



Discovery. Diversity. Distinction.

PROCUREMENT CARD HANDBOOK

Procurement & Support Services

September 15, 2020

Quick Reference Guide

CREDIT CARD PROCESSOR

U.S. Bank
P.O. Box 6318
Fargo, ND 58125-6318
24-Hour Customer Service: 800-344-5696

PROCUREMENT & SUPPORT SERVICES

Joyal Administration Building, Room 161, Mailstop JA111

Procurement Card Program Contacts:
Procurement Administrator - Celia Gonzalez, 8-2111, cegonzalez@csufresno.edu
Kevin Taloza, ktaloza@csufresno.edu
Brian Cotham, bcotham@csufresno.edu

PROCARD WEBPAGE:

<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

ACCOUNTS PAYABLE DEPARTMENT

Joyal Administration Building, Room 181, Mailstop JA56
Eva Owens 278-7831, eowens@csufresno.edu

PROCARD ACTIVATION INFORMATION

0000 (Four Zeros)

PROCARD BILLING CYCLE

11th of current month – 10th of following month
(Exception: If the 10th falls on a Saturday, Sunday, or Holiday the billing cycle will end at midnight on the following business day.)

PEOPLESFT NAVIGATION

<https://www.fresnostate.edu>

My Fresno State > Reports Portfolio > Financials > Purchase Orders > CFS ProCard Adjustment

TABLE OF CONTENTS

Procurement Card Information	4
Why Should I have a Procurement Card?	4
Can I Use the Procurement Card For All My Purchases	4
Procurement Card Prohibited List	5
Procurement Card Allowable Services	6
Consequences for Misuse of the Procard	6
Obtaining A Procurement Card?	7
Applying for a Procurement Credit Card	7
Program Training	7
Card Activation	7
Card Chartfield Defaults	8
Card Holders Responsibilities	8
Security of the Card	8
Making a Commodity Purchase	9
Sales/Use Tax	9
Receiving the Shipment	9
Card Disputes	10
Returns and Credits	10
Procurement Card Receipt/Invoice	10
Raising Card Single & Monthly Spending Limits	11
Replacing Lost, Damaged, Stolen Cards	11
Changes In Cardholder Employment	11
Approver Responsibilities	12
US Bank Website	13
Peoplesoft Procard Module	14
Peoplesoft Procard Module Logon Instructions	14
Procard Module Access for Non-Cardholders	17
Procard Adjustment Panel	18
Procard Completed Inquiry Panel	19
Monthly Reconciliation Process	20
Approving Transactions	20
Changing Transactions Description and Distribution	23
Splitting Transaction Distributions	24
Printing Procard Statement	26
Submitting Paperwork to Accounting	31
Forms	
US Bank Procard Application	32
Procard Lost Receipt Memo	33
Updated Procard Approver	34

Procurement Card General Information

Why have a Procurement Card?

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

The Procurement Credit Card (also known as a Procard and Pcard) is an additional option for purchasing supplies (goods), and allowable services costing \$5,000 (including tax and shipping) or less, which are not restricted or prohibited. Cardholders are encouraged to use the Procurement Credit Card for low value purchase in order to achieve cost savings and improve processing time for such items. The Procurement Credit Card is for authorized University purchases only and is not for personal use. ProCard purchases, until further notice during COVID may be shipped to a campus or non-campus address.

Can I use the Procurement Card for all of my Purchases?

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. Normally prohibited purchases include items within the following categories:

- **Hospitality:** Food, beverages, eating utensils, plates, catering etc. Hospitality items on the next page with an "*" may be purchased on the ProCard, only if preapproval for the Hospitality related expense is obtained by the AVP Financial Services. Approval can be via email or the Purchase Requisition Hospitality Approval form and should be attached to the Monthly ProCard Reconciliation.
- **Travel:** Lodging, auto rental, air travel, entertainment, etc.
- **Service:** Service/Maintenance agreements, repairs, leases, consulting, etc.
- **Personal:** Awards, certificates, flowers, gifts, artwork, office decorations, etc.
- **Capital Equipment and Sensitive Equipment**
- **IT Related Products** (Software and Computer equipment – laptop, desktop, tablet, printers, monitors, IT related maintenance agreements, and etc.) unless given written permission to purchase with Procard by the Procurement Department. If given permission to purchase prohibited IT related products on the ProCard, then an Information Technology Review (ITPR) will need to be submitted, more information can be found at: <https://adminfinance.fresnostate.edu/procurement/purchasing/itpr.html>

Prohibited Uses of Procurement Card

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. Hospitality items below are marked with an asterisk (*). The following is a representative list of prohibited uses of the ProCard. It is not intended to be all-inclusive. If you are not sure your purchase is allowed, please contact the ProCard Administrator before you acquire any product.

- Airline Tickets
- Alcoholic Beverages
- Ammunition/Firearms
- Animals and Animal Related Products
- Automotive Gasoline and Oil
- Awards, plaques, certificates, flowers, gifts*
- Bottled Water*
- Capital Equipment¹
- Car Washes (excludes Police Vehicles)
- Car Rental
- Cash Advances, Cash Refunds
- Catering Services*
- Cellular Phones and Service
- Computers and Computer Equipment
- Computer and Equipment Repairs
- Computer parts to build complete system
- Conflict of interest
- Consulting Services, Instructors and Guest Speakers
- Controlled Substances
- Food and Food Related Products & Services*
- Furniture
- Hotels, Motels and other Lodging Expenses
- In Lieu of Supplemental Wages
- Leases and maintenance agreements
- Meals, Travel or Entertainment Expenses
- Office Decorations*
- Office Supplies (Use Staples only)
- Paper (Use University Warehouse)
- Party Favors*
- Personal Items/Purchases
- Promotional Items (Use Print Shop)
- Purchases resulting in personal gain
- Postage and Postage Stamps
- Prescription Drugs
- Public Work Projects
- Purchases that violate CSU, Fresno State policy or procedures
- Radioactive/Hazardous Materials
- Rental Agreements
- Repairs, Computer and Equipment
- Restaurants
- Services and Service Agreements (Annual Maintenance Contracts)
- Services not explicitly allowed
- Silk Plants*
- Splitting of purchases to circumvent daily/monthly spending limits or the \$5,000-dollar limitation/bidding process
- Uniforms
- Vehicle Repair

