



PROCUREMENT CARD (PROCARD)
HANDBOOK
for
CARDHOLDERS
and
APPROVING OFFICIALS

TABLE OF CONTENTS

| | |
|--|---------|
| General Information | Page 3 |
| Cardholder Responsibilities | Page 4 |
| Approving Official Responsibilities | Page 5 |
| CSUBuy | Page 6 |
| Prohibited Use of ProCard | Page 7 |
| Conditional Purchases with Required Documentation | Page 8 |
| Hospitality Purchases on ProCard | Page 9 |
| Equipment/Chartfields and Reimbursing the University | Page 10 |
| Obtaining Goods and Limited Services | Page 11 |
| Lost Receipt/Invoice | Page 11 |
| Returned Items, Disputed Charges, Fraudulent Charges | Page 12 |
| Reporting Lost/Stolen ProCards | Page 13 |
| Taxes | Page 13 |
| Audits- Copies of All Documentation | Page 13 |
| Card Activation and Registration | Page 14 |
| Reconciliation Timeline | Page 14 |
| How to Assemble ProCard Report | Page 15 |
| Monthly ProCard Reconciliation Process | Page 16 |
| Information Sources | Page 17 |

MISSION STATEMENT

Provide a method to easily procure small dollar purchases of authorized commodities and limited services by utilizing a specialized credit card. This method will distribute procurement authority throughout the University while protecting its assets.

GENERAL INFORMATION

In today's environment of streamlining government, state and local agencies are looking for ways to cut administrative time, effort, and costs. Procurement cards, (ProCards) essentially a specialized credit card, enables agencies to significantly trim the traditional paper and labor intensive procurement process for small dollar purchases.

With the ease of a widely accepted credit card, designated employees may make purchases at a merchant's place of business, by telephone and via the Internet. Common uses for the ProCard include the purchase of approved goods and limited services. The ProCard allows departments to effectively control and monitor small purchases and reduce time and paperwork.

Sonoma State University uses a variety of methods for the purchase of goods and services, including purchase orders, petty cash, and direct payments. Processing purchase orders is not cost effective for low dollar value goods and occasionally suppliers refuse to accept a purchase order.

The ProCard should be used as the first option before other existing methods to obtain items which are not prohibited. Cardholders are encouraged to use the ProCard in order to achieve cost savings and improve processing time.

LEGAL REFERENCE AND AUTHORITY

<https://calstate.policystat.com/policy/7865355/latest/>

Section VI. Procurement Cards

CARDHOLDER RESPONSIBILITY

RESPONSIBILITY AND SECURITY

The role of a Cardholder is to make purchases in accordance with the regulations established in this handbook, as well as all federal and state rules to ensure accountability to the public and fairness and ethical treatment to vendors.

Cardholder responsibilities include:

1. Agree to all card program requirements as set forth in this handbook.
2. Complete a Conflict of Interest Form 700 Annual Statement (will be sent to the cardholder by the campus Conflict of Interest Filing Officer)
3. Taking Mandatory Ethics & Conflict of Interest training, conducted online through the Office of the Chancellor. This is required every two years.
4. The ProCard Administrator can issue ProCard refresher trainings at any time.
5. Ensuring the ProCard is used appropriately and in accordance with the University ProCard Program Policy and that all purchases comply with University's procurement and contracting procedures and policies.
6. Protecting the card at all times to prevent unauthorized use.
7. Not sharing or authorizing others (subordinates or otherwise) to use the card.
8. Immediately reporting a lost or stolen card to the bank and Procurement Card Administrator and actively follow banks rules and instructions.
9. Immediately reporting fraudulent or suspected fraudulent charges to the bank and Procurement Card Administrator and actively follow bank rules and instructions to clear charges.
10. Review each purchase receipt and bank statement closely for accuracy to ensure the Cardholder's per transaction limit is not exceeded and report any discrepancy to the Bank immediately.
11. Ensuring all additional required documentation is completed accurately and submitted with the ProCard Report.
12. Preparation of the (PeopleSoft generated) Monthly ProCard Statement and **submitting on time**.
13. In case of absence, be responsible to train designated backup in the preparation of the Monthly ProCard Statement to ensure that it will be submitted to Approving Official for review and approval prior to the email-announced monthly due date. Receipts should be retained in an accessible location to enable the back-up Cardholder and Approving Official are able to compile in the event the Cardholder is out.
14. Making sure the correct tax rate is being charged: The tax rate for goods being delivered to the University is 8.50%.

