



Discovery. Diversity. Distinction.

PROCUREMENT CARD

HANDBOOK

Procurement & Support Services

January 2026

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:

Procard Administrator - Kevin Taloza, x80402, ktaloza@mail.fresnostate.edu
Antoinette Castanon, acastanon@mail.fresnostate.edu
Brian Cotham, bcotham@mail.fresnostate.edu

PROCARD WEBPAGE:

<https://adminfinance.fresnostate.edu/procurement/purchasing/ways/procard.html>

PROCARD STATEMENT SUBMITTALS TO ACCOUNTS PAYABLE DEPARTMENT

Eva Owens 278-7831, eowens@mail.fresnostate.edu by AdobeSign or email

PROCARD ACTIVATION INFORMATION

Last 4 digits of employee ID#

PROCARD BILLING CYCLE

Begins on the 26th of current month – Ends on the 25th of following month
(Exception: If the 25th falls on a Saturday, Sunday, or Holiday the billing cycle will end at midnight on the following business day.)

PEOPLESOFIT NAVIGATION

<https://www.fresnostate.edu>

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

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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 Equipment¹
- 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.

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** – 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>

Obtaining a Procurement Card

Applying for a Procurement Card

- Complete a Procard application, available on our website:
<https://adminfinance.fresnostate.edu/procurement/purchasing/ways/procard.html>
- 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 above 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 item (what can be spent at one time with one merchant) is set to a maximum of \$5,000 per a transaction for all cardholders (without approval by Procurement Director.)
- 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:

<https://adminfinance.fresnostate.edu/procurement/purchasing/ways/procard.html>

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 that is on your procard application
- 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 five (5) business days 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 outlined in this manual and that all purchases are in compliance with CSU procurement and contracting procedures and policies, including but not limited to:

- 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/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 that your card can be reduced to \$1 and 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 be added to the payment voucher or 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 note that charge was disputed 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:** Returns should be made directly to the vendor according to the vendor requirements. 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. It is the cardholder's responsibility for ensuring that the proper credit is posted for any returned items. 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.
- Procard receipts must be kept until the transaction(s) show up on the bank statement. Receipts & any other approvals & documentation should be placed behind Cardholder's ProCard Statement in one pdf file in the same order as the transactions on the Procard statement. Number the receipts & documentation to match the number of the charge on the ProCard statement. Procard Statement & receipts should then be submitted through AdobeSign for all signatures & sent to Eva Owens in Accounting (eowens@mail.fresnostate.edu)

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, Kevin Taloza, ktaloza@mail.fresnostate.edu on the email. Once the Approving official approves the increase by responding to the group 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, Kevin Taloza, ktaloza@mail.fresnostate.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 statement. 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.

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 submit all outstanding paperwork to Accounts Payable before separating from the University. If separation occurs during an open statement cycle, then the procard holder must contact the Procard Administrator for a copy of their procard activity report to submit to A/P along with supporting receipts.

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 purchases 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.

On a monthly basis:

- 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, Antoinette Castanon, if you need access to this website.