Cardholders may be given exceptions to purchase prohibited items on their Procard with an email written approval for the Procurement Director – Brian Cotham. Procurement Department Buyers are excluded from the Procard Prohibited Items List.

¹ Capital equipment - Real or personal property that has a unit acquisition cost equal to or greater than \$5,000 including sales tax, and which has an estimated life of one year or greater, and can stand

on its own (e.g. furniture, statue, vehicles or a combined component parts cost of \$5000 or more. An example of component parts system is a mixing machine that has three parts that are \$2000.00 each.

Procurement Card Allowable Services

- **Approved Advertisements** – must be approved by Procurement. Typical acceptable use would be candidate search advertisements in professional journals. Advertisements for promotional efforts are not allowed
- **FedEx/UPS**
- **Subscriptions / Memberships** – these charges are allowed, provided that an acceptable Justification that details the benefit of the University is stated in the transaction description box within the Procard Adjustment panel. In addition, for subscriptions your itemized receipt must also detail the number of publications per year. Software subscriptions are not included and are a prohibited Procard item.
- **Professional Dues** – These charges are allowable, provided that an acceptable justification that details the benefit to the University is stated in the transaction description box within the Procard Adjustment panel.
- **Conference Registration Fees** – Registration fees are allowed, but fees associated with being an exhibitor at a conference, i.e. booth rental, electricity, carpet rental etc. are not allowed.

All requests for changes to any spending limits whether temporary or permanent, will be printed and filed with the cardholders Procard file. Yearly the Procard Administrator will verify that spending limits within US Bank match the latest records on file.

Consequences for misuse of the Procurement Card

- Revocation of the Card
- Disciplinary steps that may include termination and legal action
- **USE OF THE PROCARD IS SUBJECT TO REVIEW BY THE CAMPUS, CSU OR STATE AUDITOR AT ANY TIME!**

Conflict of Interest (COI) – see the Conflict of Interest Handbook for an explanation of what items are considered to be Conflict of Interest:

- <http://fresnostate.edu/adminserv/hr/documents/Conflict%20of%20Interest%20Manual%20FINAL%2002-07-2017.pdf>

Obtaining a Procurement Card

Applying for a Procurement Card

- Complete a Procard application, available on our website:
<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>
- Designate an Approving Official and an Alternate Approving Official. An Approving Official will review and authorize the cardholder's charges each month and should be at least one level about the cardholder. Cardholders cannot approve their own charges. The Approving Official should have a signature authority card on file with the Procurement Office.
- Determine spending limits. Generally, the cardholder's Approving Official or Department Budget Analyst will determine the spending limits for a cardholder. Spending limits should be set to accommodate your department needs and can be raised later if needed. The single purchase limit (what can be spent at one time with one merchant) is set to a maximum of \$5,000 for all cardholders.
- Signatures. The application should have the signatures of the cardholder, the Approving Official, and an Alternate Approver.

Program Training

When your card arrives, you will be contacted for a short training session and delivery of your card. The training session is mandatory for all cardholders. The U.S. Bank Procard Handbook is available for download on our website at the following location:

<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

Card Activation

To activate your card, call the customer service phone number shown on your card (1-800-344-5696). Using your telephone keypad, enter your account zip code (**93740** for most cardholders.)

- Select "1" to activate your account
- Enter the last four numbers of your **employee ID number**, then press the "#" key
- Enter your preferred business telephone number
- Sign the back of your procurement card

Card Defaults (Chartfields)

Your credit card transactions will automatically default to the chartfield string specified on your Procurement Card application. After each month's processing cycle ends, you will be given the opportunity to change the chartfields on the transactions not yet posted to the General Ledger. Contact the Procurement Card Administrator if you need a permanent change made to your default chartfield string.

Cardholder Responsibilities

Cardholders are responsible for ensuring the Procurement Credit Card is used in accordance with the policies outlines in this manual and that all purchase are in compliance with CSU procurement and contracting procedures and policies, including but not limited to:

- Complete annual online Procard training
- Comply with all CSU Procurement Procedures for the purchase of Commodities, Services, or Information Technology Acquisitions as described in the ICSUAM Section 5000 Contracts and Procurement
[http: //calstate.edu/csp/crl/policy/policy07-07-096.doc](http://calstate.edu/csp/crl/policy/policy07-07-096.doc)
- Make purchases that are reasonable, appropriate, and cost effective
- Obtain the best possible price for the merchandise purchased
- Verify and certify that all purchases listed on their bank statements are correct and made for official purposes which meet the business needs of the University
- Notify the Procard Administrator when their Approving Officer leaves or changes departments (See Update Procard Approver Form).
- Return the Procard to the Procard Administrator upon leaving the department or terminating employment with the University

Security of Procurement Card

You are responsible for ensuring the card is kept in a secure location. If kept in your office, the card should be kept out of sight, and preferably put in a place that can be locked during the evening.

