



UNIVERSITY POLICY
PROCUREMENT CARD HANDBOOK

Rev. 11/17/2016

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Procurement Card Policy and Procedures

I. REFERENCE / AUTHORITY

Executive Order 760 - California State University Policy Manual for Contracting & Procurement

II. POLICY OBJECTIVE

The Procurement Card (P-Card) Program is designed to provide a simplified method for end-users to procure small dollar purchases of authorized commodities and services by using a specialized credit card. This method distributes procurement authority throughout the University while protecting its assets. Executive Order 760, dated October 16, 2000 and ICSUAM Policy 5250.00, establishes minimum standards for use of the procurement cards to ensure that appropriate safeguards are in place.

III. POLICY STATEMENT

The P-Card should be the primary means to obtain approved supplies costing \$5,000 or less per transaction (including tax and shipping). Cardholders are encouraged to use the P-Card for such purchases to achieve cost savings for the University and improve processing time. Use of the P-Card reduces the traditional and labor intensive procurement process for these types of purchases. A purchase order is the least cost-effective method for procuring low dollar value supplies and services. If the use of the P-Card is not practical, existing methods such as petty cash or a standard on-line requisition may be used.

Procurement cards may only be used for approved CSU expenditures. The use of the procurement card for any form of personal purchases (regardless of any intent to pay the CSU for a purchase) is expressly forbidden, with misuse leading to employee disciplinary actions.

Items purchased with the P-Card must be shipped/delivered to a SFSU campus business location. Purchases may not be shipped/delivered to a home or other non-SFSU address, without obtaining approval of a P-Card Coordinator. Such approval requires full written justification and must also be approved by the cardholder's approver, prior to making the purchase.

IV. PROCEDURE

A. Authorized Use



All purchases made with the P-Card must be made in accordance with established university policy and must be for expenses associated with ***official university business only***. Any expense determined to be of a personal nature must be reimbursed to the university by the employee Cardholder and may result in revocation of card privileges and disciplinary action.

B. Prohibited and Restricted Transactions

1. **PROHIBITED TRANSACTIONS**

The P-Card ***may not*** be used for the following:

- Animals (except for instructionally related purposes)
- Cash advances (including transferring funds to a One-Card account), money orders, wire transfers
- Cell phones
- Construction/modifications/special repairs
- Entertainment (see restricted items)
- Explosives, firearms/ammunition
- Hazardous chemicals/materials
- Hotels/Motels/Lodging
- Insurance
- Invoices (may only be paid by the Accounts Payable Office)
- Leases/rentals*** (see restricted items)
- Liquor
- Narcotics and other controlled substances
- Services performed ***on University premises****** (see restricted items)
- Travel/transportation
- Items disallowed by the P-Card policy
 - Conflict of Interest
 - Personal purchases
- Tuition and/or student fees for all colleges and universities. This includes entrance exam fees, placement test fees, GRE, graduation application fees, etc.
- Splitting purchases to circumvent the transaction limit.

NOTE:

A split purchase is defined as one commodity, or set of commodities sold as a set, that has been split by the merchant to look like two separate purchases. Example #1: a computer, costing \$5,200 is broken into two separate charge slips, one for \$4,500 and one for \$700. Example #2: a department buys 12 computer monitors, costing \$400 each; then goes back the same day, because they found that they had made an error in determining the number of employees who needed new monitors, and buy 3 more. Although the total for all the monitors exceeded the \$5,000 single transaction limit, this is ***not*** considered a split purchase. Example #3: a department goes to the SFSU Bookstore and purchases 8 computers. Each computer is put on a separate credit card transaction slip. The total amount for the 8 computer far exceeds the single transaction limit for the cardholder. Clearly, this is considered splitting the purchase to circumvent not only the P-Card single transaction limit, but also to circumvent Procurement policies.



In addition, splitting transaction between multiple cards (personal and /or P-cards) to circumvent the single transaction limit is prohibited.