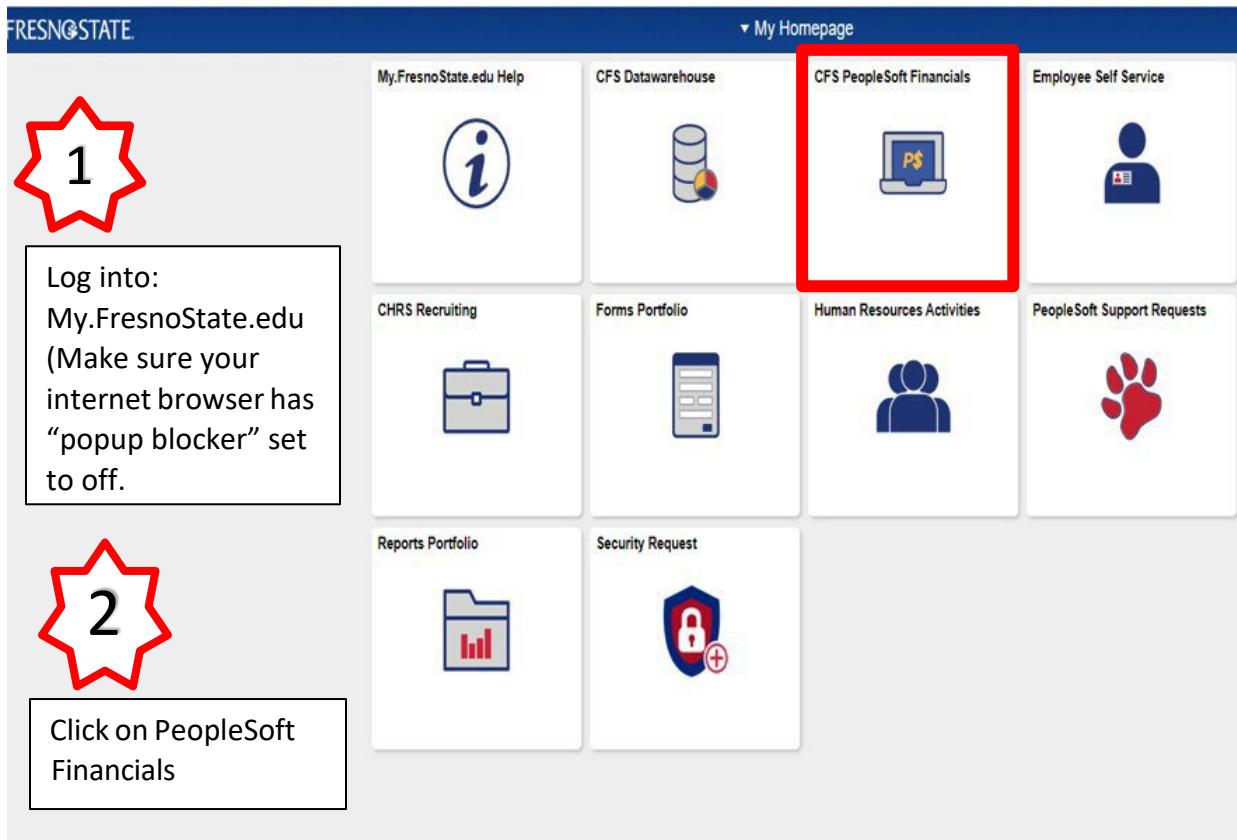
The screenshot shows the U.S. Bank Access® Online Transaction Management interface. The top navigation bar includes links for "Traverses California State Univ", "Our Payment Products", and "Logout". The main header "Transaction Management" and "Card Account Summary with Transaction List" is displayed. On the left, a sidebar lists "Request Status Generic", "Active Work Queue", "System Administration", "Account Administration", "Transaction Management" (with sub-options "Managing A/C List", "Card Account List", and "Transaction List"), "Account Information", "Reporting", "Dashboard", "Data Exchange", and "My Personal Information". The "Card Account List" section shows a card account with number 2563, a billing cycle close date of 09/10/2011, and a total of 4 transactions. The "Transaction List" table displays four transactions:

Select	Status	Trans Date	Post Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>	Deposited	04/12	04/13	ACME ROTARY BROOM SERVICE	209-2753100, CA	\$669.89	<input type="checkbox"/>		<input type="checkbox"/>	Add Allocation
<input type="checkbox"/>	Deposited	04/09	04/12	REININGER, INC	414-214-8377, WI	\$805.00	<input type="checkbox"/>	6760832951	<input type="checkbox"/>	Add Allocation
<input type="checkbox"/>	Deposited	04/09	04/11	REININGER, INC	414-214-8377, WI	\$28.30	<input type="checkbox"/>	6755517667	<input type="checkbox"/>	Add Allocation
<input type="checkbox"/>	Deposited	04/09	04/11	MONASTER-CARR	630-8349600, IL	\$302.64	<input type="checkbox"/>	0321958068	<input type="checkbox"/>	Add Allocation

At the bottom, there are links for "Check All Boxes" and "Uncheck All Boxes", and a note "Records 1 - 4 of 4".