The cardholder is the **only** person that is authorized to use the card. **Do NOT lend your card to others to use.** If you are going to be absent for an extended length of time, please notify the Procard Administrator so your card can be reduced to \$1 so no charges will occur during your absence. The department should request that a new card be issued to a different person for

the duration. It takes approximately five to seven (5-7) working days to issue a new card, so plan ahead.

Making a Commodity Purchase

You may go to the place of business to obtain the commodity, place the order over the phone, or order via the Internet. In all cases, you will need an itemized receipt/invoice. An itemized/receipt consists of the following information:

- Description of commodities purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor

If ordered via the Internet, provide the supplier with your name, card number, expiration date, department name, building and room number, and mailstop. If merchandise is to be shipped, the supplier must incorporate this information on the shipping label and ship to University Warehouse, 2671 E. Barstow Ave., Fresno, CA 93740-8007.

Before you finalize placing the order, check one last time to make sure all the information is correct. Make sure the appropriate department administrator is aware of your purchase and that you have followed all campus and departmental procedures regarding order processing and records retention.

Sales/Use Tax

The University is NOT exempt from paying California Sales Tax. Some out-of-state suppliers do not charge California State Sales Tax. It's the University's responsibility to remit use-tax (when applicable) and remit the use tax directly to the State Board of Equalization for our purchases. The Accounting department will accrue and remit use taxes for any transactions for which the University did not pay the appropriate sales tax, and these charges will appear in a future expense journal entry.

Receiving the Shipment

Cardholders are responsible for promptly and properly inspecting shipments when they arrive. In the case of returns, damages, etc., the cardholder is responsible for contacting the vendor and coordinating the problem resolution.

Card Disputes

In case of an exception or disputed charge, the Cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, you should see the correction on your next monthly statement. If you cannot reach an agreement with the supplier, the next step is to dispute the charge by calling U.S. Bank Customer Service at 800-344-5696. It is important to document all the steps taken to try to resolve the disputed charge, and to retain all relevant documentation to ensure proper resolution during the dispute process.

- If items purchased with the Procurement Card are received defective, you are responsible for returning the item(s) to the merchant for replacement or for receiving a credit on the purchase. If the merchant refuses to replace the defective item, then you must contact U.S. Bank Customer Service and dispute the transaction and check the “disputed” checkbox on the PeopleSoft Procard adjustment screen.
- **IMPORTANT:** Failure to take immediate and appropriate action could result in a loss for the University, disciplinary action against the Cardholder and cancellation of their Procard.

Returns and Credits

- **Returns:** If you need to return an item for any reason, first request a “Return Goods Authorization Numbers” (RMA) from the supplier. Enter that number as part of the documentation you are keeping for that transaction in case further follow-up is required. Determine if the supplier will pick up the item, issue a “Call Tag”, or if it is necessary for you to return it to the supplier.
- **Credits:** The supplier should issue a credit for any item that has been discussed and agreed upon for return. This credit will appear on a subsequent statement.

Procurement Credit Card Receipt/Invoice

- Whether the purchase is made by telephone, in person or via the web, you will need an itemized receipt or invoice.
- If you have lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, attach a “ProCard Lost Receipt Memo” form available for download from the Procurement website at:
<http://fresnostate.edu/adminserv/purchasing/purchasing/ways/procard.html>
- **NOTE:** Your ProCard may be revoked if there are excessive instances of lost receipts.

- Procurement Credit Card receipts must be kept until the transaction(s) show up on the bank statement. Original receipts should then be stapled behind that Cardholder ProCard Statement and forwarded to Accounts Payable.

Raising Card Spending Limits for Monthly or Single Credit Limit

Monthly / Single Credit Limit – Your ProCard has a Monthly & Single Credit Limit. If you reach your Monthly limit before the end of the month and try using your card, the transaction will be rejected by the merchant. If you exceed the Single Limit, the transaction will also be rejected by the merchant. Splitting the purchase of the merchandise in order to circumvent the Single Transaction is explicitly prohibited. To permanently or temporarily change either monthly or single limit, the card holder must email their Approving Official and copy the ProCard Administrator, Celia Gonzalez, cegonzalez@csufresno.edu on the email. Once the Approving official approves the increase by email, the Campus Procard Administrator will go into US Bank to complete the changes. The Procard Administrator will also notify the group on the email that the changes have been made and that you can proceed with your transaction.

Replacing Lost and/or Damaged Cards

You, as the cardholder, are responsible for initiating the process to replace your ProCard when it becomes necessary because the card has become worn/defective, stolen, lost or compromised.

- Immediately contact US Bank at (800-344-5696)
- Also notify the Campus ProCard Administrator, Celia Gonzalez, cegonzalez@csufresno.edu

When your ProCard is reported lost or stolen, a new card will automatically be issued. If you receive a Fraud form from US Bank please make sure you fill out this form and save a copy to attach to your Procard Report. Replacement cards will be mailed to the Procurement Office. The Campus ProCard Administrator will notify the cardholder when the replacement card is available for pickup.

Changes in Cardholder Employment

When a cardholder transfers to another department, they must turn in their ProCard to the Campus ProCard Administrator, Celia Gonzalez.

When a cardholder leaves the University, the PeopleSoft Workflow module will notify the campus ProCard Administrator, who will close the cardholder's ProCard account (approximately one week prior to the expected severance date). The cardholder must have submitted all outstanding paperwork to Accounts Payable before separating from the University.

