Cal Poly Pomona

PROCUREMENT CREDIT CARD

USER'S HANDBOOK

CAL POLY POMONA UNVERSITY
PROCUREMENT
CREDIT CARD PROGRAM

In today's environment of streamlining, government, state and local agencies are looking for ways to cut administrative time, effort, and cost. Credit cards enable agencies to significantly trim the traditional paper and labor intensive procurement process for routine, day-to-day purchases. With the ease of a widely accepted Procurement Card, employees may make walk-in, telephone, catalog or Internet purchases and receive and confirm purchases of up to $1,000 (including tax), without the approval of the Procurement Office. The card allows departments to effectively control and monitor small purchases and reduce acquisition time and paperwork.

CAL POLY POMONA uses a variety of methods for the purchase of goods and services, including petty cash, purchase and supply orders, and supply agreements. Processing orders is not cost effective for routine, day-to-day purchases and occasionally suppliers refuse to accept a purchase order. The Procurement Credit Card can be used as an option, in addition to existing methods for obtaining supplies typically costing less than $1,000.00 (including tax), which are not prohibited within the individual card limit. Departments are encouraged to use the Procurement Credit Card for routine, day-to-day purchases in order to achieve cost savings and improve processing time for such items.

TABLE OF CONTENTS

AREA OF RESPONSIBILITY

Vendor – GE Corporate Payment Services

GE Corporate Payment Services is the procurement credit card contractor who issues the Master Card procurement card. The campus program administrator submits all card requests to the vendor. The cards are forwarded to the program administrator in 5-10 working days. GE Corporate Payment Services provides 24-hour customer service and a website for cardholders to view their transactions.

Procurement and Support Services

Procurement and Support Services administers the program and is responsible for coordinating and evaluating all aspects of the program. The program administrator is responsible for the program, processing cardholder and approving official applications, program training, account maintenance, auditing and reconciling cardholder monthly reconciliation documents.

Program Administrator

Becky Pepping

Ext. 6842

bapepping@csupomona.edu

Program Assistant

Lorraine Rodriguez

Ext. 3391

lorrainer@csupomona.edu

INFORMATION SOURCES

GE Corporate Payment Services
24-hour Customer Service Number
(800) 274.7378

P.O. Box 520310
Salt Lake City, UT 84152-0310

Card Activation Information
(800) 274.7378
Social Security: 5555

GE Corporate Payment Services Website
http://gesamservice.corpcard.com

Database: csup (lower case)
Logon ID: last 8 digits of your credit card number
Password: last 8 digits of your credit card number, first time only.
You will then be prompted to change your password.

Billing Cycle
22nd of each month*

*Exception: when the 22nd falls on a Saturday, the billing cycle will end on Friday, the 21st or when the 22nd falls on a Sunday, the billing cycle will end on Monday, the 23rd.

Transaction Reports (Statements)
Usually available to print on the 24th of each month.

Reconciliation Due Date

Reconciliations must be received in Procurement and Support Services, Bldg. 75
NO later than 5:00 p.m. on the 10th of the following month.

You will receive an e-mail reminder from Procurement when statements are available to print.

HOW TO OBTAIN A PROCUREMENT CREDIT CARD

For information regarding the Procurement Credit Card Program contact Becky Pepping, Program Administrator, ext. 6842.

To initiate the process, a "participation" form must be completed and forwarded to the program administrator in the office of Procurement and Support Services. (See Exhibit A, or download the form at http://www.csupomona.edu/~fas/forms.html#pss). This participation application must be approved by the department head or dean. Please allow 5-10 working days for new card processing.

- **Selecting an Approving Official**. An approving official must be selected and should be at least one level above the cardholder. A cardholder cannot self-approve. If the approving official does not already have signature authority for the chartfield string assigned to that particular card, a signature authorization form will need to be completed. The approving official will sign the bottom portion of the signature authorization form to approve credit card reconciliations only (Exhibit F).

- **Spending Limit**. Under the Procurement Credit Card Program, cardholders are delegated the authority to purchase up to $1,000 per transaction including tax and shipping and handling charges, without the approval of the Procurement Office. The cardholder and approving official determine the monthly dollar limit.

- **Program Training**. The program administrator will contact the cardholder and approving official when the card is available to schedule a training session. Cardholder training is required. Cardholders are required to sign the "Acknowledgement and Responsibility" form (Exhibit B) at the time of training.

CARD ACTIVATION

All new cards must be activated. To activate your Master Card:

- Call (800) 274.7378
- Key in your 16 digit Master Card number
- Key in the last 4 digits of the CPP **DEFAULT** Social Security Number **– 5555**
- **DO NOT GIVE YOUR PERSONAL SOCIAL SECURITY NUMBER.**

CARDHOLDER RESPONSIBILITIES AND PROCEDURES

Executive Order 760 establishes Procurement Policy for the CSU and delegates authority to the cardholder to make purchases on behalf of the University up to $1,000.00, including tax, shipping and handling, without the approval of the Procurement Office.

The cardholder is responsible for:

- Attending procurement card training
- Security of the card
- Appropriate use of the card:
  - No personal purchases
  - No travel
  - No conferences, seminars or classes
  - No services or contractual agreements (See Prohibited List)
  - The card is not transferable
  - The cardholder is the only one authorized to use the card
  - Card privileges may be revoked with the third inappropriate purchase or third late reconciliation
- Compliance of Procurement Policies and Procurement Credit Card Procedures. Cards may be revoked for inappropriate use, or splitting purchases to circumvent the dollar limitation. See CSU Policy Manual for Contracting and Procurement, 210.08 Splitting Orders or Contracts http://www.calstate.edu/CSP/crl/policy/Policy.shtml.
- Resolving any discrepancies with the vendor, or resolving discrepancies that appear on the bank statement with GE Corporate Payment Services. (See Dispute Procedures, page 24).
- Obtaining appropriate itemized receipts for each purchase.
- Completing the Monthly Reconciliation Process in the designated timeframe:
  - Completing the on-line review process in SAM
  - Printing the Monthly Transaction Report
  - Completing the Monthly Purchase Summary
  - Attaching all receipts
  - Attaching the Alternate Approving Official Memo, if applicable
  - Ensuring that reconciliation documents are approved by the approving official, forwarded and received in Procurement and Support Services, Bldg. 75, no later than 5:00 p.m. on the 10th of the following month.
- Making arrangements in your absence to ensure paperwork is submitted to approving official and received in Procurement and Support Services, Bldg. 75, by 5:00 p.m. on the 10th of the month.
- Notifying the approving official when resigning employment at Cal Poly Pomona, making arrangements to return the card to the program administrator, and ensuring that all pending reconciliation documents are forwarded to the approving official prior to departure.

Making Purchases. To obtain commodities, the cardholder will either go to the place of business, place the order by phone, facsimile, Internet, or mail. The cardholder is responsible for making appropriate purchases. (See page 12 for prohibited purchases). ALL types of services are prohibited on the procurement card. For services, please submit a requisition directly to Procurement.

The cardholder is responsible for the examination of purchases and returning merchandize to the vendor in the event an item is damaged, broken, or otherwise does meet expectations.

Obtaining Receipts/Invoices. An itemized receipt is required for ALL purchases including internet purchases. The cardholder shall require the vendor to itemize the receipt or invoice. A detailed receipt is required by the State Controller's Office. The cardholder will require the vendor to itemize the receipt/ invoice with the following information:

- **Vendor name and address**
- **Date**
- **Description of items purchased**
- **Quantity ordered**
- **Price per item**
- **Amount of sales tax**
- **Shipping charges, if applicable**
- **Total**

If you have any questions regarding acceptable invoices/receipts, contact Becky Pepping, ext. 6842, Procurement and Support Services.

Small Receipts. Individual receipts/invoices smaller than 4 ¼" x 5 ½" shall be taped on an 8 ½ x 11" sheet of paper to ensure they are not lost in transit.

Telephone orders. Be sure to ask the vendor if they can provide an itemized receipt <u>before</u> you make your purchase. You should request that the receipt be faxed directly to you. Mailed receipts do not usually reach the end user. If a vendor cannot provide an appropriate receipt, do not do business with them.

Catalog/Magazine Orders. When placing a catalog or magazine order by telephone or facsimile, a copy of the catalog page that includes the description and price of the item you are ordering may be substituted for a receipt. Please include the name and address of the company or make a copy of the page that includes this information. If you receive a receipt at a later time, it can be forwarded it to Procurement and Support Services noting the appropriate billing cycle.