2. **RESTRICTED PURCHASES**

- **Flowers and plants** may be purchased for landscaping purposes, for Campus Graduation Ceremonies and for Hospitality purposes, such as Sympathy Gifts. The cardholder should call or e-mail a P-Card Coordinator in advance of the purchase to obtain pre-authorization. Depending on the reason for the purchase, a Hospitality claim may be required along with the monthly P-Card report.
- **Food and beverage items** may be purchased for instructional use only (lab experiments, etc) or by cardholders when purchasing such supplies for an event the university is hosting. The university-sponsored event should be prominently noted on the monthly expense report. The cardholder should call or e-mail a P-Card Coordinator in advance of the purchase to obtain pre-authorization. Depending on the reason for the purchase, a Hospitality claim may be required along with the monthly P-Card report.
- **Hospitality expenses including food and beverages, gifts and give-away items** for promotional purposes may be purchased using the P-Card and it must be pre-approved by the P-Card Office. Cardholder or Approver should obtain pre-authorization via email. A Hospitality form is required with the monthly P-Card reconciliation report.
- **Furniture or Equipment over \$1,000** must be reported to the Property Office.
- **Internet and/or telephone monthly charges for individual employees** may be paid using the P-Card, as long as a copy of the approved HR P230 form (Telecommuting Program Agreement) accompanies the invoice and monthly expense report.
- **Medical supplies** (such as safety glasses, medical tools, blood plasma, etc.) may be charged for Department or instructional use, provided written authorization, signed by the Dean, is on file with the Procurement Card Office *prior* to such purchases being made. The authorization is cardholder specific and does not apply to any cardholder not specifically named in the written authorization document.
- **Nursery stock** may be purchased *for campus landscaping purchases only*.
- **Prescription medication** may be charged by Student Health Services *only*, and must be authorized in writing by the Director of Student Health Services on a per transaction basis.
- **Rentals** – such as equipment for Plant Ops, lighting, costumes, etc. for Creative Arts, caps and gowns for Faculty for commencement, etc. are allowed; however, car rentals or housing rentals are prohibited.
- **Service related purchases, up to the user's assigned single transaction limit, are allowed if the services are not performed on University premises** (Examples: vehicle repairs, equipment repaired at the vendor's place of business, printing services, background checks, translation services, etc.). **Services performed on University property require advance approval and proof of adequate insurance must be on file with the Purchasing Office.**



- **Vehicle & Equipment maintenance** for *SFSU (State) vehicles and equipment operated by Plant Operations, Facilities, Shipping/Receiving and Mail Services only*. The vendor must be on file with the Procurement Card Office and must be approved. Vendors who will perform services on campus must have a valid certificate of insurance on file and must be approved in advance by the Procurement Department for use with the P-Card. In addition, vehicle repairs made using the P-Card must be approved by the RME for that vehicle. The cardholder and RMS are jointly responsible for adhering to SFSU vehicle policy, particularly as regards obtaining three quotes for repairs exceeding \$1,000.
- **Vehicle Fuel** for the Questuary (boat) at the Romberg Tiburon Center

NOTE: Accounts Payable, Buyers and Emergency Cardholders are exempt from the limitations of this policy, both in terms of transaction limits and prohibited or restricted purchases.

C. ATI and IT Security Reviews

ACCESSIBLE TECHNOLOGY INITIATIVE (ATI) & IT SECURITY REVIEWS: If you are purchasing Electronic & Information Technology (E&IT), whether cloud-based services, software or hardware, you will need a review for compliance with CSU Accessible Technology Initiative (ATI) as well an IT Security review, especially if the technology will involve access to confidential data or create a vulnerabilities in the SF State network and IT environment. ATI reflects CSU and SF State's ongoing commitment to provide equal access to information & communication technologies to individuals with disabilities. E&IT that is considered high impact will need in-depth accessibility testing.

Here are a few examples of E&IT products that need both ATI and IT Security reviews *before* using your P-Card:

1. Software licenses, surveys, and Operating Systems.
2. Websites and Web Applications. Cloud-based services.
3. Computer hardware. Office equipment such as copiers and printers, etc...
4. Others. (Please contact Avi Chandiramani (avi@sfsu.edu), DPRC or Procurement (Purchasing) with questions.)