Cardholder must sign a ProCard Cardholder Agreement that specifically acknowledges compliance with the policy and procedures established by Sonoma State University, the procurement card issuing bank and conditions for return of the card. Cardholders must sign the agreement serving as confirmation that campus training was provided on applicable policies, procedures and acceptable use.

APPROVING OFFICIAL RESPONSIBILITY

RESPONSIBILITIES

The Approver is the individual assigned to a Cardholder to ensure compliance with procurement card policies and with CSU, Sonoma State University, state fiscal and procurement rules by reviewing the transactions on no less than a monthly basis. A cardholder cannot function as his or her own Approver.

Approver responsibilities include:

1. Completing and acknowledging required procurement card Approver training.
2. The ProCard Administrator can issue ProCard refresher trainings at any time.
3. Monitoring transactions of assigned Cardholder(s) for appropriateness of purchase.
4. Ensuring adequate transaction documentation accompanies all purchases.
5. Identifying possible violations of assigned Cardholder(s) and taking appropriate action if violations are found.
6. Notifying the card program Administrator of changes in departmental program participants.
7. Review and verify the chartfield string being utilized to fund each transaction.
8. Approve, sign and date the Monthly ProCard Statement(s) and submit the complete documentation to Accounts Payable by the announced due date.
9. In case of absence, be responsible to ensure the review and approval of Cardholder(s) Monthly Statement(s) and timely submittal to Accounts Payable by the announced due date.
10. If a Cardholder is no longer employed, the Approving Official will work with the back-up Cardholder to complete and submit the reconciliation report.

Approving Official must sign a ProCard Cardholder Agreement that specifically acknowledges compliance with the policy and procedures established by Sonoma State University, the procurement card issuing bank and conditions for return of the card. Cardholders must sign the agreement serving as confirmation that campus training was provided on applicable policies, procedures and acceptable use.

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSU Buy is a ProCard driven shopping site representing the CSU campuses. Service provider for Campus Market place is Jaggaer. The site provides the lowest, contracted pricing for the University. It is the intention that all ProCard holders of the University and Auxiliaries use CSUBuy as the first and primary procurement tool.

The site is for official university business. It is not intended or authorized for personal use.

Current supplier categories include:

- Information Technology
- Facilities Management
- Medical & Athletic
- General Commodities
- Laboratory & Scientific

Staples is the CSU system wide office supplier vendor. All office supplies should be purchased through the Staples catalog.

Amazon Business is on CSUBuy, Amazon Business should not be utilized for Office Supplies unless the item is not available through Staples.

Cardholders can set up a CSUBuy account by simply going to this page and using your LDAP to log in. <https://finance.sonoma.edu/procurement/csubuy-marketplace>. Multi Factor Authentication (MFA) is required, please contact IT if you need to set up MFA. Once logged in Procurement will need to complete the cardholders set up to be able to complete purchases. You can email Procurement at csubuy@sonoma.edu.

PROHIBITED USE OF PROCARD

The use of ProCard cannot avoid or circumvent any CSU, or Sonoma State University policies or limits. ProCards are to be used within the same statutes, rules, limits, policies and procedures as purchases using any other means of payment. The following list includes **prohibited** items that **cannot** be purchased on ProCard.