PEOPLESOFIT PROCARD MODULE

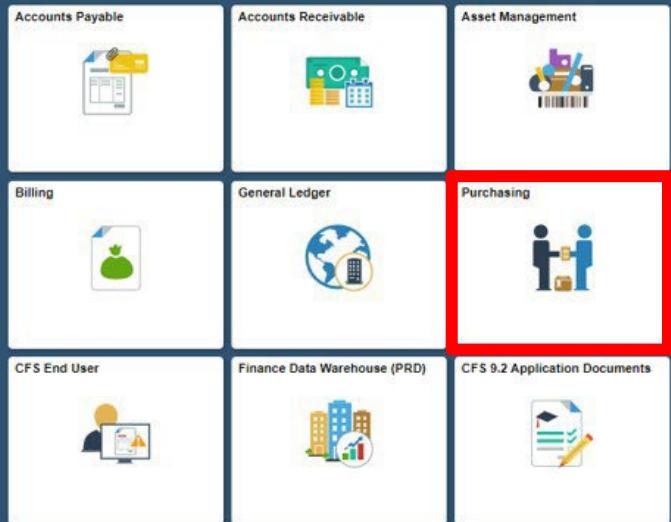
Logon Instructions for Cardholders (Pathway 1)



- 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

3

Click on the Purchasing tile



CSU The California State University
COMMON FINANCIAL SYSTEM

◀ CFS 9.2 CFS Purchasing

Process Monitor

Report Manager

Query

Requisitions

Review Requisition Info

Purchase Orders

Review Purchase Order Info

Reports

ProCard

ProCard Account Setup

ProCard Adjustment

ProCard Completed Inquiry

Procurement Contracts

Supplier Information

Req to Chk Notification

Add/Update Receipts

Review Vouchers

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	<input type="text"/> FRSNO	<input type="button" value="Search"/>
Origin	<input type="text"/> begins with	<input type="button" value="Search"/>
Invoice Date	<input type="text"/>	<input type="button" value="Search"/>
Last Name	<input type="text"/> begins with	<input type="button" value="Search"/>
First Name	<input type="text"/> begins with	<input type="button" value="Search"/>
Invoice Number	<input type="text"/> begins with	<input type="button" value="Search"/>
<input type="checkbox"/> Case Sensitive		

Search **Clear** **Basic Search** **Save Search Criteria**

4

Click on the left side of the menu Procard. Then click Procard Adjustment. Use the Procard Adjustment Screen for current month transactions:

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

- [Process Monitor](#)
- [Report Manager](#)
- [Query](#)
- [Requisitions](#)
- [Review Requisition Info](#)
- [Purchase Orders](#)
- [Review Purchase Order Info](#)
- [Reports](#)
- [ProCard](#)
- [ProCard Account Setup](#)
- [ProCard Adjustment](#)
- [ProCard Completed Inquiry](#)

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	=	FRSNO	
Origin	begins with		
Invoice Date	=		
Last Name	begins with		
First Name	begins with		
Invoice Number	begins with		
<input type="checkbox"/> Case Sensitive			

[Search](#)

[Clear](#)