The Technology Acquisition Review Request form is available at the following link:

<https://tech.sfsu.edu/content/technologyprocurementrequest>

The form is straightforward and requires users to input some basic information that will enable DPRC and ITS to determine if ATI or security is a concern. If there are ATI or security concerns, DPRC and/or ITS will contact the requestor for additional information and will provide advice on strategies to mitigate the concerns.



These may include development of an Equally Effective Alternative Access Plan in the case of accessibility, or including standard CSU provisions for information security requirements in the contract or purchase order for a technology procurement.

D. Exceptions to P-Card Policy and Procedures

Requests for any exception to the P-Card policy and/or procedures should be made in writing (e-mail is acceptable). All such requests must come from the P-Card Approving official and must fully explain the reasons why an exception is being sought. Additional documentation may be required by the P-Card Office.

Approvals will be considered and approved as follows:

- Increase in monthly P-Card limit – by P-Card Coordinators, AP Supervisor or AP Manager
- Increase in single transaction limit – by Director of Procurement or AP Manager
- Exception for prohibited or restricted items – by AP Manager or Director of Procurement

E. Unauthorized Use of the P-Card

Purchase of any of the items listed in section 3 may result in the immediate revocation of individual cardholder privileges, unless the P-Card procedures are followed, including obtaining prior approval as outlined in this Handbook. *The cardholder shall be held personally liable for any fraudulent or personal use of the P-Card and may result in disciplinary action.*

F. Administrative Areas of Responsibility

- **U.S. Bank** is the contractor who issues the P-Card.
- **Fiscal Affairs** administers the P-Card program and will be responsible for reporting, coordinating and evaluating all aspects of the program. The P-Card will be received by the P-Card Office from U.S. Bank and will be issued to a cardholder *only after the cardholder has completed the prescribed training*. Monthly credit card statements will be paid by the Accounts Payable Unit.

G. Cardholder Responsibilities

The cardholder is responsible for reading and understanding and complying with all the procedures set forth in this policy. If you have any questions regarding the procedures, contact one of the P-Card Coordinators.



1. Compliance with Policy

- Cardholder is responsible for complying with the SFSU Procurement Card Program Policy, CSU procurement and contracting procedures and policies as well as the issuing bank agreement conditions.
- Completing and acknowledging the required campus procurement card Cardholder training

2. Security

- Cardholder is responsible for the security of the P-Card, including the account number and expiration date. Also, cardholder is prohibited from sharing or authorizing others (subordinates or otherwise) to use his/her card.
- Immediately reporting lost or stolen card to the bank and following the banks rules as well as instructions in doing so. Also notifying Pcard office via email or phone call.
- Immediately reporting fraudulent or suspected fraudulent charges to the bank and following bank rules as well as instructions to clear the charges. Also notifying Pcard office via email or phone call.

3. Obtaining Goods

Cardholder uses the P-Card to purchase goods in person, by telephone, by mail or via the internet. Cardholder must inform the vendor that all items must be shipped direct to the user's *University business address*. Note that exceptions related to shipping location must be approved in advance by both the cardholder's Approver and P-Card Coordinator.

Example:

Ship To: Name
Dept/Bldg/Room
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-xxxx

4. Per Transaction Limit

Cardholder must make no purchase which exceeds the cardholder's per transaction limit. The limit includes tax and shipping. Any request for a temporary increase per transaction limit must be made in writing (e-mail is acceptable) and must explain and justify the need for the exception. Temporary increases per transaction limit must be approved by the Accounts Payable Manager or the Procurement Director.



5. Determine Need

Cardholder determines the need to purchase goods and screens department requests to insure that the request is an appropriate use of the P-Card.

6. Itemized Receipt Requirement

Cardholder will either go to the place of business and obtain the goods; or place an order by telephone, mail or the Internet. In all cases, the Cardholder shall require the vendor to itemize the receipt/invoice. An itemized receipt/invoice consists of:

- Description of goods purchased
- Date of purchase
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable

NOTE: If the receipt is not itemized, the Cardholder must write in the items purchased on the receipt/invoice and have the sales person sign it.

7. SUBSCRIPTIONS

These purchases may be documented by providing a copy of the appropriate order form(s), in lieu of an actual itemized receipt.