The following items are prohibited from being purchased with ProCard:

1. Animals
 - Except for Instruction Related Purposes
 2. Cash Advances
 3. Construction/modifications or special repairs (Please contact Facilities)
 4. COVID- 19 Related Purchases: Physical barriers to include plexiglass, portable walls or screens, etc, Sanitation supplies including wipes, antibacterial spray, fogging units, disinfecting sprays (like Lysol), hand sanitizer, or UV sanitation units. Web cameras, microphones, headsets for teleconferencing, Air purifiers, air scrubbers, etc., Face masks
 - Student Health Center and Facilities are Exempt
 5. Drones or Drone Kits
 6. Explosives, Firearms
 - University Police can use ProCard for the purchase of Firearms
 7. Furniture requiring assembly or installation. (Please contact Facilities)
 8. Gift Cards over \$50.00, Gift Cards for employees or any Gift Card in lieu of payment.
 9. IT Software Purchases including but not limited to: Licenses and Subscriptions
 10. IT Hardware Purchases including but not limited to: Computers, Tablets, Printers
 - Please contact IT directly for IT certification related questions or clarification at X42107, Scott Lance.
 11. IT Network Equipment
 - Purchases of these types of equipment are PROHIBITED by cardholders other than Network & Telecommunications Services: Routers, switches, hubs, wireless networking devices (i.e., wireless hubs, Apple Airport hubs, wireless access point, wireless routers and all Apple Airport devices); and firewalls.
 - <https://it.sonoma.edu/forms/it-certification-form>
- Accessible Technology Related purchases
 - Click to Accept or Cloud related online purchases including but not limited to: Dropbox, Humanity, Amazon Web Services.
 - Leases
 - Maintenance Agreements
 - Parking
 - Past Due Invoices – Past Due is defined as an Invoice Date over 30 Days
 - Personal purchases (Regardless of any intent to repay University or Auxiliary for purchase)
 - Professional Certifications/Licenses
 - Purchases for other Business Units.
 - Associated Students Inc. makes purchases on behalf of Clubs.
 - No services that require a contract at any dollar amount including free. No services over \$2500
 - C&P could review and instruct a cardholder to put a contractual payment on ProCard, the cardholder must include the email from C&P authorizing the payment and the contract if there is one with the ProCard report.
 - Shipping to employees addresses
 - ASI, can ship to a non SSU address, requires appropriate administrators approval
 - Splitting of purchases to circumvent the dollar limitation
 - Vehicle Maintenance or Repair (Please contact Facilities)
 - Utility payments, including but not limited to: PG&E, AT&T, Water, Garbage or Internet Services.

Please Note: If the vendor/supplier is going to charge you a credit card fee, please do not use your card to make the purchase.

CONDITIONAL PURCHASES WITH REQUIRED DOCUMENTATION

The following purchase can be made with ProCard as long as the purchase has the necessary approvals as outlined below. Approvals and additional documentation need to be included with your ProCard report.

1. Marketing, Advertisements, Social Media and Promotional Material

- Sonoma State Enterprises Inc and Associated Students Inc. can use ProCard for Advertising.
- Those University departments which are authorized to place advertisements and produce promotional materials via ProCard include Extended Education, Human Resources, GMC Marketing, Center for Community Engagement and Faculty Affairs. Faculty Affairs' recruitments ads may be placed by originating academic department's ProCard with prior written approval by Associate Vice President, Faculty Affairs. All departments that create promotional materials must comply with SSU brand standards. While an introduction to the [SSU brand is available online](#), individuals who create promotional materials should take the short online Branding Basics course, after which they can access logos and brand assets. Send an email to Creative Services with requests to take the course. Creative.services@sonoma.edu
- **CONDITIONAL PURCHASE:** Departments can email or provide hard copy advertisements to the Director of Creative Services at sandy.destiny@sonoma.edu for approval. If the amount is within the department ProCard limit then the department may utilize ProCard and must include the approved email with the ProCard Reconciliation Report. If the amount is more than the department ProCard then the quote and approval email need to come to Contracts & Procurement via EREC@sonoma.edu.

