

## Procurement Card General Information

### Why have a Procurement Card?

Fresno State uses a variety of methods to purchase goods and services. Our current methods are purchase orders, Procards, and direct pay expenses. 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 ProCard for low value purchase in order to achieve cost savings and improve processing time for such items. The ProCard is for authorized University purchases only and is not for personal use. ProCard purchases must be shipped to the campus warehouse or another campus address for all purchases (2671 E Barstow Ave, Fresno, Ca 93740-8007) unless preapproval is given by the Procurement Department.

### 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, promotional products, gifts, 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 (John Fugatt). Approval is via the old Hospitality Justification form and should be attached to the Monthly ProCard Reconciliation. Hospitality Justification Form can be found [here](#). A Food Waiver is required whenever catering/food will be provided on campus by a third party.
- **Travel:** Lodging, auto rental, air travel, entertainment, etc (Contact Cynthia Hanks for information on the University's travel corporate card).
- **Service:** Service/Maintenance agreements, repairs (onsite), leases, consulting, etc.
- **Personal:** Awards, certificates, flowers, gifts, artwork, office decorations, etc. (see Hospitality notes above).
- **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. In rare instances where software/web access needs to be purchased on the ProCard, first submit an ACID form, once Technology Services approves the ACID form, then Procurement will let you know to proceed with the purchase on the ProCard. CSU Policy requires that all software/web access go through an IT Review process before purchase. The ACID form information can be found [here](#). Software/web access purchases submit through CSUBUY on the IT Software Form will go through all of the necessary IT Reviews and ordered on a Purchase Order.

## 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 (\*), see Hospitality notes on previous page. 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\* (if given approval, Aquafina should be purchased)
- Capital Equipment<sup>1</sup>
- Car Washes (excludes Police Vehicles)
- Car Rental
- Cash Advances, Cash Refunds
- Catering Services\* (Need Hospitality Justification form & Catering Waiver)
- Cellular Phones and Service
- Computers & Computer Equipment
- Computer parts to build complete system
- Conflict of interest
- Consulting Services, Instructors & Guest Speakers
- Controlled Substances
- Food and Food Related Products & Services\*
- Furniture
- Gift Cards\*
- Hazardous Materials (exceptions can only be given by EH&S)
- Hotels, Motels & other Lodging Expenses
- In Lieu of Supplemental Wages
- Leases and maintenance agreements
- Meals, Travel or Entertainment Expenses
- Office Decorations\*
- Party Favors\*
- Personal Items/Purchases
- Promotional Items (Use Print Shop)
- Purchases resulting in personal gain
- Postage and Postage Stamps - Use mail services (after hours okay)
- Prescription Drugs
- Public Work Projects
- Purchases that violate CSU or Fresno State policy or procedures
- Radioactive/Hazardous Materials
- Rental Agreements
- Restaurants\*
- Services and Service Agreements (Annual Maintenance Contracts)
- Services not explicitly allowed
- Software (see previous page)
- 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 from the Procurement Department (attach email approval to Procard Statement). Procurement Department Buyers are excluded from the Procard Prohibited Items List when purchasing for campus customers.

<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** – Acceptable use would be candidate search advertisements in professional journals. Advertisements for promotional efforts are not allowed
- **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.

## Consequences for misuse of the Procurement Card

- Revocation of the Card and/or temporary decrease of limit to \$1. If reduced to \$1, then the limit may not be increased again until the following monthly statement is submitted complete and on time.
- Disciplinary steps that may include termination and legal action
- Inadvertent Personal Purchases must be reimbursed with the Cashier's Office in Joyal Administration. Cardholder will need to reach out and notify Eva Owens in Accounting before going to the Cashier's Office.
- **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:

- <https://adminfinance.fresnostate.edu/hr/compliance/conflict-of-interest.html>