Internet orders. Most Internet vendors provide on-line receipts. However, if you print an internet receipt and it doesn't have the appropriate information, you will need to go to their Home Page, Customer Service or Privacy Page and attach this information to the receipt to make it appropriate. Keep in mind packing slips may have the vendor's physical location information, but this should only be provided in addition to, but not in lieu of the receipt.

The CVV code is a three digit code located on the back of your card on the signature strip and is added security measure.

Fraudulent Charges.

- Fraud is more prevalent on internet purchases.
- Make sure you are using a secure site.
- Check Strategic Account Management (SAM) regularly for unauthorized purchases. Report any unauthorized purchases to the GE Corporate Customer Service at 800.274.7378. Your card will be cancelled and reissued through the program administrator.
- Check your monthly statement at the end of each billing cycle whether or not you have made purchases to ensure there aren't any unauthorized purchases.

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

Lost Receipt. If the cardholder loses a receipt/invoice, a duplicate receipt must be requested from the vendor and the "Certification of Receipt of Goods" form (Exhibit D) should be completed and attached to the Monthly Purchase Summary stating that a duplicate request has been requested.

EXHIBIT D

CERTIFICATION OF RECEIPT OF GOODS
PROCUREMENT CREDIT CARD PROGRAM

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

____________________ AND RECEIVED ON ________________
(Name of Vendor) (Date)

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

Reason(s) itemized invoice/receipt was not obtained for this order:

____

____

____

Cardholder Signature Date

Approving Official Date

CPPU-Recgoods.doc

Property

Property purchases are not prohibited at this time; however, all sensitive/high risk items must be property tagged and documented accordingly.

Please contact Anita Aguirre, Property Manager at ext. 3394, if you purchase a “sensitive/high risk” item for on-site tagging. Please provide a copy of your sales receipt.

Shipping Instructions

When placing orders to be shipped to the cardholder, mailing address instructions are **very important** to ensure the cardholder receives the order. Purchases may be returned to the vendor at your expense, if appropriate information is missing on shipping labels. All shipping labels must have the following information:

Cal Poly Pomona
3801 West Temple Ave.
[**Cardholder’s Name/Department Name/Master Card Order**]
Pomona, CA. 91768

Orders not delivered to campus

If an order is placed that will be picked up rather than delivered to Cal Poly Pomona, it is the responsibility of cardholder to advise the vendor to write, “telephone order” on the signature line of the receipt (see sample).

If a signature for pick-up is required and the person making the pick-up is NOT the cardholder, they should sign below the signature line and write, “picked up for cardholder (James Smith)” below their signature (see sample).

SAMPLE:

TELEPHONE ORDER

Cardholder Signature

William Brown

Picked up for cardholder, James Smith

Sales Tax

Cal Poly Pomona is required to pay California sales tax for all out-of-state purchases on the credit card. If an out-of-state vendor does not charge you sales tax, Procurement and Support Services, will deduct the appropriate sales tax from your default chartfield string. It will appear as a separate entry on your financial statement.

Card Rejections

If at any time a purchase is rejected, be sure that you have not exceeded the single and/or monthly limit. Other common rejections are incorrectly entered expiration dates or omitted CVV codes (three digit code on the back of your card). If established limits have not been exceeded, the cardholder can contact the program administrator, Becky Pepping, ext. 6842. Please provide the date of rejection, vendor name and the dollar amount. If the rejection is a result of a merchant code block, you will not be able to make the purchase with the Master Card and a requisition should then be submitted to Procurement for that purchase.

Lost / Stolen Cards

For lost or stolen cards, the cardholder shall **immediately** contact the **CUSTOMER SERVICE 24-HOUR NUMBER:**

(800) 274.7378

In addition, notify the program administrator and your approving official as soon as possible. The program administrator will notify the cardholder when the replacement card is available. There is no charge for lost/stolen replacement cards.

PROHIBITED CREDIT CARD PURCHASES

The following are prohibited purchases:

- Accomplishing of scheduled and budgeted minor capital outlay projects or budgeted special repairs (modifications or alterations to a "state" or "lease" facility)
- Advertisements requiring approval by Human Resources
- Animals (except for instructionally related purposes)
- Awards (Mugs, trophies, picture frames, etc. unless supported by a particular program, justification required)
- Camps, camp sites, amusement and recreational services
- Cash Advances*
- Classes
- Conference Fees
- Firearms (and ammunition)
- Food Items (unless for lab or instructionally related purposes)
- Gifts, gift certificates, greeting cards and balloons
- Hospitality items [food, decorations, paper plates, & cups, etc. (unless supported by a Student Program, justification required)]
- Leases or building rentals
- Liquor
- Maintenance Agreements
- Medical services
- Miscellaneous Transportation (i.e. Airlines, car rental, commuter passenger, railway, taxi & limos, bus lines, air/ground courier services, cruise lines,)*
- Pawn Shops*
- Personal Purchases
- Plants & flowers
- Registration Fees
- Seminars
- Services
- Service/Repair Agreements
- Service stations (gasoline)*
- Splitting purchases to circumvent the dollar limitation
- Telemarketing
- Telephone – local and long distance calls*
- Tolls and bridge fees*
- Travel agencies*
- Watch, clock & jewelry repair*
- NO TRAVEL (which includes airline fares, hotel, rental cars, meals, entertainment, registration or conference fees). Do not use the card for hotel reservations.

*Merchant Code Blocks
Card may be revoked for inappropriate purchases.

Hospitality items may be allowed if instructional in usage or for student supported events. Appropriate documentation will be required to be submitted with each purchase.

CARDHOLDER MONTHLY RECONCILIATION PROCESS

All cardholders are required to complete a monthly reconciliation for purchases made during that billing cycle. If no purchases were made, the reconciliation documents are not required; however, the cardholder should login and make sure there are no fraudulent charges posted.

This process consists of:

- Reviewing your transactions on-line via GE Corporate Services' website and checking the review box for each transaction that appears on the transaction report
- Printing the Monthly Transaction Report via GE Corporate Services' website
- Completing the Monthly Purchase Summary for all purchases during that billing cycle (Exhibit C)
- Ensuring an appropriate receipt is attached for every purchase
- Ensuring an acknowledgement or credit receipt is attached for every return
- Attaching an Alternate Approving Official Memo, if applicable (Exhibit E)
- Forwarding documents to approving official in a timely manner
- Ensuring documents are received in Procurement & Support Services, Bldg. 75, no later than the 10th of each month

Due Date

All reconciliation documents must be received in Procurement and Support Services, Bldg. 75, no later than the 10th of each month. Late reconciliations will be tracked. Cards may be revoked upon the third late reconciliation in a fiscal year.

When forwarding the monthly reconciliation documents, please collate in the following order:

1. Monthly Transaction Report
2. Monthly Purchase Summary
3. All receipts
   Tape all small receipts to an 8-1/2 x 11 sheet of paper
   Assign Item # if you have more than 3 receipts
4. Dispute and/or Alternate Approving Official Memo, if applicable.

Please STAPLE all documents together. DO NOT paperclip.

Step 1 - Reviewing Transactions On-Line

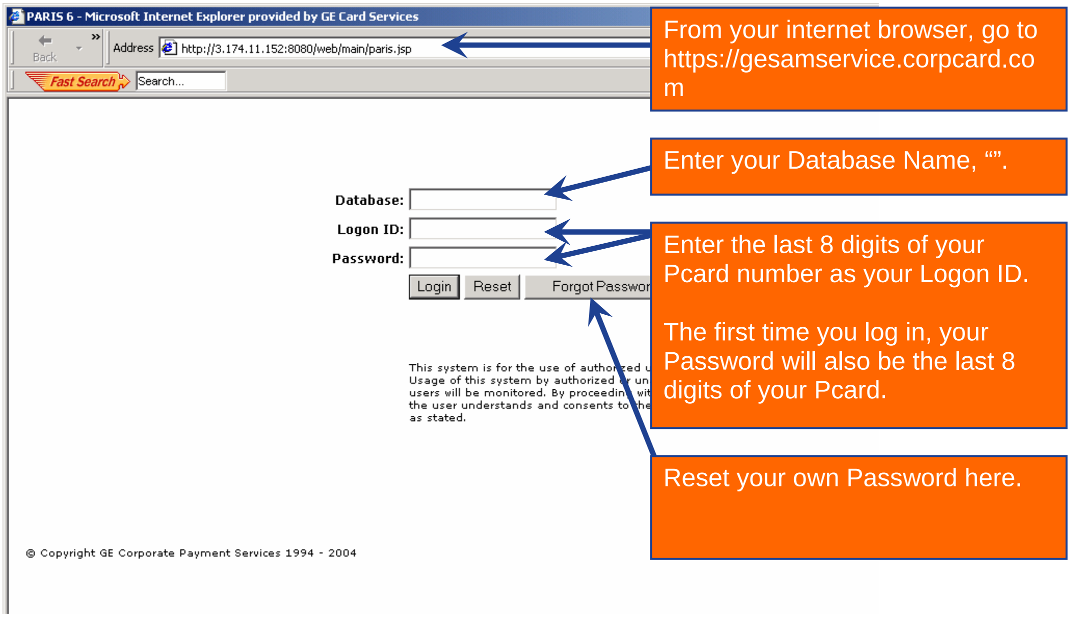
It is the Cardholder's responsibility to review and reconcile monthly transaction reports. Transaction Reports (statements) will be available to print approximately 2 working days after the statement closing date of the 22nd of each month. Transaction Reports are available on the GE Corporate Payment Services – Strategic Account Management (SAM) website at:

