Procurement Credit Card Program
Overview of Changes

Presented by Procurement, Accounts Payable, and CMS Finance
Overview

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.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Restrictions</th>
<th>Description/Notes</th>
<th>Additional Review or Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers, Software and Technology</td>
<td>PO Required $10,000</td>
<td>ATI -- Due to specific ADA compliant requirements, there are restrictive elements</td>
<td>Failure to provide required documentation</td>
</tr>
<tr>
<td>Products</td>
<td></td>
<td>associated with using your Procurement Credit Card when purchasing software. Cardholders must submit a completed and approved E&amp;IT Checklist prior to purchase in accordance with accessible technology initiative (ATI) guidelines. Contact the Purchasing Department at 562-985-4296 with any questions.</td>
<td>may result in a violation</td>
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<tr>
<td></td>
<td></td>
<td><strong>Property &amp; Sensitive Items</strong> -- All Property &amp; Sensitive Item purchases that meet criteria are subject to property processing (tagging) and level 1 data protection per the <strong>Property Management</strong> guideline.</td>
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<tr>
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<td>ATI Property Sensitive Items Attach completed/approved CSULB ATI Section 508 Electronic &amp; Information Technology Product Checklist 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>.</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>PO Required $10,000</td>
<td>Must comply with the <strong>Property Management</strong> guideline.</td>
<td>Property</td>
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<tr>
<td></td>
<td></td>
<td>For copier equipment, reference the <a href="http://daf.csulb.edu/offices/financial/purchasing/ati/index.html">Departmental Copier Program</a>.</td>
<td></td>
</tr>
</tbody>
</table>
• 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:
  
  o Requisition submitted to Purchasing for a purchase of a new Cellular Device; include the AT1 E&IT Checklist.

  o 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

  o Submit a Telecom Request Work Order through the ITS Website  http://daf.csulb.edu/offices/its/catalog/telephone.html
Procurement Credit Card Program

• 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).

1st 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.

2nd 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.

3rd 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
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

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Primary Guideline Contact</td>
<td>Malia Kinimaka</td>
<td>562-985-4890</td>
<td><a href="mailto:malia.kinimaka@csulb.edu">malia.kinimaka@csulb.edu</a></td>
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<tr>
<td>Subject Matter Expert</td>
<td>Marcella Alvear</td>
<td>562-985-4663</td>
<td><a href="mailto:Marcella.alvear@csulb.edu">Marcella.alvear@csulb.edu</a></td>
</tr>
</tbody>
</table>
Card Assignment Changes

- 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.
Card Assignment Changes

- **US Bank Online Access** will be eliminated as of August 1st.
  - 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**

  FDN July = June 16 thru July 20
  CMP July = June 23 thru July 20

  – Reconciliation for July begins on 21**st** in US BANK
  – Note for later: If the 20**th** 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
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.
PeopleSoft and Data Warehouse

(As of July 21st, all transactions)

• Historical Inquiry available in CFS PeopleSoft.

• ALL Transaction Detail from CFS ProCard carries through to DWH.
Transaction Reporting

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

View Attachment
Attached File
Find  View All  First: 1 of 20  Last

Transactions

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

Distribution

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<th>Acct Fldscr</th>
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<td>GF’001 - CSU Operating Fund-TEST</td>
<td>00628 - ITS Services, Systems &amp; Websites</td>
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</table>

**Multiple GL Business Units**

**Department Reference #**

**Detailed Description**

**Transaction Reporting**
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 20th
  - Process final reconciliation in US Bank Access Online
  - CFS ProCard Training Sessions

- **August**
  - US Bank Access Online no longer available to end users
  - August 22nd reconcile using CFS ProCard
• Procurement Card Administration Contacts
  – **Procurement Card Administrator (PCA) – University**
    Marcella Alvear, Ext. 54663, marcella.alvear@csulb.edu
  – **Procurement Card Administrator (PCA) – Foundation**
    Kim Mowl, Ext. 57632, kimberly.mowl@csulb.edu

• Register for Procurement Card Training
  – [http://daf.csulb.edu/offices/financial/training.html](http://daf.csulb.edu/offices/financial/training.html)

• FAA form – Security Access, CFS ProCard

• Procurement Credit Card Policy & Overview
  – [http://daf.csulb.edu/offices/financial/purchasing/pcard.html](http://daf.csulb.edu/offices/financial/purchasing/pcard.html)

• Procurement Credit Card Form

• 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?