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

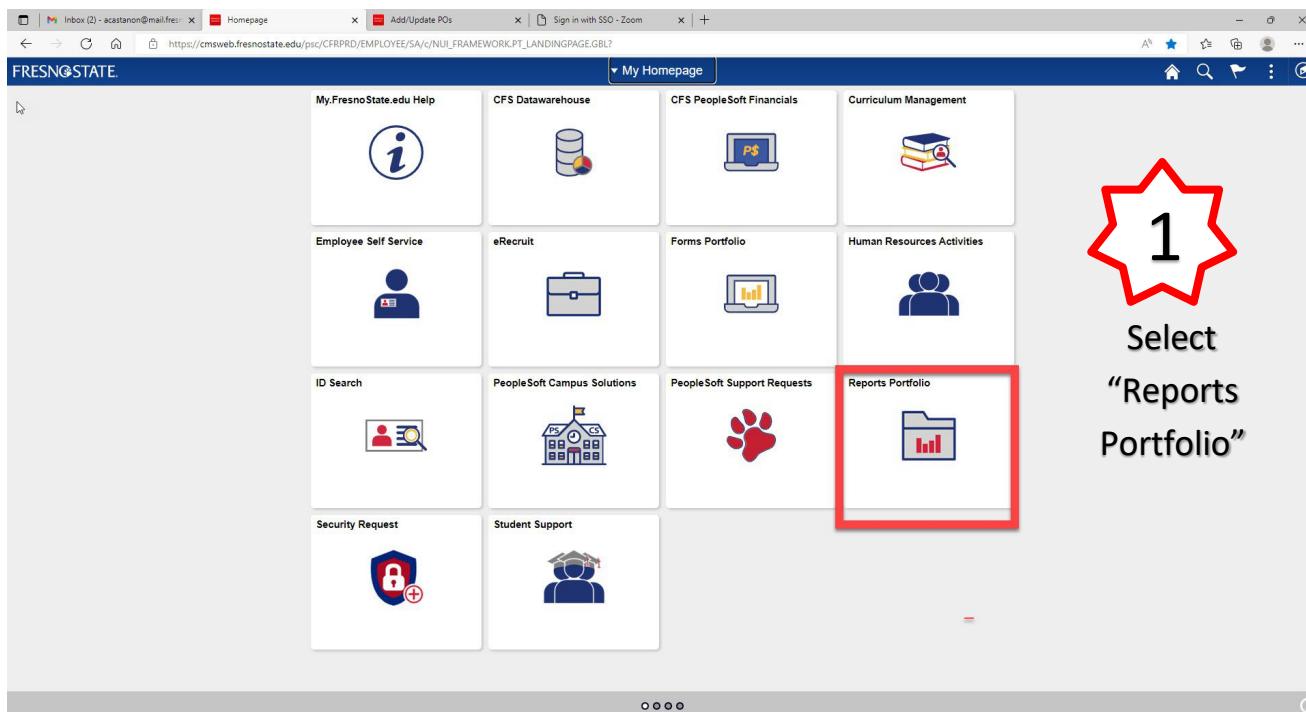


Click on the left side of the menu Procard Completed Inquiry. Use the Procard Completed Inquiry Screen to view prior month transactions:

- View transactions
- Print Cardholder's Statement

PEOPLESOFIT PROCARD MODULE

Logon Instructions for Cardholders (Pathway 2)



1

Select
“Reports
Portfolio”

My Homepage

Reports Portfolio

Student Administration

Human Resources

Financials

2

Select "Financials"

Student Administration

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

★ Recommended

Check All Uncheck All Save Cancel

Admissions

<input type="checkbox"/> Admits by Academic Plan	Query Report	User Guide
<input type="checkbox"/> Admits requiring PPT/ELM	Query Report	User Guide

Advising / Evaluations

<input type="checkbox"/> Degree Applicants By Checkout Status	Formatted Extract	User Guide
<input type="checkbox"/> Degree Applicants by Student Group	Query Report	User Guide
<input type="checkbox"/> Degree Apps by School/Dept	Formatted Report	User Guide

Campus Community

<input type="checkbox"/> List of Persons with Service Ind and Rsn	Query Report	User Guide
<input type="checkbox"/> Report ID Change or ID Delete IDs	BI Publisher Report	User Guide
<input type="checkbox"/> Student Group List	Query Report	User Guide

Course Scheduling / Curriculum

<input type="checkbox"/> Academic Plans (Majors) Report	BI Publisher Report	User Guide
<input type="checkbox"/> Active Courses with Course Attributes	Query Report	User Guide
<input type="checkbox"/> Canceled Class List	BI Publisher Report	User Guide
<input checked="" type="checkbox"/> Class Rosters	Formatted Report	User Guide
<input type="checkbox"/> Course Enrollment History	Query Report	User Guide
<input type="checkbox"/> Department Classes by Day and Hour	BI Publisher Report	User Guide
<input type="checkbox"/> Kenna Bookstore Extract	Formatted Extract	User Guide
<input type="checkbox"/> Schedule of Classes	Formatted Report	User Guide

Continuing and Global Education

<input type="checkbox"/> CGE Session Enrolled Student Units	BI Publisher Report	User Guide
---	---------------------	------------

My Homepage

Reports Portfolio

Student Administration

Human Resources

Financials

Financials

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

★ Recommended

Check All Uncheck All Save Cancel

Accounts Payable

<input type="checkbox"/> CFS Vendor Lookup by Name	Query Report	Details...
<input checked="" type="checkbox"/> CFS Vendor Summary Page	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS Voucher Summary Page	Electronic Form	Details...
<input type="checkbox"/> CFS Voucherred Invoices	Query Report	Details...