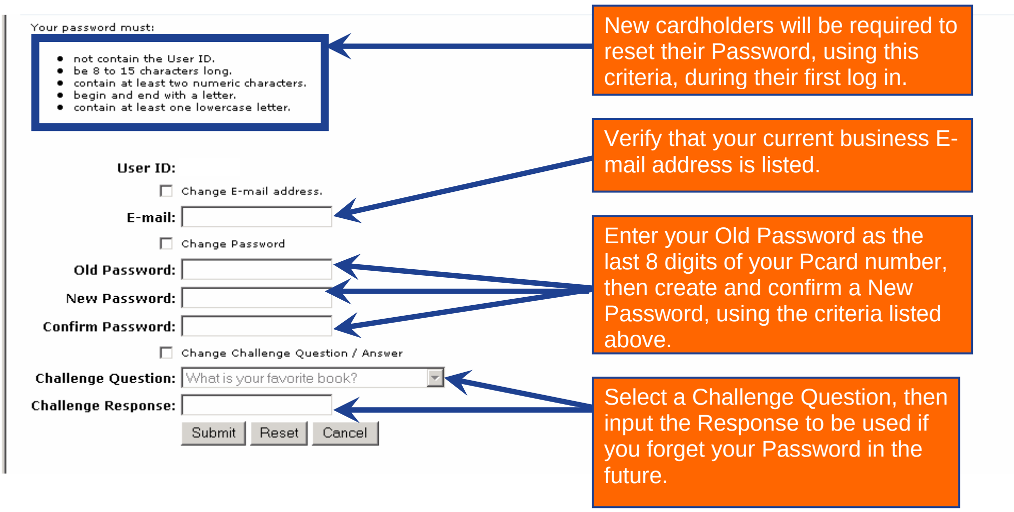
http://gesamservice.corpcard.com

******Please Note – this website is best used through Internet Explorer.**
Mozilla Firefox does not allow the cardholder to view and print transaction reports correctly.****

Log in Procedures

Log into SAM at https://gesamservice.corpcard.com



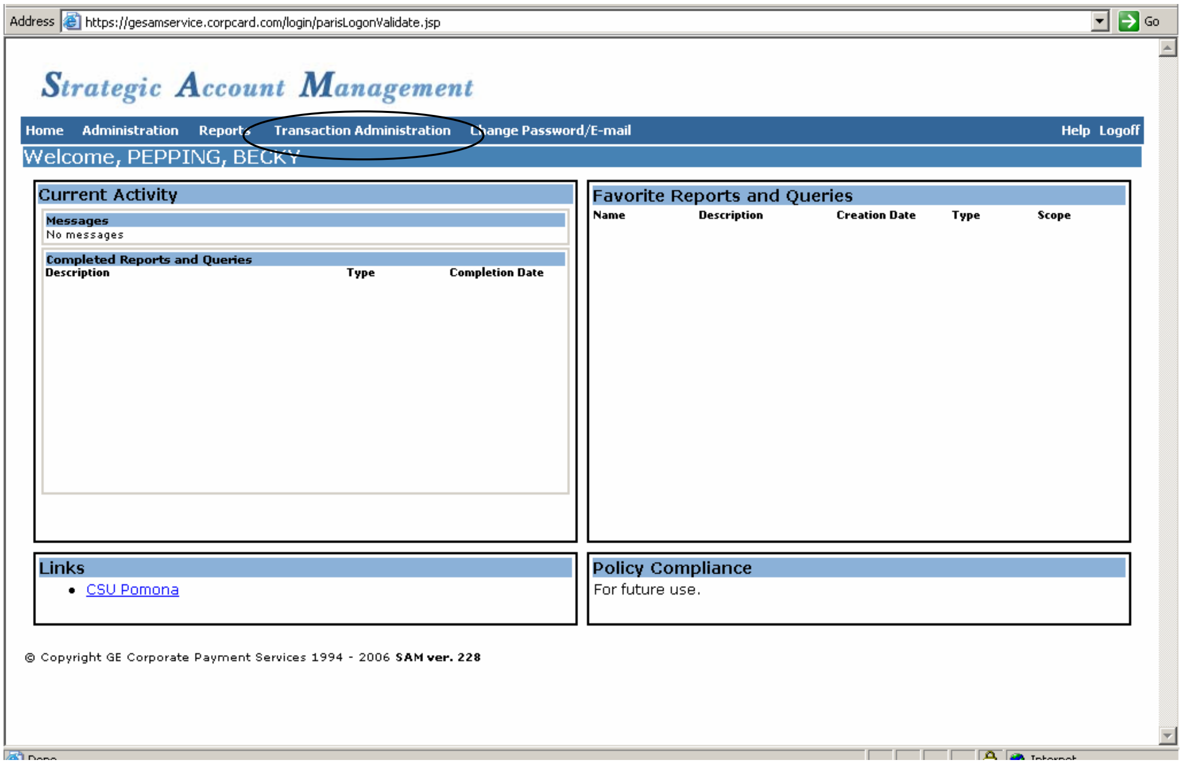


Use the following Login Information:

Database: csup (lower case)
Logon ID: last 8 digits of your credit card number
Password: last 8 digits of your credit card number, first time only.
You will then be prompted to change your password.

WELCOME SCREEN

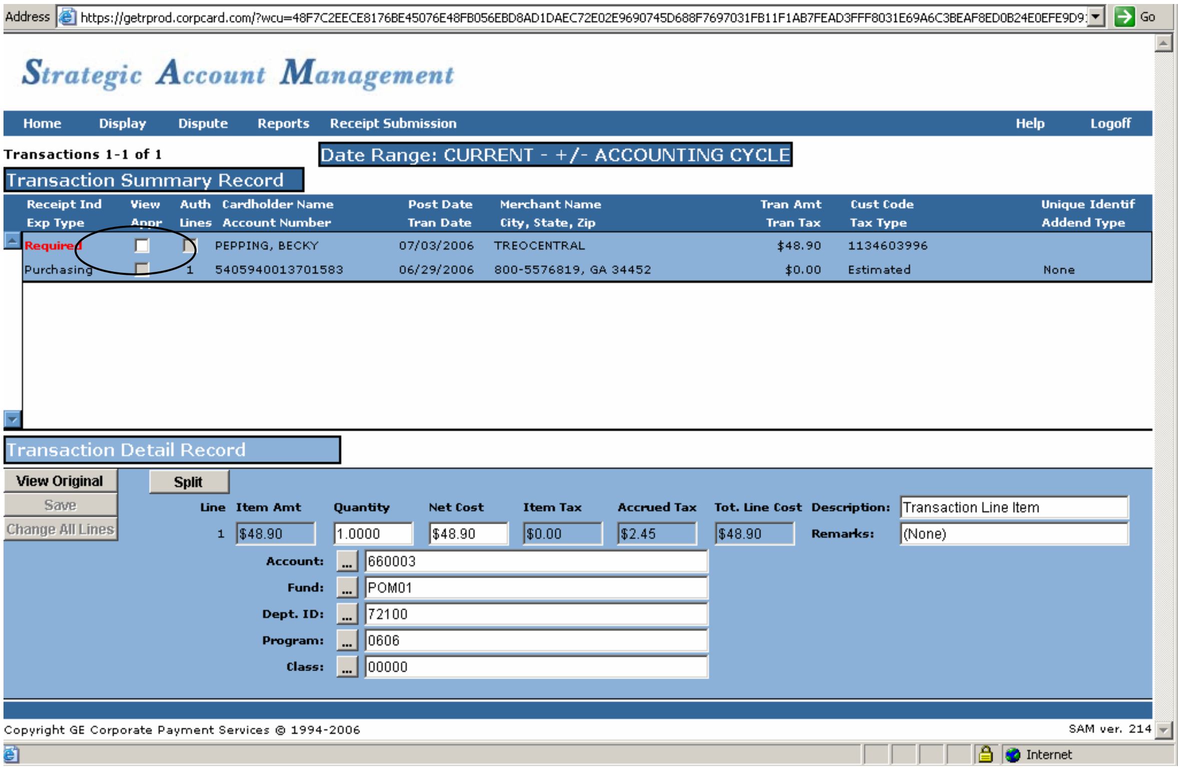
When logging in, you will first be taken to the home screen of the system. From this screen you can view your transactions and access the transaction report.