8. CONFERENCE REGISTRATIONS

These purchases may be documented by providing a copy of the appropriate order form(s), in lieu of an actual itemized receipt. In addition, cardholder must provide an Authorization to Travel Request Form.

9. Unacceptable Receipt Submissions

The following are ***not accepted*** in lieu of an itemized receipt:

- ***Packing slips*** that are not itemized, including the associated line item and total cost
- ***Credit card slips*** (unless the individual items are listed on the slips)



10. Itemized Receipt Lost / Not Available

If the itemized receipt has been lost, and a duplicate copy cannot be obtained from the vendor, Cardholder must attach a memo of explanation to the monthly report. The memo ***must be signed by the Cardholder.***

NOTE: If there are excessive instances of lost receipts/invoices, as determined by a Procurement Card Coordinator, the P-Card will be revoked immediately.

Please tape small receipts to an 8-1/2" x 11" sheet of paper to ensure that they are not lost in transit.

11. Monthly P-Card Report

After reviewing all of your transactions for the billing period, printing out the Pro-Card statement and sign it. Compute the appropriate use tax when applicable and write it on the Pro-Card statement. This will serve as a "check list" for you and the Approving Official to verify that all receipts are accounted for and to verify that appropriate documentation has been submitted for any restricted items purchased or for Internet or receipt copies.

12. Monthly Settlement Procedures

Cardholder will have access to the card issuer's system for dispute purposes, and for printing the monthly billing statement. (See U.S. Bank procedures)

Cardholder reviews all transactions, and verifies that she/he has an itemized receipt for each. Also, cardholder is responsible for resolution of disputes directly with U.S. Bank as well as resolution of returns/exchanges with merchants.

All transactions will automatically be charged to the cardholder's default Chart Field string. If the cardholder or the approver determines that another Chart Field string should be used for one or more transactions, the cardholder must log-in to the CFS P-Card Mod to make the necessary changes. (See CFS procedures)

Cardholder is responsible for printing the Pro-Card statement from the CFS and for attaching it to the Bank Statement along with all of the corresponding receipts/invoices ***in the same order as they are listed on the statement.***

All review and use tax calculations must be completed, and the Pro-Card statement must be printed, ***by the 5th working day following the close of the billing cycle.*** Once the transactions



have been loaded to CFS, Completed Inquiry, you will no longer be able to edit your Chart Field information.

13. Submission of Monthly P-Card Reconciliation Reports

- Cardholder shall retain all of the itemized receipts until the transaction appears on the monthly card statement.
- Cardholder reviews all transactions and enters use tax, if applicable, assigns alternate Chart Field values as needed, disputes items if warranted.
- Cardholder then prints the Pro-Card statement and reconciles it with the Bank statement.
- Cardholder shall submit all documents including itemized receipts and other required documentation to the Approving Official *within five (5) working days from the close of the billing cycle*.
- Cardholder shall submit the monthly reconciliation report packet in the following order:
 - i. Bank statement
 - ii. Monthly Pro-Card statement
 - iii. Detailed itemized receipts in the same order as on the statement all other required documentation

14. Leaving the University or Transferring to another Department

- Cardholder should notify/cancel card with the P-Card Office as soon as they are separating from the Department/University or if the card is no longer needed.
- Once card is canceled, cardholder should return card to P-Card Office as well as submit their final P-Card reconciliation report packet to Approver or P-Card Office.

The Monthly P-Card reconciliation reports must be received by the P-Card staff no later than the 10th of the following month. (Example: Billing cycle ends on July 20th, monthly report is due to the P- Card Office by August 10th).

NOTE: In the event a Cardholder is out of the office during the close of the billing cycle, the Cardholder is responsible to coordinate with their approving official to ensure submittal of the P-Card statement in accordance with the P-Card Reconciliation Schedule.(P-Card report due date)

H. Cardholder On-Line Procedures

Please refer to the card issuer's training materials and the CFS P-Card Mod procedures, available on our P-Card web pages, and refer questions or problems to one of the P-Card Coordinators immediately.



