



CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**

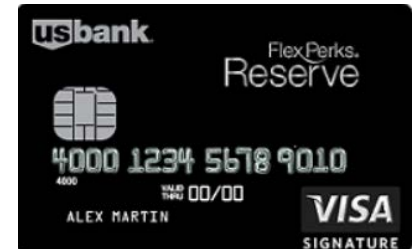


## Procurement Credit Card Program Overview of Changes

Presented by Procurement,  
Accounts Payable, and  
CMS Finance



# Agenda



- ✓ Procurement Credit Card Program Guideline and Card Assignment Changes
- ✓ Process and Procedures
- ✓ Inter-unit Functionality & Transaction Reporting
- ✓ CFS/PeopleSoft Access
- ✓ Training Opportunities
- ✓ Implementation Key Dates



# Procurement Credit Card Program Guideline and Card Assignment Changes

Malia Kinimaka  
Director of Procurement &  
Contract Services



## Updated Procurement Credit Card Program

<http://daf.csulb.edu/offices/financial/purchasing/pcard.html>

- Specifically Identifies Permissible Purchases.

### Permissible Purchases

Contact the Purchasing Department at 562-985-4296 with any questions on permitted purchases before purchasing the item(s) if you do not see something specifically outlined on this document.

Transaction Type	Restrictions	Description/Notes	Additional Review or Documentation Required <i>Failure to provide required documentation may result in a violation</i>
Computers, Software and Technology Products	PO Required > \$10,000	ATI -- Due to specific ADA compliant requirements, there are restrictive elements associated with using your Procurement Credit Card when purchasing software. Cardholders must submit a completed and approved E&IT Checklist prior to purchase in accordance with accessible technology initiative ( <a href="#">ATI guidelines</a> ). Contact the Purchasing Department at 562-985-4296 with any questions. <b>Property &amp; Sensitive Items</b> -- All Property & Sensitive Item purchases that meet criteria are subject to property processing (tagging) and level 1 data protection per the <a href="#">Property Management</a> guideline.	ATI Property Sensitive Items Attach completed/approved <a href="http://daf.csulb.edu/offices/financial/purchasing/ati/index.html">CSULB ATI Section 508 Electronic &amp; Information Technology Product Checklist</a> which can be found at <a href="http://daf.csulb.edu/offices/financial/purchasing/ati/index.html">http://daf.csulb.edu/offices/financial/purchasing/ati/index.html</a> .
Equipment	PO Required > \$10,000	Must comply with the <a href="#">Property Management</a> guideline.  For copier equipment, reference the <a href="#">Departmental Copier Program</a> .	Property



- **Specifically Identifies Prohibited Purchases.**

***Prohibited Purchases***

The use of the Procurement Credit Card is strictly prohibited for the following items. Some items may be submitted only on a requisition while others are requested through other departments on campus:

- Anything from a supplier requiring a signature (electronic or manual) must be submitted via an online requisition. For example contracts, rentals, end user licensing agreements or click-throughs (such as agreeing to online terms and conditions).
- Telecommunications, Wireless Cellular Devices & Service. These Purchases must be processed through the following purchasing methods:
  - Requisition submitted to Purchasing for a purchase of a new Cellular Device; include the ATI E&IT Checklist.
  - In accordance with ITS' Mobile Device Policy on an approved Stipend using your own personal device. <http://daf.csulb.edu/offices/its/catalog/mobile-device.html>
  - Submit a Telecom Request Work Order through the ITS Website <http://daf.csulb.edu/offices/its/catalog/telephone.html>



## • Outlines Cardholder Responsibilities.

### Cardholder Responsibilities

The Cardholder is defined as the person who is issued the Procurement Credit Card and is expected to fulfill the following:

- 1) **Security of the Procurement Credit Card:** Cardholder is responsible for ensuring the card is kept in a secure location. If kept in your office, it should be kept out of sight, and preferably some place that can be locked when not in use.
- 2) **Authorized Signature:** Only the Cardholder is authorized to use the card. Do not loan the card or card number to another individual.
- 3) **Appropriate use of the Procurement Credit Card:** All purchases must be for University use in support of our educational mission. All purchasing policies and guidelines must be followed. Procurement Credit Cards may only be used for approved CSU expenditures. The use of cards for any form of personal purchases (regardless of any intent to repay the CSU for a purchase) is expressly forbidden.
- 4) **Delivery:** Goods are to be delivered to a university address. Goods should not be shipped directly to the department but rather to the Receiving department. If goods are delivered directly campus department, University Insurance requirements shall apply.
- 5) **Compliance with the Procurement Credit Card policies:** All Cardholders are required to sign an agreement form acknowledging the Cardholder has received training and agrees to abide by the guidelines of the program. The Procurement Credit Card Administrator will verify that each new cardholder falls correctly in DOSA with the correct authorized approving official.