To review your transactions, click on the Transaction Administration tab, and then "Transaction Review".

TRANSACTION SCREEN

All transactions for the current month and current billing cycle are displayed. Highlight a transaction to review it in the Transaction Detail Record area on the bottom section of the screen.



- Click the “Viewed” box for each transaction you are reviewing.
- If you have no changes to make, go directly to Printing Transaction Report (page 20).

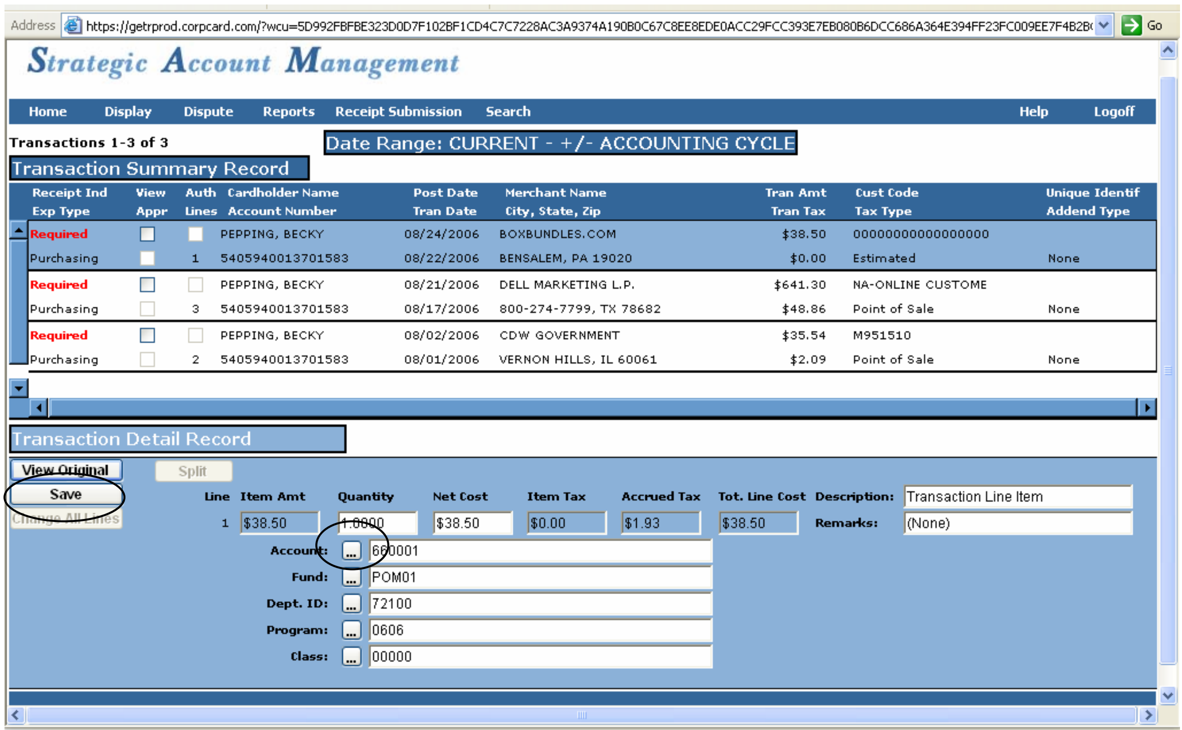
Editing Chartfield Strings

1. Each transaction will be assigned the default chartfield string from the cardholder's application. Cardholders may edit the chartfield string as necessary, if they have permission to use that CFS on their application form.

2. To edit a CFS, simply highlight and delete the default accounting number. Then input the new chartfield string into that field and hit the "Save" button. If the chartfield string is invalid, you will receive an error message. Please contact the Program Administrator for assistance.

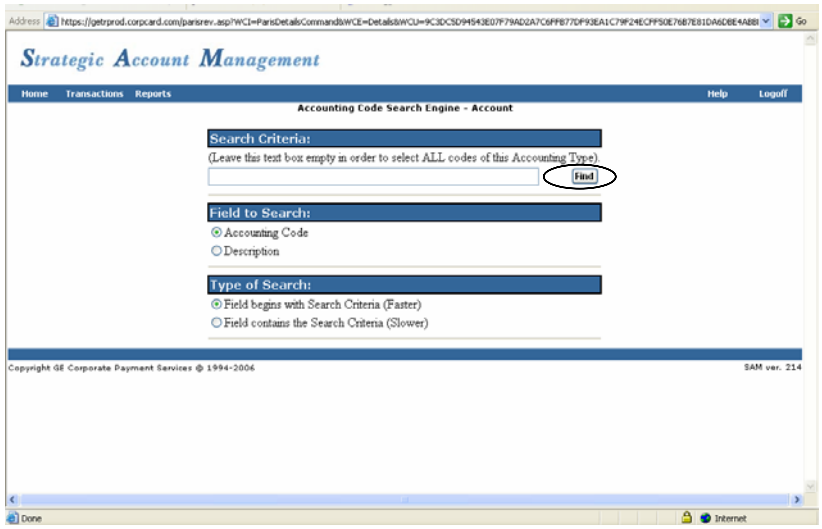
Please Note: If you do not need to edit the CFS, the Save box will remain grayed out.

3. If you do not know the correct CFS, you have the ability to search for it. First, highlight and delete the default accounting number, then hit the ... button to the left of the number.

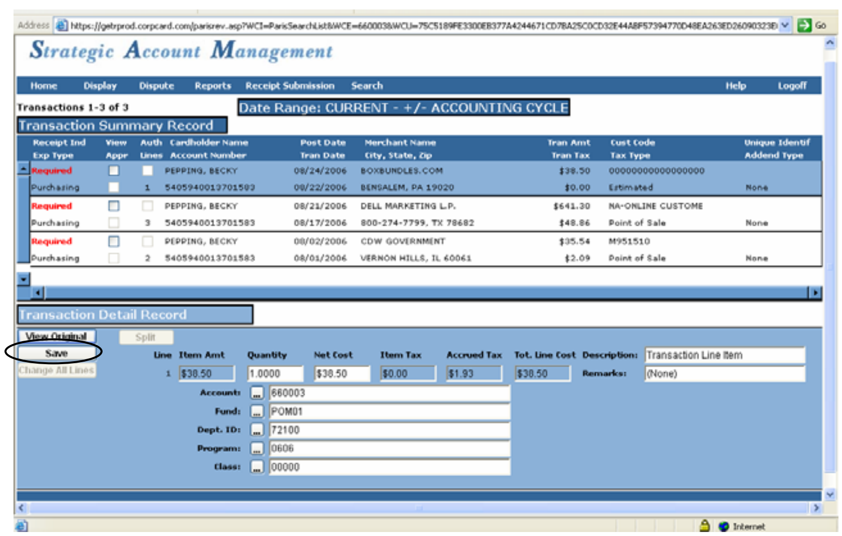


Editing Chartfield Strings (continued)

4. This will open another screen that allows you to search for your chartfield string. From here click the Find button. This will open a screen that lists all possible numbers. Select the number that you are authorized to use and click on it. This action will place your desired number in the Transaction Detail Record.