Approver Responsibilities

On an ongoing basis:

- Be familiar with the nature and intended purpose of all purchases made by cardholders; ensure sending of complete, accurate, and timely documentation for all purchases to the Accounts Payable Department.
- Ensure retention of all documentation submitted to Accounts Payable Department.
- Ensure that only necessary products are purchased.
- Ensure purchase are reasonable, appropriate and cost effective.
- Ensure no prohibited items have been purchased (e.g., computer, equipment, etc.)
- Enhance oversight by performing and documenting periodic or surprise reviews of the cardholders ProCard usage.
- Stay current regarding acceptable and prohibited ProCard usage practices.
- Complete yearly online ProCard Approver training.

On a monthly bases:

- Review cardholders monthly ProCard Reconciliation Statement to ensure that all purchases were appropriate, especially take care to ensure that all invoices and receipts are attached, and that the report accurately details for each transaction made during the month:
 - The business purpose and how the item(s) were used
 - Where items were used or deployed; and
 - What benefit was provided to the University
- If approved, sign and date the ProCard Monthly Reconciliation Statement
- Ensure that all required paperwork is received by the Accounts Payable Department, to include all receipts and authorized signatures by the fifth business day after the monthly cycle closes. Incomplete or inaccurate paperwork submitted to the Accounts Payable Department will be considered to have been received late and will be tracked for the purpose of possibly taking remedial action including suspension or revocation of the ProCard usage.
- An Approving Official **cannot** approve his/her own purchases, nor can the cardholder's subordinate or peer.

ACCESS TO US BANK

US Banks provides an online system which allow cardholders to view information for their credit card transaction. Contact your campus Procard Administrator, Celia Gonzalez, if you need access to this website.

U.S. Bank Access[®] Online Trustees California State Univ
Our Payment Products [Logout](#)

usbank **Transaction Management**
Card Account Summary with Transaction List

Product: Purchasing Card [Print Profile](#)
[Print Activity](#)
Card Account Number: 2563, 3
Card Account ID: 212099273498

[Manage Acct List](#) [Card Acct List](#) [Trans List](#)

Card Account Summary

Account Number: 2563
Account Name:

Billing Cycle Close Date: 05/02/12 [Search](#) [Print Account Activity](#)

Total Transactions: \$1,905.83 4
Reallocated Transactions: \$0.00 0
% Reallocated Transactions: 0.0% 0.0%

Closed Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 4 of 4
[Check All Show](#) | [Uncheck All Show](#)

Select	Status	Trans Date	Expiry Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		04/12	04/13	ACME, BUSHNER, BUSHNER SERVICE	209-2753100, CA	\$699.89				Add Allocation
<input type="checkbox"/>		04/09	04/12	BS BUSHNER, INC	414-214-8377, WI	\$905.00		6790832951		Add Allocation
<input type="checkbox"/>		04/02	04/11	BS BUSHNER, INC	414-214-8377, WI	\$28.30		6755517967		Add Allocation
<input type="checkbox"/>		04/02	04/11	SCHMIDT, CARB	630-8349990, IL	\$302.64		032100807644		Add Allocation

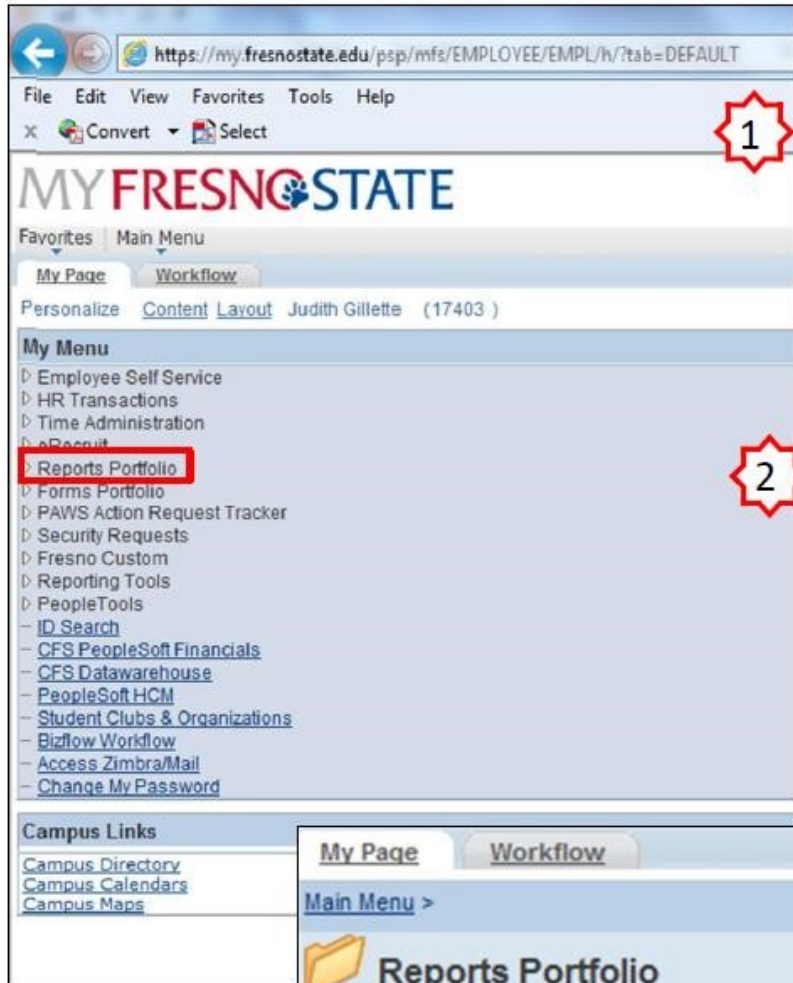
Deleted Reallocated Trans Detail Level Reallocation Locked

[Check All Show](#) | [Uncheck All Show](#)

Records 1 - 4 of 4

PEOPLESFT PROCARD MODULE

Logon Instructions For Cardholders



1

Log into:
My.FresnoState.edu
(Make sure your internet browser has "popup blocker" set to off.)