2. Gift Card Purchases Under \$50.00. If the gift card is \$50 or under and there is an activation fee, the ProCard can still be utilized.

- **CONDITIONAL PURCHASE:** A completed Hospitality Form is required with your ProCard report.

3. Hazardous Materials: Ethyl alcohol, dangerous drugs, precious metals and other hazardous materials.

- **CONDITIONAL PURCHASE:** All hazardous materials must follow the purchasing process found here: <http://ehs.sonoma.edu/purchasing-hazardous-materials>. Hazardous Materials can be purchased on ProCard with an approved form from E&HS, this approved form must be attached to your ProCard report everytime you make the purchase http://ehs.sonoma.edu/sites/ehs/files/hazardous_materials_requiring_approval_form.pdf
- **If you are making a hazardous materials purchase you must use Account Code 660968**

4. Travel- for students, employees, candidates, or others

- Athletics and University Support and Preparation Services (USPS) are authorized to use the ProCard as the payment method for selected bus transportation service blanket orders. Cardholder must reference PO# in CFS transaction description box.
- Conference/Meeting Registrations (In-Person or Virtual)
- Enterprise Rental Car, Pick-up and Drop-off at local branch.
- 1. **CONDITIONAL PURCHASE:** Prior to utilizing the ProCard to purchase Conference/Meeting Registrations or the Local Enterprise Rental Car, the traveler, along with the ProCard holder, must complete the "Use of ProCard for University Travel Expense" form as it is required for both the ProCard report and the Travel Expense claim. The form can be found at <http://finance.sonoma.edu/accounts-payable/travel/forms>

ProCard Report requirements:

- I. Original receipts must be attached to the ProCard Report.
- II. The Original "Use of ProCard for University Travel Expenses" Form must be attached to the ProCard Report. If a Travel Expense Claim will be submitted a copy of the "Use of ProCard for University Travel Expenses" Form must be attached to the Travel Expense Claim.

Travel Expense Claim (TEC) requirements:

- I. A copy of the "Use of ProCard for University Travel Expenses" Form must be attached to the TEC
- II. If a Conference/Meeting Registration fee is paid by the ProCard, an agenda must be included with the TEC to ensure that meals aren't claimed twice
- III. If a Local Enterprise Rental car is paid for the ProCard, a copy of the rental invoice must be included with the TEC

HOSPITALITY USE ON PROCARD

- * It is the responsibility of all employees to comply with hospitality policy, please make sure to read the entire policy.
- * <http://www.sonoma.edu/policies/hospitality-expenses-effective-oct-1-2019>
- * <http://www.sonoma.edu/policies/hospitality-faq>
- * <http://finance.sonoma.edu/accounts-payable/forms>

Policy Objective:

1. Hospitality expenses may be paid when ALL the following criteria are met:
 - Expenses are Necessary
 - Appropriate to the Occasion
 - Reasonable in Amount
 - Serves a purpose with the Mission of the University
 - Cost Effective
2. Hospitality applies to: Students, Employees, Donors, Guests, Visitors, Volunteers and Other Individuals

Employee Only Meetings or Events:

- * Serves a university business purpose
- * Occurs infrequently per group or committee
- * Is a reasonable amount
- * And ONE of the following are met:
 - * The meeting or event lasts 3 hours or more
 - * The majority of the attendees are on travel status
 - * More than 2 employees are present

Prohibited Expenditures for Hospitality:

- * Personal Benefit
 - * Examples include:
 - * Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
 - * Gifts as thank you to consultants, guest speakers, or employees from another campus.
- * Discrimination
- * Tobacco Product

Hospitality Form is Required for ALL Hospitality Purchases.

HOSPITALITY: The cardholder is responsible for ensuring the correct account number is utilized during reconciliation. Completed hospitality form required with report.