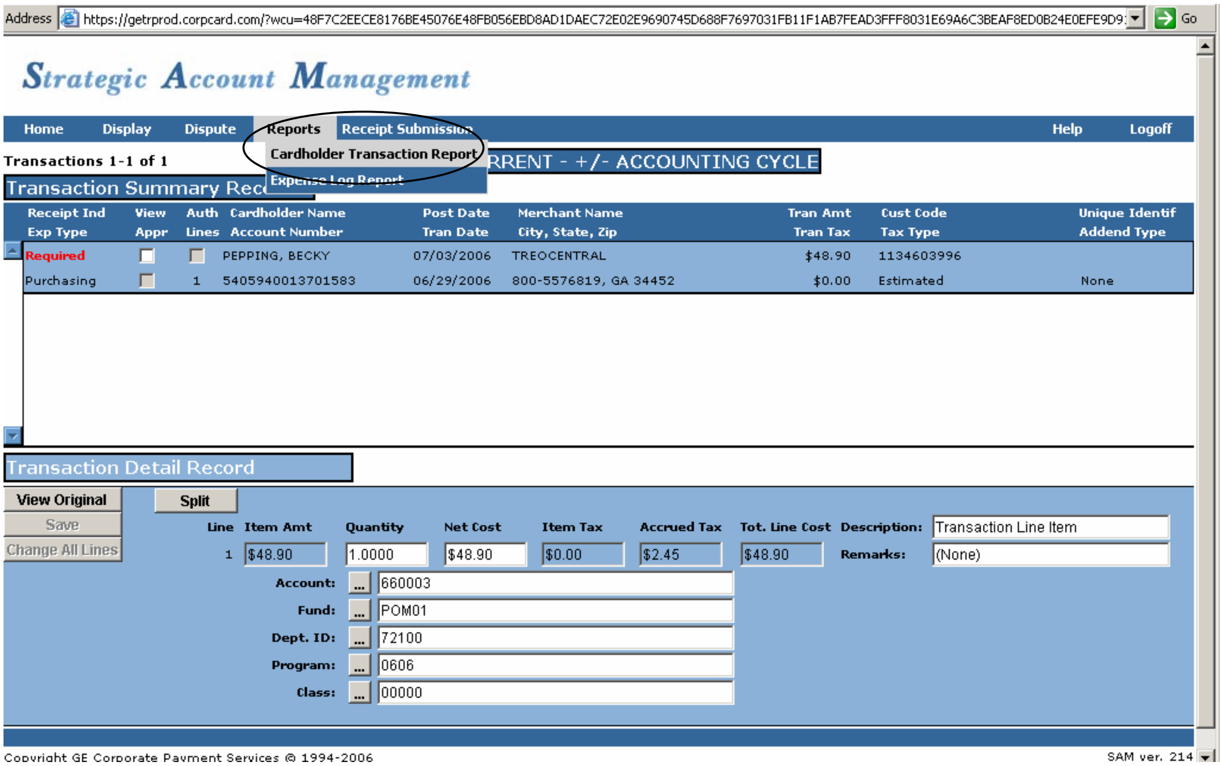
5. Once back on the Transaction Detail Record, you must hit the Save button to save any changes you've made to the CFS. You will receive a message that states: "Changes have been saved" Click OK.



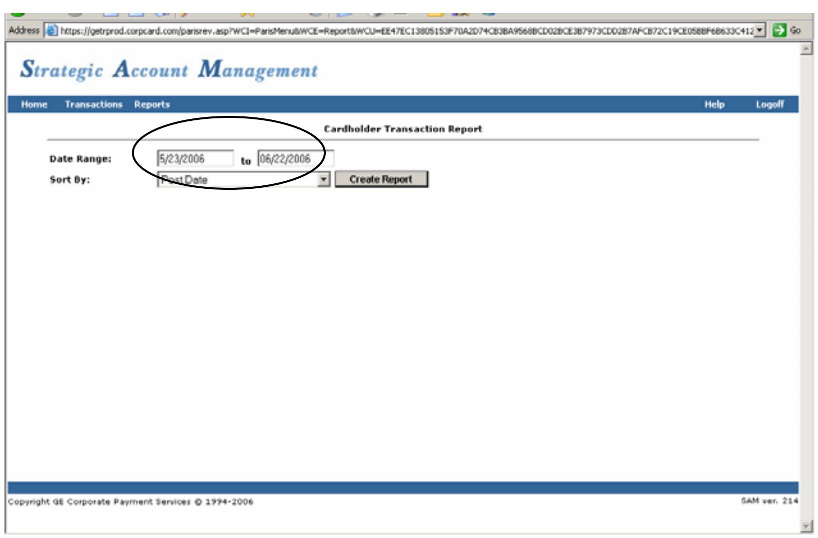
Please Note: If you do not need to edit the CFS, the Save box will remain grayed out.

Printing the Transaction Report

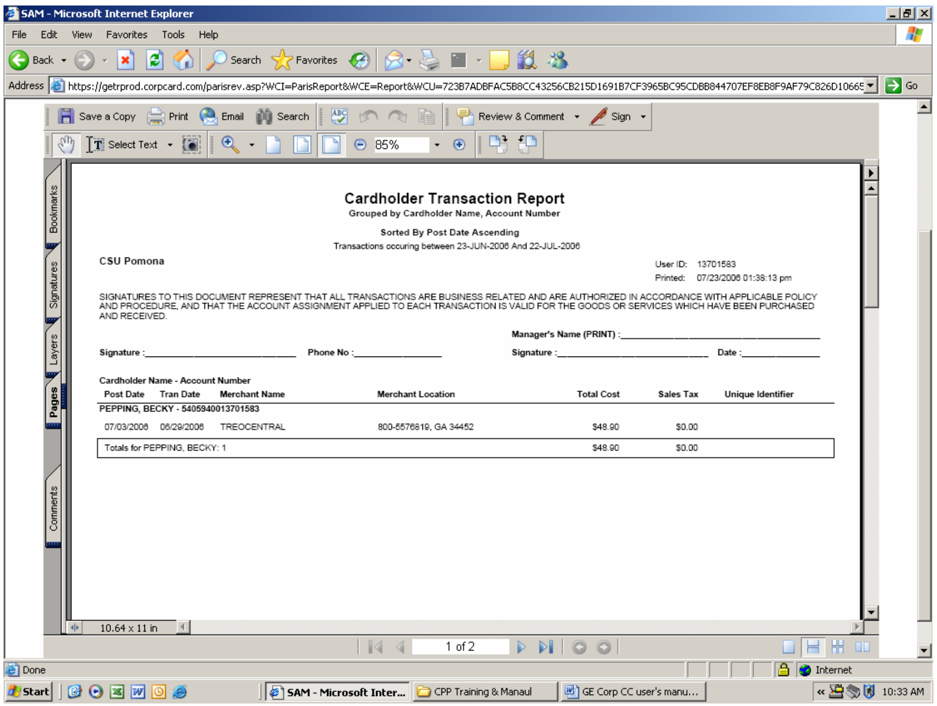
To print your Transaction Report, while on the Transaction Screen, click on the Reports tab, then select the “Cardholder Transaction Report” tab.



This will open the “Cardholder Transaction Report” box. At this point you must select the date range for the current billing cycle. This date range will always be the 23rd of the previous month through the 22nd of the current month. This date range will also be e-mailed to you from Procurement with your monthly reminder to print your transaction reports.