- Outlines Approving Official Responsibilities.

As an approving official of the Procurement Credit Card Monthly Statement, you are granted the fiscal responsibility of ensuring that all guideline will be followed in accordance with the Delegation of Purchasing Authority ([DOPA Authority Guidelines](#)) as well as the [Delegation of Signature \(DOSA\)](#).

- All approving officials agree to abide by the guidelines of the Procurement Credit Card Program and ensure that Steps 3-8 below are performed monthly.
- **Setting Dollar Limits:** The Approver is responsible for setting dollar limits for each card issued as follows:
  - Dollar amount allowed per transaction not to exceed \$10K.
  - Monthly dollar limit per Procurement Credit Card.



- **Cardholder violations and consequences.**

### **Cardholder Violations**

Violations occur when a Cardholder does not fulfill their responsibilities as defined above. Violations may result in a written notice to the Cardholder, Authorized Appropriate Administrator and the department head. It will specify mandated training sessions, card suspension, or revocation of Cardholder privileges.

All Procurement Credit Cardholders will be tracked monthly for violations of Procurement Credit Card policy. Tracking will be accomplished by means of a spreadsheet maintained by the Procurement Credit Card Administrator(s).

**1<sup>st</sup> Offense** - An email will be sent by the Director of Procurement & Contractual Services to the cardholder and approving official notifying them of the specific violation and what should have occurred.

**2<sup>nd</sup> Offense** - An email will be sent by the Director of Procurement & Contractual Services to the cardholder and approving official notifying them of the specific violation and what should have occurred.

**3<sup>rd</sup> Offense** - An email will be sent by the Associate Vice-President of Financial Management for action including possible card cancellation.





- **Guideline, Forms and Instructions**

## FORMS AND INSTRUCTIONS

Link to ATI E&IT Checklist Form: [CSULB ATI Section 508 Electronic & Information Technology Product Checklist](#)

Link to ATI Resource Page: <http://daf.csulb.edu/offices/financial/purchasing/ati/index.html>

Link to Property & Sensitive Items Guidelines: [Property Management](#)

Link to Department Copier Program: [Departmental Copier Program](#)

Link to Hospitality Expense Guideline: [Hospitality Expenses](#)

Link to Gifts to Non-Employees Guideline: [Gifts to Non-Employees](#)

Link to Gifts to Employees Guideline: [Gifts to Employees](#)

Link to Emergency Purchase Form:

[http://daf.csulb.edu/forms/financial/purchasing/emergency\\_purchase.pdf](http://daf.csulb.edu/forms/financial/purchasing/emergency_purchase.pdf)

Link to Accounts Payable Travel Policy: [Accounts Payable Travel Policy and Procedures](#)

Link to Travel Claim Form: [Travel Claim](#)

Link to Office Supplies website for Staples: [Staples Business Advantage](#)

Link to Mail Services Website: [Mail Services](#)

---

## ADDITIONAL CONTACTS

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Primary Guideline Contact	Malia Kinimaka	562-985-4890	<a href="mailto:malia.kinimaka@csulb.edu">malia.kinimaka@csulb.edu</a>
Subject Matter Expert	Marcella Alvear	562-985-4663	<a href="mailto:Marcella.alvear@csulb.edu">Marcella.alvear@csulb.edu</a>



- Cardholders will only be issued a single card – in either LBCMP or LBFDN Business Unit.
- Card can be used for all 3 Business Units, DOA Applicable.
  - LBCMP, LBFDN, LB49R
  - Inter-unit functionality will be used to charge the appropriate Business Unit.
- ASM's have reviewed the list of Cardholder's to validate the appropriate card assignment.



- US Bank Online Access will be eliminated as of August 1<sup>st</sup>.
  - Contact Procurement Credit Card Administrator with questions or for historical inquiries.
  - Fraudulent/Disputed Charges will be handled the same as in the past, Cardholder will contact US Bank.
- Cardholders and Approvers will be required to review new guideline and sign the new request form, or card will be inactivated.
  - A Procurement Credit Card Request form will be emailed from Procurement to the Cardholder.
  - Approval from Cardholder and Appropriate Administrator is required after selecting and reviewing the guideline.
  - Form is routed electronically.