I. Approving Official Procedures and Responsibilities

- The Approver is responsible for reading, understanding and complying with the CSU Procurement and Contract policies, SFSU Procurement Card policy and Procedures, and the issuing bank agreement/conditions. If you have any questions regarding procedures, contact one of the P-Card Coordinators.
- Requesting cards for authorized users
- Approver is required to complete and acknowledge the procurement card Approver training.
- Approver is responsible for reviewing and approving the cardholder's transaction no later than five (5) business days after the close of each month's billing cycle. Remember that your default account will be charged for any transaction that does not have the appropriate Chatfield values entered into CFS by the established deadline date.
- Approvers may have subordinates or other individuals assisting them in the administration of their Approver activities. The Approver may delegate the authority of approving Cardholder transactions consistent with the Approvers department expenditure authority. Delegation of such authority to any Cardholder is prohibited.
- Notifying/canceling card with P-Card Office as soon as cardholders are separating from the department or University.
- Retrieval of plastic card and final reconciliation report packet from cardholders who are separating from the department or University
- Forwarding plastic card and final reconciliation report packet from cardholders to the PCard office (for cardholders leaving the department or University.)

***NOTE:** Individuals with delegated approval authority shall not approve the expenses of a person to whom they directly report. The approving authority should be the supervisor (or higher level) of the card holder. In addition, individuals with delegated approval authority shall not approve their own P-Card expenses.*

A Delegation of Signature Authority Form or an equivalent form must be on file for each individual to whom approval authority for P-Card expenses has been delegated. Any delegation of authority must be in writing, with copies provided to the Office of the Associate Vice President – Fiscal Affairs.

1. Reconcile Transactions

- Compare Bank statement and Pro-Card statement received from the Cardholder, verifying the Chart Field values to be charged for each transaction on-line in CFS.



- Review and approved charges to insure that purchases are appropriate and that any restricted or emergency items are appropriately documented.
- Review the P-Card report packet to be sure that all receipts and supporting documents are included.
- If any personal or unauthorized charges are present, inform the Cardholder that the charge(s) are the personal responsibility of the Cardholder and that a check must be written payable to SFSU to reimburse the University for the Charge.
- Identify possible violations of assigned Cardholder(s) and take appropriate action if violations are found.
 - Sign and date both the Bank statement and the Pro-Card statement
- Place the signed Monthly P-Card reconciliation report packet in a secure envelope to and send/deliver to:

**Procurement Card Coordinators
Fiscal Affairs, ADM 351**

2. Misuse of Procurement Card

If transactions that are listed as **Prohibited (in Section 3)** appear on the Cardholder's monthly statement, Approver should:

- Advise Cardholder that the misuse has been recognized
- Inform Cardholder that she/he is personally liable for the transaction(s)
- For personal purchases, Approver requests that Cardholder make payment immediately (i.e., check payable to SFSU) and deliver check to one of the P-Card Coordinators. Inform Cardholder that if the payment is not made, card privileges will be revoked by the P-Card Coordinator.
- Advise P-Card Coordinators of misuse

J. Program Administration

Fiscal Affairs is responsible for all administrative aspects of the P-Card Program, including obtaining new and replacement cards for Cardholders, auditing Cardholder reports and supporting documents, and for processing payment to the card issuer.

1. Accounts Payable

The Accounts Payable Unit is responsible for paying the card issuer's monthly invoice within the prescribed timeframe of and will



- Receive the consolidated monthly invoice
- Process payment timely
- Retain monthly invoice according to standard procedures

2. P-Card Coordinators

- Audit cardholder monthly transactions.
- In addition to the routine audits, and to further enhance the effectiveness of the audit process, monitor transactions as they post to cardholder accounts; asking Cardholders to furnish details of any transaction selected that is determined to be questionable.
- Notify Cardholder and Approver of misuse and other infractions of procedure and/or policy.
- Set-up new cardholders.
- Issue new and replacement cards.
- Revoke or suspend card privileges, as deemed appropriate.
- Cancel and receive card from cardholder who leaves his/her Department or the University.
- Prepare and analyze monthly summary reports of transactions and dollar volume.
- Based on the notification received from the Human Resources Department, P-Card Coordinators will work with the card holder and the approving official to obtain the canceled Card and the final P-Card reconciliation report.

3. Fiscal Affairs

Participating units within Fiscal Affairs will evaluate P-Card Program effectiveness, assess department needs and modify program elements as indicated by unit and department analysis.

