/financial/controller/pro_card_cycle_dates.html

The screenshot shows the website for the California State University Long Beach Controller's Office. The page title is "Procurement Credit Card Cycle". It features a table with columns for Month / Year, Cycle Close Dates*, Reallocation Period Begins, Reallocation Period Ends, Total # of Bus. Days for Reallocation Period, and Reports Due to AP no later than. The table lists data for months from January 2018 to September 2018.

Month / Year	Cycle Close Dates*	Reallocation Period Begins	Reallocation Period Ends	Total # of Bus. Days for Reallocation Period	Reports Due to AP no later than
Jan 2018	Mon. 01/22/2018	1/23/2018	01/29/2018	5	01/30/2018
Feb 2018	Tue. 02/20/2018	02/21/2018	02/27/2018	5	02/28/2018
Mar 2018	Tue. 03/20/2018	03/21/2018	03/27/2018	5	03/28/2018
Apr 2018	Fri. 04/20/2018	04/23/2018	04/27/2018	5	04/30/2018
May 2018	Mon. 05/21/2018	05/22/2018	05/29/2018	5	05/30/2018
Jun 2018	Wed. 06/20/2018	06/21/2018	06/27/2018	5	06/28/2018
July 2018	Fri. 07/20/2018	07/23/2018	07/27/2018	5	07/30/2018
Aug 2018	Mon. 08/20/2018	08/21/2018	08/27/2018	5	08/28/2018
Sept 2018	Wed. 09/20/2018	09/21/2018	09/27/2018	5	09/28/2018

Cardholder Infractions

- All Procurement Credit Cardholders will be tracked monthly for infractions of Procurement Credit Card Guideline. Tracking will be accomplished by means of a spreadsheet maintained by the Procurement Credit Card Administrator(s).
 - **1st Offense** - An email will be sent by the Procurement Card Administrator to the cardholder and approving official notifying them of the specific infraction and what should have occurred.
 - **2nd Offense** - An email will be sent by the Purchasing Supervisor to the cardholder and approving official notifying them of the specific infraction and what should have occurred.
 - **3rd Offense** - An email will be sent by the Director of Procurement & Contractual Services for action including possible card cancellation.

Contacting US Bank

- **Disputed Charges** are defined as a disagreement between the merchant and the Cardholder where the Cardholder is asking for the Issuer's assistance. If a transaction is disputed, the Cardholder must contact US Bank customer service at 1-800-344-5696 and let them know within 60 days after the date of the transaction date. Failure to do so will forfeit the disputed charge and the Cardholder will not be issued a credit.
- **Fraudulent Charges**, immediately Contact the US Bank Fraud department at (800) 523-9078 and also notify the Campus Procurement Credit Card Administrator. They will assist in ensuring that the card is closed and help with issuing a replacement card.
- **Lost or Stolen Credit Cards**
 - Contact US Bank Customer Service at (800) 344-5696 to initiate a new replacement card.
 - Email the Procurement Credit Card Administrator so that they are aware a new card will be coming. Once the card has arrived in Purchasing, you will be contacted for pickup.



Always refer to the on-line version of the
Procurement Card Guideline Manual for
clarification

http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html