660922: Hospitality – Employee Only

660923: Hospitality with an Official Guest

622901: Hospitality – Sponsored Program Administration – Awards

622902: Hospitality – Sponsored Program Administration – Participants

EQUIPMENT AND CHARTFIELDS

Some purchases made with ProCard require the use of a specific account number as part of the chartfield. Should a cardholder make any of the purchases outlined below the must use the corresponding account number as part of their reconciliation.

EQUIPMENT: Upon purchase, the Cardholder is responsible to advise their Department Property Custodian to ensure the item is properly tagged. If the item has been tagged the cardholder is required to enter the SSU property tag number in the description for that transaction line on ProCard Report. If the item has not been tagged the cardholder is required to enter "Needs Tag" in the description for that transaction line of the ProCard Report.

619801: Purchases of equipment at any dollar level or authorized equipment valued between \$2500.00 and \$5,000.00 (total cost, including tax and shipping).

619802: Purchases of Instructional related equipment valued between \$2500.00 and \$5000.00 (total cost, including tax and shipping).

For more information regarding property please visit:

Property Site: <http://finance.sonoma.edu/property-management>

Transfer Form: <http://finance.sonoma.edu/property-management/forms>

Survey Form: <http://finance.sonoma.edu/property-management/forms>

CHARTFIELDS: The cardholder is responsible for ensuring the correct chartfields are utilized. Each ProCard is issued with a default chartfield, if the Cardholder changes the chartfield either themselves or the Approving Official has to have Delegation of Authority on that chartfield. If neither the Cardholder or Approving Official has Delegation of Authority then you must either have the individual with Delegation of Authority sign your report next to the purchase or attach an email with the authorization. If a chartfield is coded in error it is the departments sole responsibility to complete a Journal Reclass.

If the Cardholder does not update their chartfields during the open adjustment period in CFS, they will need to complete a Journal Entry for every purchase that needs to be corrected. Please be timely in requesting chartfield updates as Accounting has Journal Entry deadlines.

<http://finance.sonoma.edu/accounting-reporting>

<http://finance.sonoma.edu/accounting-reporting/forms-policies>

REIMBURSING THE UNIVERSITY FOR PROHIBITED PURCHASES

All prohibited expenditures must be reimbursed to the University within 30 days of the original purchase. Reimbursement must be made to Seawolf Services with cash or check and the receipt should be attached to the reconciled ProCard Report. If the Report has already been submitted please forward the receipt along with cardholder name, and statement month to Accounts Payable, Carrie Schmidt.

REIMBURSING THE AUXILIARY FOR PROHIBITED PURCHASES

All prohibited expenditures must be reimbursed to the Auxiliary within 30 days of the original purchase. Reimbursement must be made to Cashier's Office and the receipt should be attached to the reconciled ProCard Report. If the Report has already been submitted please forward the receipt along with cardholder name, and statement month to Accounts Payable, Carrie Schmidt.

OBTAINING GOODS AND LIMITED SERVICES

The Cardholder may obtain goods up to their transaction limit and non-contractual services up to \$2,500.00 by either going to a merchant's place of business to purchase goods, call and place the order over the telephone or place an order via the Internet or fax. In all cases, the Cardholder is required to obtain an itemized receipt/invoice which must include the following information:

- Vendor Name
- Invoice(Includes Bill To: SSU or SSE or ASI or FDN/receipt date
- Description of item or service
- Quantity
- Price per item and extension
- Amount of sales tax
- Shipping charges, if applicable
- Total amount

*If a receipt/invoice is not itemized, the Cardholder is responsible to write in the itemization of the purchase on the receipt/invoice. For Campus Marketplace related purchases, order acknowledgement or transaction details from *ESM Solution* cannot be used as receipt. Receipt from the vendor should be used for the purpose of the ProCard Report.*

LOST RECEIPT/INVOICE

If the Cardholder has lost receipts/invoices, the Cardholder must make the effort to obtain a duplicate copy from the merchant. As a last resort if unable to obtain a copy, a completed "Certification of Receipt of Goods" form must be filled out, signed by Cardholder and Approving Official, and attached to the Monthly ProCard Statement. The Cardholder must reconstruct the expenses, including dates, business name, itemized purchase and acknowledge if the original receipt is located they will not submit a reimbursement for the same payment.