2

Click on Reports Portfolio



3

Click on Financials

- If your internet browser's pop up blocker is turned on the Oracle panel will envelop your entire screen and you will not be able to view the menu of reports in Reports Portfolio. You will need to turn off your pop up blocker, close the internet browser, and login to My.Fresnostate.edu again.
- If your internet browser's pop up blocker is turned off the Oracle panel should appear small (as shown below). Click anywhere on the panel showing beneath the Oracle window.
- Under the Purchase Order Report List click on the CFS ProCard Adjustment link, or the CFS ProCard Completed Inquiry link

MY FRESNO STATE

[Favorites](#) | [Main Menu](#) > [Reports Portfolio](#) > [Financials](#)

My Page			
Workflow			
★ CFS Vendor Summary Page	Electronic Form		Details...
★ CFS Voucher Summary Page	Electronic Form		Details...
CFS Vouchered Invoices	Query Report		Details...
Athletics General Ledger			
CFS Expense, Benefit and Revenue Journals	Query Extract		Details...
Financial Budgets			
★ CFS Fund/Deptid Budget Report	Electronic Form		Details...
Purchase Orders			
★ CFS CSU PO Remaining Balance Inquiry	Electronic Form		Details...
★ CFS PO Activity Summary	Electronic Form		Details...
★ CFS PO Detail Activity Rpt	Electronic Form		Details...
★ CFS ProCard Adjustment	Electronic Form		Details...
★ CFS ProCard Completed Inquiry	Electronic Form		Details...
★ CFS Purchase Order Detail	Electronic Form		Details...
CFS Purchase Order Listing	Query Report		Details...
★ CFS Purchase Order Print (Copy)	Electronic Form		Details...
CFS Purchase Orders Not Invoiced	Query Report		Details...

If ProCard Reports are not listed in the Reports Portfolio menu, click on the Customize Report Selections link shown at the top and bottom of the selection lists.

Purchase Orders		
★	CFS CSU PO Remaining Balance Inquiry	Inquiry
★	CFS PO Activity Summary	Inquiry
★	CFS PO Detail Activity Rpt	Formatted Extract
★	CFS ProCard Adjustment	Inquiry
★	CFS ProCard Completed Inquiry	Inquiry
★	CFS Purchase Order Detail	Inquiry
	CFS Purchase Order Listing	Query Report
★	CFS Purchase Order Print (Copy)	Formatted Extract
	CFS Purchase Orders Not Invoiced	Query Report
	Employee Vendor Setup	Inquiry
	Prior Year Purchase Order Print (Copy)	Query Report

[Customize Selections](#)

Check the checkbox of any report you want to appear in your Reports Portfolio Menu and click save.



Financials

Click the checkbox next to all the items you want to appear on your start page.

[Request a new item or request security to an existing item.](#)

★ Recommended

[Check All](#) [Uncheck All](#) [Save](#) [Cancel](#)

Purchase Orders		
<input checked="" type="checkbox"/>	★ CFS CSU PO Remaining Balance Inquiry	Inquiry
<input checked="" type="checkbox"/>	★ CFS PO Activity Summary	Inquiry
<input checked="" type="checkbox"/>	★ CFS PO Detail Activity Rpt	Formatted Extract
<input checked="" type="checkbox"/>	★ CFS ProCard Adjustment	Inquiry
<input checked="" type="checkbox"/>	★ CFS ProCard Completed Inquiry	Inquiry
<input checked="" type="checkbox"/>	★ CFS Purchase Order Detail	Inquiry
<input checked="" type="checkbox"/>	CFS Purchase Order Listing	Query Report
<input checked="" type="checkbox"/>	★ CFS Purchase Order Print (Copy)	Formatted Extract
<input checked="" type="checkbox"/>	CFS Purchase Orders Not Invoiced	Query Report
<input checked="" type="checkbox"/>	Employee Vendor Setup	Inquiry
<input checked="" type="checkbox"/>	Prior Year Purchase Order Print (Copy)	Query Report

Access To The ProCard Module For Non Cardholders

Non-cardholders, such as administrative staff, who assist with the monthly reconciliation of procurement card transactions may be granted access to the ProCard module for:

- Review of transactions
- Chartfield adjustments
- Printing Reports

To apply for access to the ProCard Module:

- Contact the Procurement Card Program Administrator at 278-2111.
- For instructions on submitting a PeopleSoft security request you may access Procurement and Support Services' website at:
<http://www.fresnostate.edu/purchasing/purchasing/ways/procard.shtml>

ProCard Adjustment Panel

The ProCard Adjustment Panel is used during the 5-Business day period immediately following the end of the monthly procurement cycle (Approximately the 11th through the 17th of the month)

Using this panel, cardholders may:

- Change chartfields
- Change the item description and enter the business purpose of the purchase
- Print the Cardholder Statement

CFS 9.2 **CFS Purchasing**

Review Purchase Order Info

Reports

ProCard

ProCard Account Setup

ProCard Adjustment

ProCard Completed Inquiry

Procurement Contracts

Supplier Information

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = FRSNO

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

ProCard Completed Inquiry Panel

The ProCard completed Inquiry Panel is used to view transactions from previous processing cycles.

Using this panel, cardholders may:

- View prior transactions detail, grouped by invoice month
- Vendor
- Chartfields
- Item Descriptions
- Transaction amounts
- Print the Cardholders Statement

CFS Purchasing

ProCard Completed Inquiry Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit

Origin

Invoice Date

Last Name

First Name

Invoice Number

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

MONTHLY RECONCILIATION PROCESS

Approving Transactions in the PeopleSoft ProCard Module

Credit card transactions are posted to the US Bank online account throughout the month. Once a month, (on or around the 11th of the month) Accounts Payable downloads these transactions from the US Bank website into PeopleSoft. After the download is completed cardholders are notified by email that their monthly statement is available for reconciliation.