Athletics General Ledger

<input type="checkbox"/> CFS Expense, Benefit and Revenue Journals	Query Extract	Details...
--	---------------	------------

Financial Budgets

<input checked="" type="checkbox"/> CFS Fund/Dept/Budget Report	Electronic Form	Details...
---	-----------------	------------

Purchase Orders

<input checked="" type="checkbox"/> CFS CSU PO Remaining Balance Inquiry	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS PO Activity Summary	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS PO Detail Activity Rpt	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS ProCard Adjustment	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS ProCard Completed Inquiry	Electronic Form	Details...
<input checked="" type="checkbox"/> CFS Purchase Order Detail	Electronic Form	Details...
<input type="checkbox"/> CFS Purchase Order Listing	Query Report	Details...
<input checked="" type="checkbox"/> CFS Purchase Order Print (Copy)	Electronic Form	Details...
<input type="checkbox"/> CFS Purchase Orders Not Invoiced	Query Report	Details...

Check All Uncheck All Save Cancel

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 (5 business days approximately following the 25th)

Using this panel, cardholders may:

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

The screenshot shows the CFS Purchasing application interface. The left sidebar contains a navigation menu with the following items: Review Purchase Order Info, Reports, ProCard (selected), ProCard Account Setup, ProCard Adjustment (highlighted in green), ProCard Completed Inquiry, Procurement Contracts, and Supplier Information. The main content area is titled "CFS Purchasing". A sub-section titled "ProCard Adjustment" is highlighted with a red box. Below it, a search criteria form is displayed with fields for Business Unit (set to "FRSNO"), Origin (set to "begins with"), Invoice Date, Last Name, First Name, and Invoice Number, each with a dropdown menu and a search icon. There is also a "Case Sensitive" checkbox. At the bottom of the search form are buttons for "Search", "Clear", "Basic Search", and "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

The screenshot shows the CFS Purchasing application interface. The top navigation bar is dark blue with the text 'CFS 9.2' and 'CFS Purchasing'. The left sidebar has a tree structure with nodes like 'Purchase Orders', 'Review Purchase Order Info', 'Reports', 'ProCard' (which is expanded to show 'ProCard Account Setup', 'ProCard Adjustment', and 'ProCard Completed Inquiry' which is highlighted in green), and 'Procurement Contracts'. The main content area has a title 'ProCard Completed Inquiry Page' in a red box. Below it is a search criteria section with fields for 'Business Unit' (with dropdowns for 'FRSNO' and 'Origin'), 'Invoice Date' (with dropdowns for 'Last Name', 'First Name', and 'Invoice Number'), and a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and '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 25th 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 11/01/2022 - Accounting Services

 Cynthia Hanks <0000a4cc15d2b08b-dmarc-request@listserv.csuffresno.edu>
to PROCARD ▾

Wed, Oct 26, 12:00 PM (5 days ago)



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 **October 25th 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 11/01/22

- 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

- Include your original receipts with your ProCard Statement.
- Please number the receipts to correspond with the line number on your ProCard Statement.

Email paperwork to Eva Owens in Accounts Payable by 11/01/22

- ProCard Statement (signed by you and your approver)
- Receipts
- Paperwork should be emailed or sent via AdobeSign within 5 business days of the cycle close date.

Paperwork should be sent to the attention of Eva Owens at eowens@mail.fresnostate.edu.

Thank you,

Cynthia

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)

CFS Purchasing

ProCard Adjustment

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

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

- Enter **Cardholder's last name**
- Click on “**Search**”

Monthly Reconciliation of Procurement Card Transactions (Cont'd)

1 

2 

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

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

Attachments

Add Attachment Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions

Supplier Name: AMZN MKTP US*MJ31W2740 State: WA

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

Description: 20396 MISCELLANEOUS AND SPECIAL 20396  

217 characters remaining

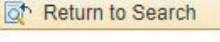
Reference #:

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. Invoice#: System generated. The first two characters are PC, the next four characters are MMYY (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 ProcurementCard 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

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

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 its 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”



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 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 1-2 of 2 Last

GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.	
1	FRSNO  660820  90000  41408  <input type="text"/>  00000  <input type="text"/>  105.14  							
2	FRSNO  660003  90000  20123  <input type="text"/>  COV19  <input type="text"/>  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

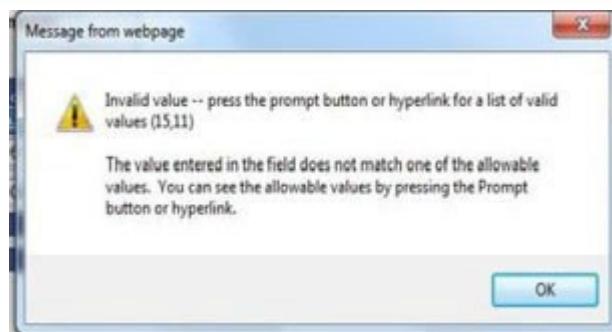
Reference #:

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.