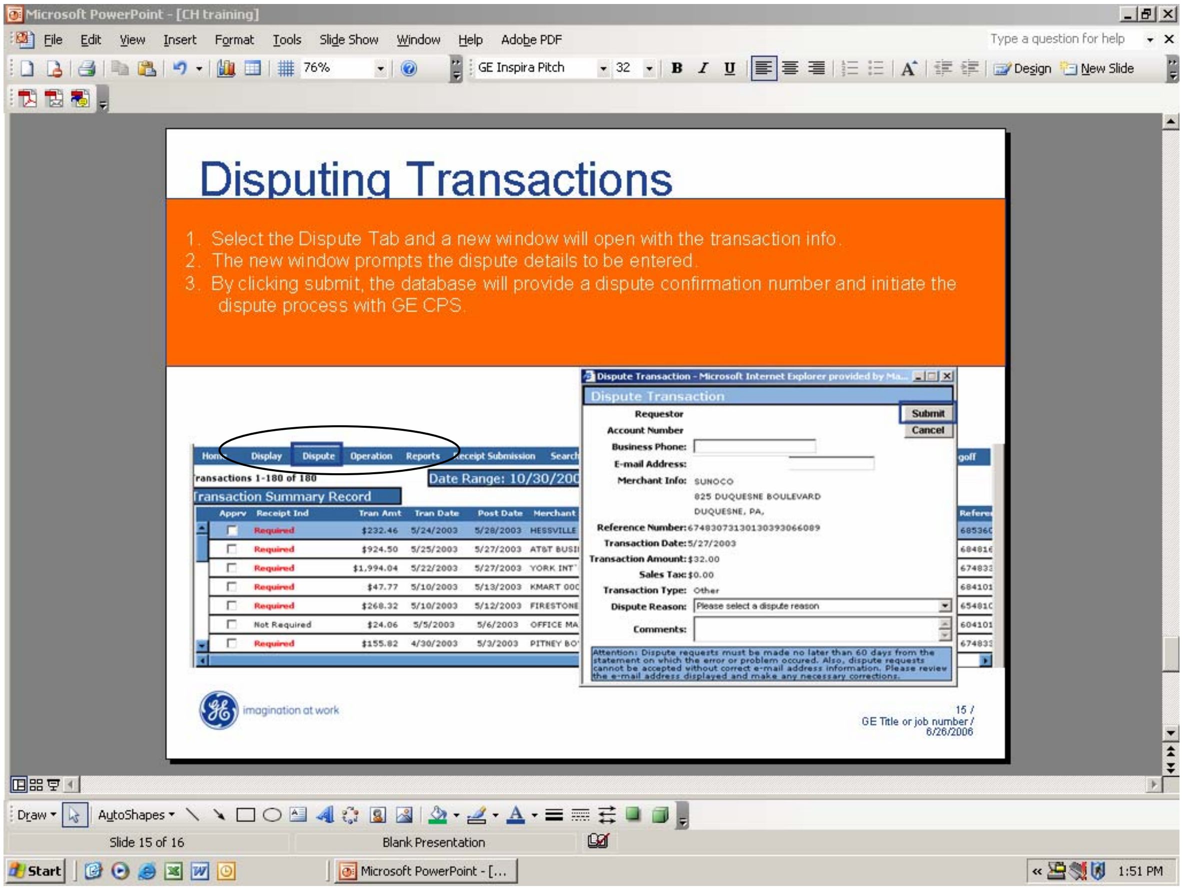
Click “Create Report”. This will open another box with your Cardholder Transaction Report. Print this out and submit with your additional paperwork. You will not need signatures on this form, as they will be required on the Monthly Summary Report, along with the CFS you will be using.



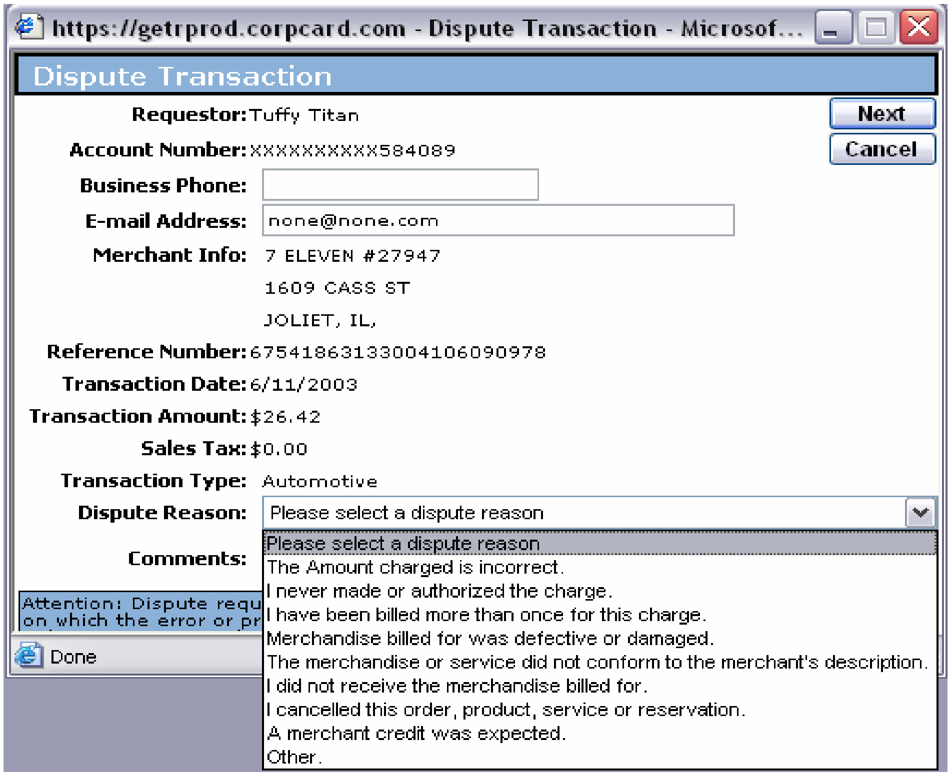
****Please Note – this website is best used through Internet Explorer.
Mozilla Firefox does not allow the cardholder to view and print transaction reports correctly.****

DISPUTING A CHARGE

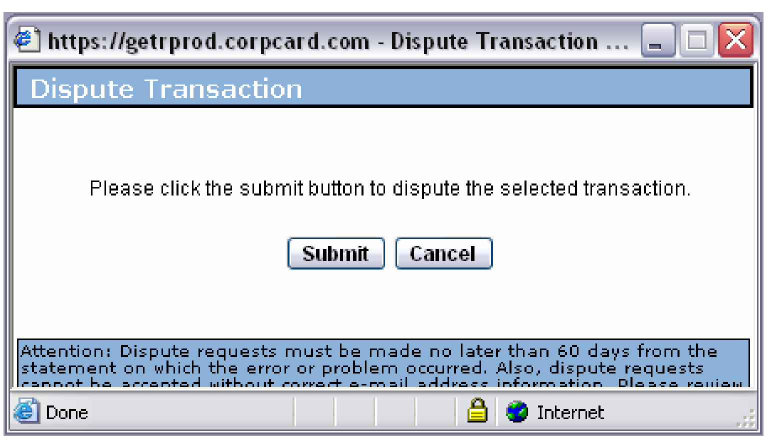
If it is necessary to dispute a transaction, click on the "Dispute" button.



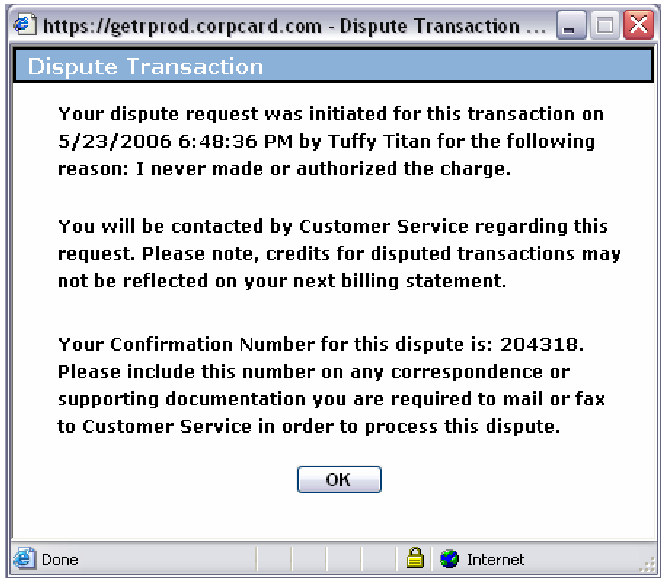
This will open the Dispute Transaction box.