4. Audits

The P-Card Program is subject to periodic audits by SFSU and CSU Internal Auditors as well as State Auditors, including statements, monthly expense reports, receipts and all other documents. For this reason, as well as in the interest of good business practice, Cardholders, Approvers and Fiscal Affairs Administrative Personnel must conduct all P-Card Program business in strict compliance with established policies and procedures.

Cardholder records will be audited for:

- Itemized receipts (or certified receipt copies, faxed or e-receipts)
- Accurate reconciliation of receipts and monthly expense reports with card statement
- Cardholder signature on monthly reporting documents
- Proper approval signature on monthly reporting documents
- Appropriate use of the P-Card: no split purchases, no prohibited transactions and restricted purchases within policy guidelines

i. Audit Documentation

P-Card Coordinators will document each cardholder audit by completing

- P-Card Audit Program – Summary



In addition, both Cardholder and Approver will be provided with copies of these documents. The original audit forms will be retained in the P-Card Program files for a minimum of two (2) full fiscal years, plus current year-to-date.

ii. Corrective Action

When determining corrective action, the coordinator must consider

- Number of errors
- Significance of errors
- Root cause of errors

Types of corrective action (in order of severity):

- Audit Finding – Warning
- Audit Finding – Suspension of Card Privileges
- Audit Finding – Revocation of Card Privileges

5. Warning

A warning will be issued for missing receipts, missing signatures/dates on statement and monthly expense report and for misuse of the P-Card that is deemed minor, or for first-time misuse of a more serious nature which, in the opinion of the P-Card Coordinator, should not recur.

6. Suspension of Card Privileges

Card privileges will be suspended for failure to secure missing receipts or signatures/dates, cited previously, until the missing/incomplete items are resolved and reviewed/approved by the P-Card Coordinator. Suspension may also be imposed if the required monthly reporting documents are not received on time by the P-Card Coordinator.

7. Revocation of Card Privileges

Card privileges will be revoked for a period of at least one calendar year when major misuse is found, or when a cardholder repeatedly fails to complete the monthly reporting packet on a timely basis, or fails to retain and/or produce itemized receipts, signatures and dates.

The Approver will be copied on all notifications regarding corrective action.

NOTE: Cardholders who have audit findings in a given month will normally be monitored closely until the problem(s) have been resolved.

K. How to Obtain a P-Card – New Cardholder

- Complete the **P-Card Program Participant Request** form and P-Card Program and CFS Access Agreement form.
- Obtain the signature of the Approving Official
- Submit the completed forms to:



P-Card Coordinator

Fiscal Affairs – ADM-351

- Complete the Cardholder Training Program, administered by the P-Card Coordinators (Note: training must be completed successfully before you will be issued a card)
- Read and sign the **P-Card Program and CFS Access Agreement form**
- Pick up your new card *in person* and sign for its receipt
- Use the P-Card for authorized purchases under the per transaction limit, in compliance with all SFSU P-Card Policies and Procedures

L. Replacing a Card or Cardholder

1. Reporting your card lost or stolen

- **Cardholder** – immediately contact the card issuer, by calling **1-800-344-5696**
- **Cardholder** - immediately contact your Approving Official
- **Approving Official** – notify a P-Card Coordinator by telephone and follow up with an e-mail or other written communication

2. Replacing a lost or stolen card

- **P-Card Coordinator** - immediately contact bank to confirm card privileges have been suspended due to lost/ stolen status
- **P-Card Coordinator** – follow up with issuer to obtain a replacement card
- **P-Card Coordinator** – notify cardholder when replacement card is available
- **Cardholder** – pick up replacement card *in person* and sign for its receipt

3. Replacing a badly worn or defective credit card

- **Cardholder** – Notify P-card office via email.
- **P-Card Coordinator** – follow procedures as in steps 2 and 3 in 11.02 above
- **Cardholder** – deliver worn/defective card *in person* to the P-Card Coordinator
- **P-Card Coordinator** – destroy worn/defective card in the presence of the Cardholder
- **Cardholder** – pick up and sign for the replacement card *in person*

4. Replacing a Cardholder

This procedure is required when a Cardholder leaves the department that approved the issuance of the card **or** when the cardholder leaves the University.