Here is an example of the email sent to the Procard Listserv:

Procard End of Cycle Reminder - Due by 8/17/20 - JA 181 Accounting Services

Greetings,

****If any purchases are related to COVID-19 on their Procard statement, the class code must be changed to COV19.***

This email is a reminder that the US Bank Procurement Card cycle ending **August 10th has closed**. **If you had transactions during the month, you have just five business days available to adjust your transaction information in PeopleSoft.** Please keep the following in mind as you process your paperwork, also make sure to provide itemized receipts. If you have not made any purchases during this billing period we ask that you still check Peoplesoft due to Fraudulent Charges that may occur.

Log onto your "My Fresno State" account at: <https://my.fresnostate.edu>

Access CFS ProCard Module Adjustment Screen by 8/17/20

- Navigation: Reports Portfolio > Financials > Purchase Orders > CFS ProCard Adjustment.
- A small Oracle login panel may appear. Ignore it. Click on the Reports Portfolio panel below it. If, however, you are unable to logon because a full-screen Oracle logon panel appears you will need to log out of My Fresno State. Turn off your Internet browser's popup blocker and try logging in to My Fresno State again.

Audit Posted Transactions on ProCard Adjustment Screen

- Compare your receipts to the transactions posted.
- Add a description of the purchase and its business purpose
- Adjust chartfields, if required

Print Cardholder ProCard Statement

- To print ProCard Statement (see ProCard Manual for instructions.)
- Both you and your authorized approver must sign the report.

Attach Receipts

- Attach your original receipts behind your ProCard Statement

Forward paperwork to Accounts Payable by 8/17/20

- ProCard Statement (signed by you and your approver)
- Original Receipts
- Paperwork should be sent to Accounts Payable within 5 business days of the cycle close date to the. **Send statement and all receipts via DocuSign to: Accounts Payable Attn: Eva Owens (ewovens@csufresno.edu)** or send hard copy to M/S JA58 with original signatures. Tape original receipts on 8 ½ x 11 sheet and staple report.

Reconciliation must be completed by the fifth business day after the monthly cycle closes. At that time, Accounts Payable will upload the transactions into the General Ledger and the Cardholder will no longer be able to revise their transaction chartfields or item descriptions.

Monthly Reconciliation of Procurement Card Transactions

Log into “My Fresno State”

Navigation: Reports > Financials > Purchase Orders > CFS ProCard Adjustment

- Select Business Unit or either FRSNO (default) or FRATH (for athletics)
- Enter **Cardholder’s last name**
- Click on “**Search**”

The screenshot shows the 'CFS Purchasing' interface. On the left is a navigation menu with 'ProCard Adjustment' highlighted in green. The main content area is titled 'ProCard Adjustment' (highlighted with a red box) and contains a search form. The form includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdown menus for 'Business Unit' (set to FRSNO), 'Origin' (set to 'begins with'), 'Invoice Date' (set to '='), 'Last Name' (set to 'begins with' with a red box around the input field), 'First Name' (set to 'begins with'), and 'Invoice Number' (set to 'begins with'). There is also a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

Procurement Statement

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG # 123456789

Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66 Process Monitor

Attachments

Add Attachment Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions Find | View All First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA

Transaction Date: 07/12/2020 Merchandise Amount: 205.14

Description: 20396 MISCELLANEOUS AND SPECIAL 20396

Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution Personalize | Find | View All | | First 1 of 1 Last

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	FRSNO	660820	90000	41408		00000		205.14

Save Return to Search

1. Invoice#: System generated. The first two characters are PC, the next four characters are MMY (the month and year of the billing statement), and the last 4 are sequential numbers.
2. Invoice Date: The billing statement date
3. Description: Default description based upon vendor's MCC (merchant category code)
4. Distribution: These fields are automatically populated with cardholder's default chartfield string.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789
 Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66 Process Monitor

Attachments

Add Attachment Attachment 1
 Attachment 2
 Attachment 3
 Attachment 4

Transactions Find | View All First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA
 Transaction Date: 07/13/2020 Merchandise Amount: 205.14
 Description: Modular carrying case for Outreach
 220 characters remaining
 Reference #:
 Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution Personalize | Find | View All | First 1 of 1 Last

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO	660820	90000	41408		00000		205.14	+ -

Save Return to Search

1. Description: Delete default description and enter a brief description of the item purchased and it's business purpose.
2. Distribution: If required, change chartfields here. Click on magnifying glass to view additional chartfield selection.
3. To see the next transaction, click on the icon button. To see all charges for the billing cycle select "View All"

Transactions Find **View All** First 1 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA

Save

If you are adjusting multiple transactions please remember to click on at the bottom of the transaction page so that your changes are retained.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

Split Distributions

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789
Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66 Process Monitor

Attachments

[Add Attachment](#) Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions Find | View 1 First 1-10 of 10 Last

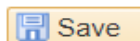
Supplier Name: AMZN MKTP US*MJ31W2740 State: WA
Transaction Date: 07/13/2020 Merchandise Amount: 205.14
Description: Modular carrying case for Outreach
220 characters remaining
Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution Personalize | Find **View All** First 1-2 of 2 Last

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	FRSNO	660820	90000	41408		00000		105.14	+	-
2	FRSNO	660003	90000	20123		COV19		100.00	+	-

To split the distribution on a transaction, click on **“View All”** on the Distribution line, then click on the **“+”** at the end of the chartstring row to insert a new distribution row. Add the chartfields for the second distribution. You may split a transaction up to 9 lines.