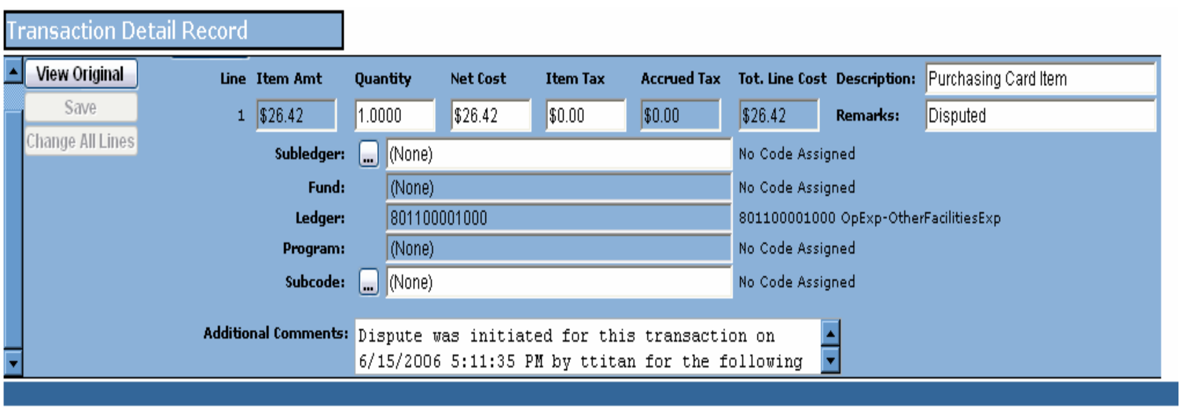
- Complete the required information boxes
- Select reason for dispute
- Enter comments
- Click the "Next" button



- Click the "Submit" button



- Click the "OK" button
- You will see the following information inserted into the transaction detail record
- Enter "Disputed" in the remarks line and click "Save"



Step 2 – Tracking Purchases and Receipts

After making a Master Card purchase, regardless of the method utilized, the cardholder should record the transaction on the Monthly Purchase Summary (Exhibit C, or download form at: http://www.csupomona.edu/~fas/forms.html#pss).

An appropriate receipt is required for each transaction. See sample below.

EXHIBIT C – MONTHLY PURCHASE SUMMARY

Department		Cardholder's Name		Month/Year	
CHARTFIELD					
STRING:	Account	Fund	Dept. ID	Program	Class

Item #	Date	Description of Purchase	Vendor's Name	Total Amt	Disputed Item*
1.					

I certify that all purchases listed on this statement, unless noted in disputed item column, are true and correct and were made for official CSU purposes. All goods and services have been received and payment is authorized.

**A copy of the Dispute Notification Form is attached*

____ ___________________
Cardholder Signature Date

____ ___________________
Approving Official Signature+ Date
+Attach Exhibit G, if an alternate Approving Official is signing in the absence of the original Approving Official.

NOTE: Reconciliation Documents should be forwarded to Procurement and Support Services, Bldg. 75, by 5:00 pm on the 10th of each month.

Step 3 – Completing the Monthly Purchase Summary

The following information should be included on the Monthly Purchase Summary for each transaction:

- Item # (Assign a number in this column for each purchase)
- Date of purchase
- Description of purchase (use this area to add additional information regarding the purchase if needed)
- Vendor's name
- Total amount (including tax and shipping)
- Check Disputes Item column, if applicable.

The Monthly Purchase Summary must be signed by the cardholder and the approving official. If an alternate approving official is signing the monthly reconciliation, please attach an Alternate Approving Memo (Exhibit E, see sample below).

Sample

DATE: COPY:

TO: Procurement and Support Services

FROM:

SUBJECT: Alternate Approving Official

I will be off campus until ____________________________________(date). In my absence, ______________________ (name and title) is authorized to review and approve the Monthly Credit Card Reconciliation for the following cardholders:

Please Print ____________________ Please Print

Please Print ____________________ Please Print

______________________________ ______________________________
(Please print) Alternate Approving Official Signature

______________________________ ______________________________
Title Date

(Please attach this letter to your reconciliation)

Step 4 – Approving Official Responsibilities and Procedures

- The approving official should be at least one step above the cardholder. The approving official should also have signature authority on the chartfield string being used by the cardholder.
- The approving official should attend a training session to ensure compliance with the program policies and procedures.
- The approving official and cardholder should develop timelines to ensure that monthly reconciliation documents are received in a timely manner allowing the approving official sufficient time to complete the approval process and forward them to Procurement and Support Services, Bldg. 75, no later than the 10th of each month. Cards may be suspended if reconciliation documents are late 3 times in a fiscal year.
- The approving official is responsible for reviewing and approving the cardholder's monthly reconciliation. The approving official should be aware of the program procedures and policies in order to adequately approve the monthly reconciliations.
- The approving official can assign an alternate approving official in his/her absence to ensure the paperwork is submitted to Procurement and Support Services, Bldg. 75, no later than the 10th of each month.
- The approving official should contact the program administrator for the following:
  - Lost/stolen/damaged cards
  - Deleting/adding cardholders
  - Changing monthly limits
  - Changing chartfield strings
  - Employee resignation

Monthly Reconciliation Approval Process

- It is the cardholder's responsibility to forward the monthly reconciliation documents to the approving official in a timely manner to ensure the reconciliation is received in Procurement and Support Services, Bldg. 75, no later than 5:00 pm on the 10th of each month.
- The approving official is responsible for approving the monthly reconciliation documents. This process includes:
  - Reviewing the cardholder's reconciliation documents to ensure all purchases are appropriate and that prohibited or personal items have not been purchased.
  - If an inappropriate or prohibited purchase has been made, the approving official should: (1) request that the item be returned for credit. If a credit is requested, the approving official should approve the reconciliation and note that the inappropriate item has been returned for credit; or (2) attach a check to the reconciliation (i.e. personal check from cardholder, Foundation, etc.). If a check is not available to attach, make a note on the summary a check will be follow.
  - Ensuring appropriate documentation is attached to the Monthly Purchase Summary (i.e. receipts, alternate approving official memo and/or dispute form if applicable).

- Signing the Monthly Purchase Summary.
- Approving the cardholder's transactions for the current billing cycle on-line in GE Corporate Services website - SAM.

On-line Approval.

The approving official is responsible for approving all cardholder transactions in GE Corporate Services website - SAM. The approving official will receive a User ID and log-in information during training.

To approve on-line, log into SAM, (see Login Procedures, page 14) and click on the Transaction Administration tab on the Transaction Screen, then the **"Transaction Review"**. At the "**Transaction Summary Record"** review each transaction as detailed below:

- The cardholder should already have placed a "check" in the viewed box. If the check is not there, the approving official can either "check" the view box or send the paperwork back to the cardholder to "check" the view box. If you want to see transaction detail, click anywhere on that transaction to view the "**Transaction Detail Records**" on the bottom of the screen.
- To approve transactions, put the cursor in the "approved" box for the transaction you are approving and click. Repeat for each transaction.
- The approving official has the ability to change the Chartfield String used on each transaction. To do this, review pages 18 – 21 of this manual.
- The approving official should return the approved documents to the cardholder in adequate time for the cardholder to forward the reconciliation to Procurement and Support Services, Bldg. 75, no later than 5:00 pm on the 10th of the month.
- An alternate approving official can be assigned in your absence. (Exhibit E) This must be attached to the reconciliation document.

Step 5 – Submit all forms to Procurement by 10th of each month.

It is the cardholder's responsibility to ensure that all necessary forms are submitted to Procurement by the 10th of the following month.

Failure To Comply with Procedures

Inappropriate Purchases. It is the responsibility of the Approving Official to carefully review and audit the cardholder's monthly reconciliation. If an inappropriate purchase is made, this should be resolved at the department level by: (1) requesting that the cardholder make arrangements for the item to be returned for credit. If a credit is requested, the approving official should sign the reconciliation noting on the summary that an inappropriate purchase was made and returned for credit,; or (2) Request that the cardholder attach payment to the reconciliation in the amount of the purchase (i.e. personal or foundation check). If a check is not available in time, forward the reconciliation with a note saying the check will follow.

Once a Monthly Reconciliation is submitted to Procurement and Support Services, Bldg. 75, another post audit is performed. Late reconciliations and/or inappropriate purchases identified by Procurement and Support Services will be considered failure to comply with the Procurement Credit Card Program and may result in progressive measures to revoke card privileges.

Late monthly reconciliation documents. It is **imperative** that **complete** monthly reconciliation documents be received in Procurement and Support Services, Bldg. 75, by 5:00 p.m. on the 10^{th} of each month. Procurement and Support Services will document late monthly reconciliation documents.

The first time a reconciliation is late in a fiscal year, the cardholder will receive verbal notification from the program administrator. A written "Second Late Notice" is sent to the cardholder and approving official with the second late reconciliation. The third late submittal of a monthly reconciliation may result in receiving a "Revocation Notice." If card privileges are revoked, the card must be cut up and returned to the program administrator. The program administrator will cancel the cardholder's account with GE Corporate Services.

