

## 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.

## 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 Equipment<sup>1</sup>
- 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.

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<sup>1</sup> 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>