If there are excessive instances of lost receipts/invoices, the ProCard will be revoked.

Commodity orders to be shipped require the following SHIP TO ADDRESS format:

**"Your Name"-PCARD
1801 E. Cotati Avenue
Department, Building, Room Number
Rohnert Park, CA 94928-3609**

Any missing ship to address information will result in the item being returned to the vendor and payment disputed. Always confirm the ship to address is complete and accurate with the vendor.

RETURNED ITEMS

If items purchased with the ProCard need to be returned, the Cardholder is responsible for returning the item(s) to the merchant for replacement or to receive a credit. If the merchant refuses to replace the defective item or apply a credit, then the purchase will be handled as a disputed item.

DISPUTED CHARGES

The Cardholder is responsible for resolving questionable items which appear on the online bank statement with the merchant and/or bank, ***NOT Contracts and Procurement or Accounts Payable.***

If an item is billed incorrectly, it will still be paid to the Bank in the current month. The Cardholder should first contact the merchant, if possible, and make every attempt to resolve the problem. If resolution is not reached, the Cardholder must dispute the item following the instructions on the US Bank Access Online website. It is the Cardholder's responsibility to attach a copy of the filed dispute as an attachment to the Monthly ProCard Statement.

FRAUDULENT CHARGES

The Bank will notify the Cardholder if fraudulent use of the ProCard occurs along with instructions, if this happens please email the Program Administrator. It is possible that the Cardholder will notice fraudulent charges when reviewing their monthly statement. It is the cardholder's responsibility to notify the Bank and Program Administrator immediately. A replacement ProCard will be issued by the Bank to the program Administrator for distribution to the Cardholder. The cardholder is responsible to complete Fraud Paperwork – Statement of Fraud and Transaction Report

TIPS TO PREVENT FRAUD

Sign your card as soon as it arrives.

- *Don't lend your card or personal identification number (PIN) to anyone.*
- *Don't leave cards or receipts lying around.*
- *Keep an eye on your card during the transaction, and get it back as quickly as possible.*
- *Destroy receipts and statements you no longer need.*
- *Reconcile accounts frequently.*
- *Report any questionable charges promptly to U.S. Bank.*
- *Notify card companies in advance of a change in address or phone number.*
- *Don't write your account number or personal information on a postcard or the outside of an envelope.*
- *Don't give out personal information over the phone unless you initiated the call and the company is reputable.*
- *Keep a record of your account numbers, their expiration dates, and the phone number and address of each issuer in a secure place.*

Special Note: Do not respond to emails from the Bank requesting ANY personal information.

REPORTING LOST/STOLEN PROCARDS

1. **Reporting Lost/Stolen ProCards – Replacement of Worn Out/Defective ProCards** – The following steps must be taken immediately:
 - a. Cardholder contacts the Banks’ Customer Service at (800)344-5696 to report the lost or stolen card.
 - b. Cardholder notifies Approving Official and Program Administrator via email.
 - c. The Bank will mail replacement card to the Program Administrator within two (2) working days of notification.
 - d. Program Administrator notifies Cardholder when replacement card is available.

TAXES The CSU and its auxiliaries are required to pay California sales tax on all goods received. This includes goods shipped from vendors inside and outside California even if they do not charge sales tax on their invoices. If a Cardholder receives goods from any vendor who does not include sales tax on their receipt, Accounts Payable will pay the tax as a “use” tax to the state when quarterly returns are filed.