When you are finished, select **“Save”**.

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

ProCard Adjustment

Business Unit: FRSNO ProCard Origin: USB Name: VICTORY, BULLDOG #123456789

Invoice: PC08200020 Invoice Date: 08/11/2020 Total: 24,617.66  [Process Monitor](#)

Attachments

[Add Attachment](#)

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

Transactions

Find | View 1 First 1-10 of 10 Last

Supplier Name: AMZN MKTP US*MJ31W2740

State: WA

Transaction Date: 07/13/2020

Merchandise Amount: 205.14

Description: Modular carrying case for Outreach

220 characters remaining

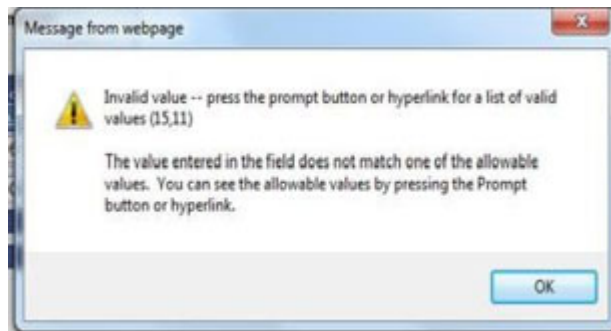
Reference #:

- Equipment
 Tax
 Registration
 Printing/Promo
 Computer
 Service
 Hospitality
 Other
 Disputed
 Travel

Distribution

Personalize | Find | View All | First 1-2 of 2 Last

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO	660820	90000	41408		00000		105.14	+ -
2	FRSNO	660003	90000	20123		COV19		100.00	+ -



When you click on “**Save**” the PeopleSoft system automatically checks for the following:

- The total Distribution Amount must equal the Merchandise Amount.
- The transaction must have valid chartfield combinations. The PeopleSoft system will permit you to save the transaction until the distribution amounts and chartfields are valid.

Printing Procurement Card Statements

When you are finished making adjustments to your procurement card transactions, you will need to print your ProCard Statement.

The ProCard Statement may be printed from the ProCard Adjustment panel or the ProCard Completed Inquiry panel.

To print the statement first click on the **printer icon** on the upper right corner of the ProCard Adjustment panel, then click on **“Process Monitor”** located next to the printer icon.

The screenshot displays the 'ProCard Completed Inquiry Page' with the following information:

- Business Unit:** FRSNO | **ProCard Origin:** USB | **Name:** VICTORY, BULLDOG : #123456789
- Invoice:** PC07200013 | **Invoice Date:** 07/13/2020 | **Total:** 85.94

A red box highlights a printer icon and the text 'Process Monitor' next to the total amount.

View Attachment

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

Transactions | Find | View All | First | 1 of 1 | Last

Supplier Name: AMZN MKTP US*MJ8JP9GA2 | **State:** WA

Transaction Date: 07/09/2020 | **Merchandise Amount:** 85.94

Description: COVID19 Chair for Sleumuoi Delcroix, Earth & Environmental Sciences

Reference #:

- Equipment
- Tax
- Registration
- Printing/Promo
- Computer
- Service
- Hospitality
- Other
- Disputed
- Travel

Distribution | Personalize | Find | View All | First | 1 of 1 | Last

	GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1	FRSNO	660003	90000	32243		COV19		85.94

Printing Procurement Card Statements (Cont'd)

Click on the yellow refresh button until the Run Status changes to "Success" and the Distribution Status is "Posted".

Process List | Server List

View Process Request For

User ID Type Last 7 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19700596		SQR Report	CSUPO008		08/26/2020 8:51:44PM PDT	Queued	N/A	Details
<input type="checkbox"/>	19700595		SQR Report	CSUPO008		08/26/2020 8:48:41PM PDT	Success	Posted	Details

Go back to ProCard Adjustment

Save Notify

Process List | Server List

Run Status	Distribution Status	Details
Success	Posted	Details
Success	Posted	Details



Click on the Details Link

Printing Procurement Card Statements (Cont'd)

Process Detail

Process			
Instance	19700597	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

Run	Update Process	
Run Control ID	002	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time	Actions		
Request Created On	08/27/2020 9:15:09AM PDT	Parameters	Transfer
Run Anytime After	08/27/2020 9:15:09AM PDT	Message Log	
Began Process At	08/27/2020 9:15:24AM PDT	Batch Timings	
Ended Process At	08/27/2020 9:15:37AM PDT	View Log/Trace	

Click on the View Log/Trace link

Printing Procurement Card Statements (Cont'd)

View Log/Trace

Report

Report ID	10962149	Process Instance	19700597	Message Log
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

ProCard Statement

Distribution Details

Distribution Node	FBCFSPSC	Expiration Date	10/26/2020
-------------------	----------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_19700597.log	1,791	08/27/2020 9:15:37.157113AM PDT
csupo008_19700597.PDF	9,066	08/27/2020 9:15:37.157113AM PDT
csupo008_19700597.out	333	08/27/2020 9:15:37.157113AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	25105141517

[Return](#)

Click on the PDF Link

Print the ProCard Statement

Sample ProCard Statement

**CSU Fresno
US Bank ProCard**

Business Unit: FRSNO Account Name: BULLDOG VICTORY 559/278-2800 #100490178 Origin: USB	Invoice Number: PC08200020 Invoice Date: August 11, 2020 Total Amount: \$ 24,617.66
---	--