# Accounts Payable Processes and Procedures

Carol Monson  
Manager, Accounts Payable



## Accounts Payables Role in the Process

- Accounts Payable Confirms:
  - Timeliness of Report Submission
  - Receipts are attached to reports
  - Additional Documentation
- Auditing for adherence to various campus policies
  - Procurement Credit Card
  - Hospitality
  - Gifts
  - Signature Authority



- All Card programs will transition from using US Bank for Chartfield reallocation to using PeopleSoft
- Transition will happen in two steps:

### Step 1

- All card programs convert to same statement end date in July
- **The July cycle will end on July 20<sup>th</sup>**
  - FDN July = June 16 thru July 20
  - CMP July = June 23 thru July 20
- Reconciliation for July begins on 21<sup>st</sup> in US BANK
- Note for later: If the 20<sup>th</sup> falls on a weekend, goes to next business day.



- Transition

- Step 2

- August cycle, transactions July 21 thru Aug 22
    - Reallocation will be in PeopleSoft
    - AP will notify you when the transaction files have been loaded into PeopleSoft and you may begin
    - Processing calendar for fiscal 16/17 is available on the web.

- [http://daf.csulb.edu/offices/financial/controller/pro\\_card\\_cycle\\_dates.html](http://daf.csulb.edu/offices/financial/controller/pro_card_cycle_dates.html)



CALIFORNIA STATE UNIVERSITY  
LONG BEACH



# Inter-Unit Functionality and Transaction Processing and Reporting

Elaine Kist, Director of CMS Finance





## Inter-Unit Functionality

- Introduced to CFS in:
  - July 2014 - Chargebacks
  - April 2016 - AP Invoices
- Using the CFS ProCard module, a Cardholder's transactions can be charged to any business unit (LBCMP, LBFDN and/or LB49R), DOA applicable.
- Transactions can be split between multiple business units (LBCMP, LBFDN and/or LB49R), DOA applicable.
- Transactions appear in the correct business unit within the month the charge occurred.



## **CFS ProCard Module**

- Detailed Description on every transaction.
- Department Reference Number field on every transaction.
- Transactions can be charged to any Business Unit, (DOA applicable).
- Transactions can be split between multiple Business Units, (DOA applicable).
- Validates Chatfield string upon entry.
- Ability to inquire on ProCard data **AFTER** month-end processes.



ProCard Adjustment

Business Unit: LBCMP ProCard Origin: USB Name: WEBB, CARYN #002584996

Invoice: PC03160122 Invoice Date: 03/02/2016 Total: 5,472.03 Process Monitor

Upload and View Attachment

[Add Attachment](#) Attached File

Transactions

Find | View All First 1 of 20 Last

Supplier Name: AMAZON.COM AMZN.COM/BILL

State: WA

Transaction Date: 01/27/2016

Merchandise Amount: 11.78

Detailed Description

Description: 111-6760799-42658/BOOK STORES  
Purchased supplies for the classroom.

Department Reference #

Reference #: 49887

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

Inter Unit Functionality

Distribution

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

GL Business Unit	Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 LBFDN	660003	GF100	00748				5.78
2 LBCMP	660003	GF001	00748				6.00



# PeopleSoft and Data Warehouse

*(As of July 21<sup>st</sup>, all transactions)*

- Historical Inquiry available in CFS PeopleSoft.
- ALL Transaction Detail from CFS ProCard carries through to DWH.



## PeopleSoft

ProCard Completed Inquiry Page

Business Unit: LBCMP ProCard Origin: USB Name: WEBB, CARYN #002584996

Invoice: PC03160122 Invoice Date: 03/02/2016 Total: 5,472.03 Process Monitor

### View Attachment

Attached File

[View Attachment](#)

### Transactions

Find

[View All](#)

First

1 of 20

Last

Supplier Name: AMAZON.COM AMZN.COM/BILL

State: WA

Transaction Date: 01/27/2016

Merchandise Amount: 11.78

Description: 111-6760799-42658/BOOK STORES  
Purchased supplies for the classroom.