Purchases delivered to Sonoma State University campus must be taxed at the sales rate of 8.50%.

Purchases picked up at another location will be taxed at that location’s sales tax rate.

The following charges are not subject to sales or use tax: labor, subscriptions, electronic-delivered media, and services. Shipping is not taxable; handling charges are. If shipping and handling are combined in one amount, we must add use tax to the amount of the combined shipping and handling. If it is a significant dollar amount Cardholder should choose to contact the vendor and ask them to separate the two. If you have any questions about sales or use tax, contact Accounts Payable.

If you get questioned by a vendor about our tax rate please send them this link: <http://finance.sonoma.edu/tax-and-compliance>

AUDITS

Accounts Payable will retain the Monthly ProCard Statements and documentation for four (4) years for audit purposes. Department records should be retained for one (1) fiscal year.

CARD ACTIVATION AND REGISTRATION

All new cards must be activated by phone and registered on the U.S Bank Access Online website.

To activate your card:

- Call (800) 344-5696
- Input your 16-digit credit card number
- Input zip code – 94928
- The prompt will ask for your last four of your Social Security Number please input the last four of your employee ID. **DO NOT GIVE YOUR PERSONAL SOCIAL SECURITY NUMBER**
- Input your business phone number
- Your card is now ready to use

To self-register your card:

- Access the U.S Bank website at: <https://access.usbank.com>
- Click the Register Online link
- Input Organization Short Name – CSUCA
- Input your card account number, expiration date, and account zip code
- Click the Register this Account button
- Accept the Licensing Agreement terms
- Determine and input your User ID and Password
- Choose and answer your authentication questions
- Your card is now registered and you are able to see pending transactions, bank statements, and file a disputes

RECONCILIATION TIMELINE

Billing Cycle

The billing cycle closes on the 6th of every month.

*Exception: When the 6th falls on a weekend or holiday, the billing cycle will close on the following business day.

Notification by Program Administrator

Cardholders and approving officials will receive an e-mail notification from program administrator when ProCard statements are available for reconciliation.

Deadlines for Reconciliation and Submission/Delivery

Cardholders are given five (5) business days to complete adjustments in the CSU ProCard module of CFS. Cardholders are then required to submit complete and accurate ProCard Statements along with all required documents and signatures within (2) business days. During fiscal and calendar year end, adjustment and submission timelines will be reduced to endure timely close.

Credits

It is the cardholders responsibility to always go in and check, even if no purchases were made because credits or fraud could happen.

HOW TO ASSEMBLE YOUR PROCARD REPORT

ELECTRONIC SUBMISSION:

1. After all adjustments are made in CFS, print report and save as a PDF.
2. Add electronic signatures as needed, if electronic signature does not work, email approvals are acceptable.
3. Scan Receipts in Order of ProCard Report.
4. All documents should be in one pdf file.
5. Email one file with all documents and email approvals to apinvoice@sonoma.edu
6. Subject Naming Convention: BUSINESS UNIT-Cardholder LAST NAME-ProCard Month/Year
Example: SOCMP-SCHMIDT-ProCard 9/20

PAPER FORMAT-CURRETNLY SUSPENDED

1. Print your report landscape.
2. If your report is multiple pages, always put the signature page on top of your report.
3. Each purchase on your report is numbered; please number your receipts and other documents with the correct number corresponding to that purchase.
4. Assemble your receipts and other documentation in numerical order.
5. Always secure your report in the upper left corner with either a binder clip or staple. Please do not use a paperclip it does not hold tight enough.
6. Small receipts, please staple them to an 8 ½ x11 sheet of paper and number. Please do not use tape it makes the ink disappear.
7. Make sure to include an email or additional signature for any chartfield utilized that you or your approving official do not have delegation of authority on.