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct Fund Dept	Prgm Class Proj	Amount			
1	07/13/20	AMZN MKTP US*MJ31W2740	WA	205.14	Modular carrying case for Outreach		25105141517	08/27/20	
			1	FRSNO 660820 90000 41408	00000	105.14			

**CSU Fresno
US Bank ProCard**

Business Unit: FRSNO Account Name: BULLDOG VICTORY 559/278-2800 #100490178 Origin: USB	Invoice Number: PC08200020 Invoice Date: August 11, 2020 Total Amount: \$ 24,617.66
---	--

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct Fund Dept	Prgm Class Proj	Amount			
4	07/17/20			1	FRSNO 660002 48517 41410	00000			
						21,740.23			
					Total Distribution	21,740.23			
5	07/20/20	10 08/07/20 AMZN MKTP US	WA	-85.94	Sieumoui Delcroix - Earth & Env Sciences - credit for chair not shipping (charge on previous month)		25100490178	08/11/20	
				1	FRSNO 660003 90000 32243	COV19			
						-85.94			
					Total Distribution	-85.94			

Purchase Categories:

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, BULLDOG VICTORY _____ Date _____ Signature of Approving Official, Sally Pride _____ Date _____

8 07/27/20

9 07/30/20

Program Nam
Page 1

Monthly Processing Guidelines

Both the Cardholder and Approving Official must sign the ProCard Statement.

- If your Approving Official is unavailable to review and approve your purchases you are responsible for contacting your designated Alternate Approver to review and approve your purchases.
- If your paperwork is late any three times in a 12-month period, your card maybe temporarily suspended or the limits reduced. If your paperwork submissions to Accounts Payable continue to be late, your Procurement Credit Card maybe revoked.
- Staple all backup documentation (original receipts/invoices) in the same order as they appear on the transaction detail report.
- Individual receipts/invoices smaller than 4 ¼" x 5 ½" should be taped to an 8 ½" x 11" sheet of paper to ensure they are not lost in transit.
- Send hard copy of the ProCard Statement with original signatures and attached original receipts to: Eva Owens Accounts, Payable Dept, M/S JA58 or Send statement and all receipts via DocuSign to: Eva Owens (ewens@csufresno.edu)
- When: By the 5th business day following the cycle end (@ 18th of month).
- Keep a copy of your US Bank ProCard Statement, and invoices/receipts for a minimum of 90 days (preferably 1 year).

Fresno State Procurement Card Application

Date: _____

Name: _____ Email Address: _____ Employee Id: _____

Single Transaction Limit: _____ Monthly Credit Limit: _____

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Manual ("Manual"), including revisions. I acknowledge receipt of the Manual, and confirm that I have read and understood its terms and conditions.

As the holder of a Procurement Card ("ProCard"), I agree to accept responsibility for the protection and proper use of it as outlined in this Application and the Manual. I understand that the University will audit the use of my Procurement Card. I understand that I cannot use the Procurement Card for the restricted commodities or prohibited uses as detailed within the ProCard Manual. I understand that commodities, where University Master Agreements are in place, must be purchased from the University's contract suppliers.

I further understand that improper use of the ProCard may result in disciplinary action up to and including termination of employment. Should I fail to use the ProCard properly, I authorize the University to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow the University to collect any amounts owed by me, even if the University no longer employs me. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees included by the University in such proceedings. I understand the University may terminate my rights to use the ProCard at any time for any reason. I agree to return the ProCard to the University immediately upon request or upon termination of employment.

Cardholder's Signature: _____ Dept. Name: _____

Dept. Street Address: _____ Mail Stop: _____

City: _____ State: _____ Zip Code: _____ Campus Phone: _____

Cell Ph: _____

Default PeopleSoft Chartfields: Account: _____ Fund: _____ Org: _____ Class: _____ Project: _____

I hereby certify that I have reviewed all requirements and related obligations that are required of me as an Authorized Approver for the US Bank Procurement Card program as described in Section V of this Handbook, "Procedures – Approving Official." By signing below, I hereby agree to abide by all requirements of the US Bank Procurement Card program, and will ensure that I will stay current with Program requirements as disseminated by the Procurement and Support Services Department

_____ Initial	or	_____ Initial
------------------	----	------------------

Approving Officer's Name: _____ Approver's Email Address: _____

Approver's Signature: _____

Alternate Approver's Name: _____ Alternate Approver's Email: _____

Alternate Approver's Signature: _____

Internal Use Only

I have received in person training and Procard: _____ Date: _____

Return Completed and signed application to: Procurement & Support Services, M/S JA111, Attn: Celia Gonzalez
Questions? Contact Celia Gonzalez, (559) 278-2111

ProCard Lost Receipt Memo

Cardholder Name:

Work Phone:

Employee #:

Date Purchased:

Vendor Name:

Vendor Street Address, City, State, Zip:

Description of Items Purchased	Quantity	Unit Price	Extended Price
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>
		Tax	<input style="width: 40px; height: 25px;" type="text"/>
		Freight	<input style="width: 40px; height: 25px;" type="text"/>
		Total	<input style="width: 40px; height: 25px;" type="text"/>

Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of list receipts/invoices may result in my card being revoked.

 Cardholder Signature

 Date

Approving Official Update

Department Name: _____ Date: _____

Submitted by: _____ Phone #: _____

Former Approving Official:

Former Alternate Approver:

Print Name: _____

Signature: _____

New Approving Official:

New Alternate Approver Official:

Print Name: _____

Email address: _____

Signature: _____

Cardholder(s) under New Approving Official:

1	5
2	6
3	7
4	8

RETURN COMPLETED FORM TO:
Procurement & Support Services, M/S JA111, Attn: Celia Gonzalez