5. Cardholder/ Approving Official - Notify P-card office via email.

- **P-Card Coordinator** – Cancel card immediately and request cardholder/approving official to return the card and the final card reconciliation report.
- **Cardholder/Approving Office** – Bring the card and final reconciliation report to the P-Card Coordinator, Fiscal Affairs, ADM. 351
- **P-Card Coordinator** – destroy the card in the presence of the Cardholder/Approving Official
- **Approving Official** – select a new Cardholder, and begin carding process as set forth in Section 9.0

NOTE: The P-Card Coordinators will cancel the card based on the notification received from the Human Resources Department. The P-Card Coordinators will work with approving official to obtain the final P-Card reconciliation in the event cardholder is no longer available.

M. Procurement Card Revocation

This procedure is to be used when a Cardholder has had card privileges revoked due to misuse or because the Cardholder has repeatedly failed to submit the monthly statement and expense report and/or receipts and other required documentation to the P-Card Coordinator in a timely manner; because the Cardholder has repeatedly failed to produce receipts for purchases; or for any other reason as determined by the P-Card Coordinator(s) and/or Accounts Payable management.

1. Determination of Misuse

- **P-Card Coordinator** - determine during the standard audit process whether prohibited transactions have been made; whether any transactions have been split in order to circumvent the per transaction limit; whether restricted or emergency transactions have been made and were not properly justified and documented; or whether the Cardholder has submitted the monthly reconciliation report packet late a sufficient number of times to warrant revocation of card privileges
- **P-Card Coordinator** – If the misuse is determined to be minor, or is the first offense, notify both the Cardholder and Approving official of the misuse *in writing*, informing them that any further misuse will result in the immediate revocation of card privileges

2. Revocation of P-Card Privileges

- **P-Card Coordinator** - If the misuse is determined to be major, or sufficient number of late document submissions have occurred to warrant revocation, submit recommendation to revoke card and discuss the violation(s) with the Accounts Payable Manager
- **P-Card Coordinator** – Upon approval by the Manager, send a “*Revocation Notice*” to the Cardholder, a copy to the Approving Official, and retain a copy in the P-Card Program administrative file
- **P-Card Coordinator** – immediately suspend card privileges with card issuer



- **P-Card Coordinator** – follow up for the return and destruction of the card.

N. Cardholder Request to Close Account

- **Cardholder** may request to have the P-Card account closed by sending a written request (e-mail is acceptable).
- **Cardholder** must return the credit card and the final reconciliation to the P-Card Coordinator.
- **P-Card Coordinator** will close the P-Card account and notify the cardholder and the approving official.
- **P-Card Coordinator** will deactivate cardholder's access in the card issuer's system.

O. Exiting the University or Transferring Department on Campus

- When a Cardholder leaves SF State, they must return the card with the final reconciliation report to the P-Card Office
- If a Cardholder transfers to another Department, they must notify the P-Card Program Administrators in writing to cancel the card and submit their final reconciliation report to the P-Card Office if there is/are any activities.

V. INFORMATION SOURCES

Fiscal Affairs Procurement Card Staff

P-Card Coordinators:

Jason Huynh – jhuynh@sfsu.edu – x82546

Melissa Naranjo – mnaranjo@sfsu.edu – x53684

Amanda Gazzo – amandag@sfsu.edu – x87139

Accounts Payable Supervisor:

Courtney Cheng – clcheng@sfsu.edu – x53693

Accounts Payable Manager:

David Chelliah – chelliah@sfsu.edu – x82367



**SEE additional information regarding U.S. Bank Procedures and the CFS (Common Financial System) procedures at Fiscal Affairs Website:
<http://fiscaff.sfsu.edu/>**

VI. DEFINITIONS

Administrator – An individual who is responsible for the day-to-day management and operation of the procurement card program

Cardholder – The named individual to whom the procurement card is issued and whose name appears on the card.

Approver – An individual at a supervisory level who is responsible for reviewing and/or approving purchases made by the Cardholder. Approvers may not be in a subordinate relationship to the card holder.