ProCard Completed Inquiry Page

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

View Attachment

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

Transactions

Supplier Name:	AMZN MKTP US*MJ8JP9GA2	State:	WA
Transaction Date:	07/09/2020	Merchandise Amount:	85.94
Description:	COVID19 Chair for Sieumuoi Delcroix, Earth & Environmental Sciences		

Reference #:

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

Distribution

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: 25105141517	Search	Type: Last	7 Days	Refresh
Server:	Name:	Instance From:	Instance To:	
Run Status:	Distribution Status:	<input checked="" type="checkbox"/> Save On Refresh		

Process List

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

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

Go back to ProCard Adjustment

Save Notify

Process List | Server List



Click on the Details Link

Printing Procurement Card Statements (Cont'd)

Process Detail

Process	
Instance	19700597
Name	CSUPO008
Run Status	Success
Type	SQR Report
Description	
ProCard Statement	
Distribution Status	
Posted	
Run	Update Process
Run Control ID	002
Location	Server
Server	PSUNIX
Recurrence	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <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
Run Anytime After	08/27/2020 9:15:09AM PDT
Began Process At	08/27/2020 9:15:24AM PDT
Ended Process At	08/27/2020 9:15:37AM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace
OK	Cancel

Click on the View Log/Trace link

Printing Procurement Card Statements (Cont'd)

View Log/Trace

Report		
Report ID	10962149	
Name	CSUPO008	
Run Status	Success	
Process Instance 19700597		
Process Type SQR Report		
Message Log		
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: PC12110038
											Invoice Date: August 11, 2020
											Total Amount: \$ 269.20
Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL	Acct		Prgrm	Class	Proj	Amount	
1	07/09/20 AMZN MKTP US*MJ31W2740	WA			-85.94 Sieumuoi Delcroix - Earth & Env Sciences - Credit for chair not shipping (charge on previous month)						25100490178 07/09/20
				1 FRSNO	660820	90000 32243	COVID19			-85.94	
2	07/13/20 AMZN MKTP US	WA		205.14 Modular	Carrying case for outreach		Total Distribution			-85.94	25100490178 07/13/20
				1 FRSNO	660820	90000 41408	00000			105.14	
				1 FRSNO	660003	90000 62485	00000			100.00	
3	07/21/20 SURVEYMONKEY.COM	CA		150.00 Renewal online survey subscription			Total Distribution			205.14	25100490178 07/21/20
				1 FRSNO	660820	90000 41408	00000			150.00	
							Total Distribution			150.00	

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

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.
- Please number the receipts/invoices to correspond with the line number on your ProCard Statement.
- Individual receipts/invoices smaller than 4 $\frac{1}{4}$ " x 5 $\frac{1}{2}$ " should be taped to an 8 $\frac{1}{2}$ " x 11" sheet of paper to ensure they are not lost in transit.
- Email copy of the ProCard Statement with signatures and attached receipts to: Eva Owens at eowens@mail.fresnostate.edu. Send as attachment through email or through Adobe.
- When: By the 5th business day following the cycle end (@ 4th day of the 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 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

I will be directed what to purchase **or** **I will make decisions on my own of what to purchase**
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: _____

Emailed signed application to: Kevin Taloza (taloza@mail.fresnostate.edu)

Questions? Contact Kevin Taloza, (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

Tax

Freight

Total

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

Cardholder Signature

Date

Approving Official Update

Department Name: _____ Date: _____

Submitted by: _____ Phone #: _____

Former Approving Official:

Print Name: _____

Former Alternate Approver:

Print Name: _____

Signature: _____

Signature: _____

New Approving Official:

Print Name: _____

New Alternate Approver:

Print Name: _____

Email address: _____

Email address: _____

Signature: _____

Signature: _____

Cardholder(s) under New Approving Official:

1	5
2	6
3	7
4	8

EMAIL COMPLETED FORM TO:
Kevin Taloza (ktaloza@mail.fresnostate.edu)