Reference #: 49887

- 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	LBFDN	660003	GF100	00748				5.78
2	LBCMP	660003	GF001	00748				6.00



## Data Warehouse

**Multiple GL Business Units**

**Department Reference #**

**Detailed Description**

GL Bus Unit	Fund Fdescr	Dept Fdescr	Acct Fdescr	Invoice ID	Invoice Date	PC Trans Date	PC Supplier Name	PC State	PC Dist Amt	PC Reference #	PC Description	Fiscal Year	Period			
LBCMP - CA State University Long Beach	GF001 - CSU Operating Fund-TEST	00028 - ITS Servers, Systems & Websites	660003 - Supplies and Services-TEST	PC03160506	03/05/2016	01/29/2016	AMAZON MKTPLACE PMTS	WA	22.73	-	108-1286630-19706/BOOK STORES	2015	9			
												25.06	-	108-8125495-00386/BOOK STORES	2015	9
												77.72	-	108-9973839-48610/BOOK STORES	2015	9
						02/01/2016	NATIONAL SCIENCE TEACHER	VA	3,110.18	-	3246367/SCHOOLS/EDUCATIONAL SCHL	2015	9			
						02/05/2016	AMAZON MKTPLACE PMTS	WA	25.23	-	108-8555769-98770/BOOK STORES	2015	9			
						02/15/2016	AMAZON.COM AMZN.COM/BILL	WA	44.64	-	113-6811552-84290/BOOK STORES	2015	9			
						02/17/2016	AMAZON MKTPLACE PMTS	WA	(4.99)	-	111-7824736-86722/BOOK STORES	2015	9			
						02/22/2016	SMARTNFINAL34810303485	CA	133.26	-	00000000000000000000/GROCERY STORES, SUPERMARK	2015	9			
							TARGET 00023283	CA	39.01	-	00000000000000000000/GROCERY STORES, SUPERMARK	2015	9			
														6.00	49887	111-6760799-42658/BOOK STORES
	<b>GF001 - CSU Operating Fund-TEST Total</b>								<b>3,478.84</b>							
<b>LBCMP - CA State University Long Beach Total</b>									<b>3,478.84</b>							
LBFDN - CSULB Research Foundation	GF100 - Foundation Operations-Test	00748 - Purchasing	660003 - Supplies and Services-TEST	PC02160121	02/29/2016	01/29/2016	AMAZON MKTPLACE PMTS	WA	22.73	-	108-1286630-19706/BOOK STORES	2015	8			
												25.06	-	108-8125495-00386/BOOK STORES	2015	8
												77.72	-	108-9973839-48610/BOOK STORES	2015	8



## CFS Access



- Current CFS Users require a modified Finance Authority Application (FAA) form.
- Cardholders who are not current CFS Users need to complete a FAA form.
  - An FAA Form will be emailed from fishelpdesk to the Cardholder.
  - Approval from Cardholder and Administrator Approval is required.
  - Form is routed electronically.





# Training Opportunities



## CFS ProCard Training

- Training sessions provided between July 18-29  
Additional classes to be added in August, TBD.
- Required – Users performing reconciliation in CFS PS.
- Register using the Financial Management Training site.
  - <https://its-svcmgmt01.its.csulb.edu/training/fm/list.php>



## Key Dates



- **June**

- Procurement Credit Card Overview Sessions
- Review & Sign New Procurement Card Policy
- FAA Form requesting CFS ProCard access

- **July**

- New Cutoff date for both LBCMP and LBFDN, July 20<sup>th</sup>
- Process final reconciliation in US Bank Access Online
- CFS ProCard Training Sessions

- **August**

- US Bank Access Online no longer available to end users
- August 22<sup>nd</sup> reconcile using CFS ProCard



- Procurement Card Administration Contacts
  - **Procurement Card Administrator (PCA) – University**  
Marcella Alvear, Ext. 54663, [marcella.alvear@csulb.edu](mailto:marcella.alvear@csulb.edu)
  - **Procurement Card Administrator (PCA) – Foundation**  
Kim Mowl, Ext. 57632, [kimberly.mowl@csulb.edu](mailto:kimberly.mowl@csulb.edu)
- Register for Procurement Card Training
  - <http://daf.csulb.edu/offices/financial/training.html>
- FAA form – Security Access, CFS ProCard
  - [http://web.csulb.edu/divisions/af/cms/end\\_user/FIS/index.html](http://web.csulb.edu/divisions/af/cms/end_user/FIS/index.html)
- Procurement Credit Card Policy & Overview
  - <http://daf.csulb.edu/offices/financial/purchasing/pcard.html>
- Procurement Credit Card Form
  - <http://daf.csulb.edu/forms/financial/purchasing/index.html>
- ProCard Cycle End Date Calendar
  - [http://daf.csulb.edu/offices/financial/controller/pro\\_card\\_cycle\\_dates.html](http://daf.csulb.edu/offices/financial/controller/pro_card_cycle_dates.html)



# Questions?



CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**

[WWW.CSULB.EDU](http://WWW.CSULB.EDU)