***Note: If you look in CFS/PeopleSoft and you do not have a report no further action is necessary.

MONTHLY PROCARD RECONCILIATION PROCESS

The monthly billing cycle typically ends on the 6th of each month. On or about the 7th of each month, active Cardholders and their Approving Officials will receive an email notification from the AP Program Administrator announcing that their current account charges are ready to access online in CFS. The email will also identify the ProCard documentation submittal due date to Accounts Payable.

Reconciliation Process – Please See Sample in Your Training Packet.

To begin the ProCard monthly reconciliation, Cardholder must access ProCard account information in CFS.

1. Access CSU ProCard in CFS. Go to ProCard Adjustment. Enter Business Unit ‘SOCMP’ and Cardholder Last Name. Cardholders will be able to view their account information and select the current account charges.
2. Update the description on each transaction line. Description updates are very important as they are the only way to give AP information regarding the purchase. Update the chartfield as needed.
3. Print out the Monthly ProCard Statement from CFS. Note: a completed report sample form is provided in the Cardholder/Approving Official training materials. This must be printed in landscape format.
4. Number the receipts/invoices or credits in the order they appear on the CFS ProCard Statement. As you enter the descriptions in Procard Adjustment, you may enter the receipt number at the beginning of the description followed by a dash and the description. This will save you writing the numbers on the report. Attach any Conditional purchase documentation or other pertinent details behind the corresponding receipt/invoice.
5. If you choose to not enter the receipt number in the description field, transfer receipt numbers to the right hand margin on each of the corresponding lines on the ProCard Statement.
6. Arrange Monthly ProCard Statement documentation in the following order:
 - Monthly ProCard Statement from CFS. Signature page on top.
 - Itemized Receipts/Invoices
 - Staple in the top left corner of ProCard Statement above ‘Sonoma State University’. If a staple is not large enough, use a binder clip. Do not use heavy duty staples as they are difficult to remove. Do not use paperclips as receipts can become detached from the report.
7. Sign and date Monthly ProCard Statement.
8. Forward original documents to Approving Official for review, approval. Once approved, no further updates can be made to the reconciliation page in CFS/PeopleSoft.
9. ProCard Adjustment by cardholder will close five business days after the billing cycle closes and will be announced in the monthly email from Accounts Payable ProCard Administrator.
10. Submit approved monthly documentation to Accounts Payable by the announced deadline date.
11. Make a complete copy of the monthly statement and support documentation and keep with Department records for one (1) year.

In the event a Cardholder will be away from the office at the time the Monthly ProCard Statement is due, arrangements must be made with their designated backup to prepare and submit their statement by the deadline date to Accounts Payable. If their Approving Official will be away from the office, the designated back-up for the Approving Official will be responsible to review and approve the Cardholder’s Monthly ProCard statement and submit to Accounts Payable by the deadline date.

If a receipt/invoice is not itemized, the Cardholder must write an itemization of the purchase on the receipt/invoice. Small receipts/invoices should be stapled to an 8-1/2” x 11” sheet of paper to ensure they are not lost in transit. Any difference between a receipt and the procard charge amount must be explained on the receipt. If the ProCard has not been used during a billing cycle, no transactions will appear in CFS.

INFORMATION SOURCES

US BANK PROCARD:

24 Hour Customer Service
Phone: (800) 344-5696
<https://access.usbank.com>

SSU PROCARD PROGRAM ADMINISTRATORS:

PO ProCard Administrator - Account Set-up, Changes, and Training

Primary: Jenifer Barnett, Managing Director for Contracts, Procurement and Accounts Payable
Ext. 43102; jenifer.barnett@sonoma.edu

Backup: Ming-Lan (Joy) Sun, Manager of Contracts and Procurement
Ext. 42274; joy.sun@sonoma.edu

AP ProCard Administrator - Billing Office, Reconciliation Contact, Reports and Training

Primary: Carrie Schmidt, Accounts Payable Manager
Ext. 43315; carrie.schmidt@sonoma.edu