Using the Pro Card for personal purchases or prohibited purchases. In the event, the Master card was used inadvertently to make a personal purchase, or a prohibited purchase was made, the cardholder will receive verbal notification from the program administrator requesting that a personal check be immediately submitted to Procurement and Support Services, Bldg. 75. If the cardholder makes a second personal or prohibited purchase in the fiscal year, the cardholder will receive a written "Notice for Inappropriate Use of the Master Card." Card privileges may be revoked upon the third personal or prohibited purchase. If a cardholder receives a "Revocation Notice," the card must be immediately cut up and returned to the program administrator in Procurement & Support Services. The program administrator will cancel the cardholder's account with GE Corporate Services.

Splitting purchases to circumvent the dollar limitation. If during the auditing process, it is determined that purchases were split, the cardholder will receive a verbal notification by the program administrator. Upon the second infraction, the cardholder may receive a written Revocation Notice requesting that the card must be immediately cut up and returned to the program administrator. The program administrator will cancel the cardholder's account GE Corporate Services.

Cardholders with a revoked card may reapply for card privileges after one year.

EXHIBIT A – PARTICIPANT APPLICATION

Cal Poly Pomona University
Procurement Credit Card Program

Return the form to Becky Pepping, Procurement and Support Services, Bldg. 75. (x6842)

Cardholders are delegated the authority to make low-value purchases up to $1,000 per transaction (including tax, shipping and handling) without the approval of the Procurement Office and will be responsible for making direct contact with vendors and ordering commodities using the procurement credit card. Cardholders will prepare monthly reconciliation of the credit card purchases and forward to Procurement and Support Services Department. Approving Official will be responsible for reviewing the monthly credit card usage report and approving it before it is sent to the Procurement and Support Services Department.

You will be notified when the card is available, and a training session will be scheduled. Please allow approximately 15 working days.

Cardholder Name:______________________________ **Title:** ____________________
(Please type or print) (Please type of print)
Signature:_____________________________________ **Date**: ____________________

Department: _________________________________ **Division:**__________________

Cardholder EMAIL:___________________________ **Telephone Ext:**_____________

Monthly Spending Limit:________________________

Department Chartfield String:					
	Account (6 digits)	Fund (5 digits)	Dept ID (5 digits)	Program (4 digits)	Class (5 digits)

Approving Official's Name:____

Signature:____

(Please type or print)

Approving Official must be at least one level above the cardholder

Department Participation Approval:

Department Head/Dean:____
(please type or print)
Signature:_____________________________________ **Date:** ____________________

EXHIBIT B - ACKNOWLEDGMENT AND RESPONSIBILITY

To: Becky Pepping
Procurement and Support Services Department, Building #75

The Procurement Credit Card Number -___________________ has been assigned to me. I hereby acknowledge the delegation of authority to make low-value purchases up to $1,000 per transaction without the approval of the Procurement Office. I also acknowledge that I am responsible for the security of the card, and for the appropriate use of this card for department purchases. Furthermore, I have attended the training and read and understand the Procurement Credit Card Program User's Handbook. I understand and agree to the following:

I, the cardholder agree to provide the necessary documentation (i.e. receipts/invoices) to the approving official for reconciliation of the bank statement for each billing cycle in a timely manner, in order for the approving official to forward appropriate documents to Procurement and Support Services no later than the 10^{th} of each month, which will ensure payment without penalty or interest charges. I will make provisions if I am to be absent during this period.

- All State purchasing guidelines still apply and orders shall not be split to circumvent purchasing procedures.
- I will be sure that the vendor is supplied with proper shipping/mailing information including cardholder's name, department, and that the words "Master card Order" appear on the package to ensure proper delivery on campus.
- I am responsible for the original receipts/invoices that will be used in the reconciliation of the monthly statement. The receipts/invoices will be attached in the order they appear on the monthly statement. To avoid not having a receipt or an appropriate substitution, I will make sure the vendor can provide an adequate receipt prior to placing orders.
- I am responsible for filing any dispute forms so that the monthly bill can be adjusted accordingly.

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

I, the Cardholder, have 3 working days from the receipt of monthly bank statement to reconcile, sign and forward the forms to the approving official. I will ensure that the approving official signs and forwards the reconciliation documents to Procurement and Support Services Department no later than the 10^{th} of the following month. I understand that the third late submission will result in suspension of my card.

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

Printed Name: ____________________ Signature: ______________________________

EMAIL: ____________________ Department: ______________________________

Ext:		Date:	

EXHIBIT C – MONTHLY PURCHASE SUMMARY

Department		Cardholder's Name		Month/Year	
CHARTFIELD					
STRING:	Account	Fund	Dept. ID	Program	Class

Item #	Date	Description of Purchase	Vendor's Name	Total Amt	Disputed Item*
1.					

I certify that all purchases listed on this statement, unless noted in disputed item column, are true and correct and were made for official CSU purposes. All goods and services have been received and payment is authorized.

**A copy of the Dispute Notification Form is attached*

____ ____________________

Cardholder Signature Date

____ ____________________

Approving Official Signature+ Date

+Attach Exhibit G, if an alternate Approving Official is signing in the absence of the original Approving Official.

NOTE: Reconciliation Documents should be forwarded to Procurement and Support Services, Bldg. 75, by 5:00 pm on the 10th of each month.

EXHIBIT D – CERTIFICATION OF GOODS FORM

CERTIFICATION OF RECEIPT OF GOODS
PROCUREMENT CREDIT CARD PROGRAM

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

_________________________________ AND RECEIVED ON ____________________
(Name of Vendor) (Date)

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

Reason(s) itemized invoice/receipt was not obtained for this order:

____
____
____

____. __________________
Cardholder Signature Date

____ __________________
Approving Official Date

EXHIBIT E – ALTERNATING APPROVING OFFICIAL MEMO

DATE: COPY:

TO: Procurement and Support Services

FROM:

SUBJECT: Alternate Approving Official

I will be off campus until __________________(date). In my absence, ______________________ (name and title) is authorized to review and approve the Monthly Credit Card Reconciliation for the following cardholders:

____ __________________________

Please Print Please Print

____ __________________________

Please Print Please Print

_______________________________________ _________________________________

(Please print) Alternate Approving Official Signature

____

Title

____

Date

(Please attach this letter to your reconciliation)

Exhibit F

CAL POLY POMONA
PROCUREMENT CREDIT CARD PROGRAM

APPROVING OFFICIAL CHANGE FORM

DATE:

TO: Procurement and Support Services, Bldg. 75
Attention, Becky Pepping

FROM:

SUBJECT: Change in Approving Official

Please change the Approving Official for the following credit cardholders effective

___________________________.

Date

________________________________ ________________________________

Cardholder's Name Cardholder's Name

________________________________ ________________________________

Cardholder's Name Cardholder's Name

Department Chartfield String:	Account (6 digits)	Fund (5 digits)	Dept ID (5 digits)	Program (4 digits)	Class (5 digits)

New Approving Official:

________________________________ ________________________________

Print or Type Name Signature

________________________________ ________________________________

Title Date

Department Participation Approval:

Department Head/Dean:________________________________ ____________________

Print or Type Name Date

Signature:____

Title

EXHIBIT G – SIGNATURE AUTHORIZATION FORM

California State Polytechnic University, Pomona

SIGNATURE AUTHORIZATION FORM

The employee(s) listed below are authorized to sign a REQUISITION TO PURCHASE. Submit one authorization for each Chartfield String. Retain a copy for your records and return the original to Procurement and Support Services.

Appropriate signatory approval will be verified on all requisitions. Requisitions will be returned to the department for unauthorized signatures or account(s) not on file in Procurement. Additionally, appropriate signatory approval will be verified for on-line OfficeMax ordering and Approving Officials participating in the Procurement Credit Card Program**. NOTE: It is the responsibility of each department to submit a new form to Procurement for any deletions, updates, or newly added chartfield strings that have been approved by the Budget Office.** This form is available at: www.csupomona.edu/~procurement/forms.html.

Name/Contact: **Ext:**
Dept:
Division:

	Fund (5 digits)	*Dept ID (5 digits)*	*Program (4 digits)*	*Class (5 digits)*
Chartfield String:				

AUTHORIZED SIGNATURES:

(Type or print name and title under each signature)

Effective Date:

(Signature) (Signature)

(Print Name) (Title) (Print Name) (Title)

(Signature) (Signature)

(Print Name) (Title) (Print Name) (Title)

AUTHORIZED BY DEPARTMENT HEAD:

Print Name Signature Title Date

PROCUREMENT CREDIT CARD ONLY:
If the APPROVING OFFICIAL is NOT listed above, the A/O should sign here for Credit Card Reconciliation approval only.

Signature Print Name Title