

PURCHASING CARD (P-CARD) USER GUIDE

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WHY HAVE A P-CARD

Foundation¹ uses a variety of methods to purchase goods and services, purchase orders, and direct expenses. The P-Card can be used as an alternative option, replacing existing methods of obtaining supplies and allowable services which are not restricted or prohibited. Cardholders are encouraged to use the P-Card for low-cost purchases in order to achieve monetary savings and improve processing time. The P-Card is for authorized Foundation purchases only, and is not for personal use or for purchases belonging to the University.

P-CARD TRAINING

In order to receive a P-Card, the requesting cardholder must complete mandatory Foundation P-Card training (available on the last Thursday of each month, unless it falls on a Holiday or otherwise noted). A card will be issued only after training has been completed. Re-training will be required every two years for as long as you hold a P-Card.

APPLY FOR A P-CARD

Complete an application:

P-Card for an Individual Cardholder or Department Cardholder

If a departmental cardholder is chosen, a responsible party must be designated. The responsible party will have the same responsibilities as an individual cardholder, such as allocating transactions and submitting a monthly reconciliation. In addition, the cardholder must keep a log of the people in the department who check out the P-Card. The required template for the departmental log is available to download here:



The responsible party will also be the contact person in the department regarding all P-Card transactions.

Select an 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. A cardholder verifies the purchases, and the Approving Official validates the transaction. The cardholders themselves cannot approve their own charges.

Determine a Monthly Spending Limit

The Approving Official will determine the spending limit for a cardholder. The spending limit should be set

¹ “Foundation” shall include those auxiliary organizations supported by the Foundation, including but not limited to the Associated Students, Inc. (ASI), Loker Student Union (LSU), and Philanthropic Foundation (collectively, the “Auxiliaries”).

to accommodate your department's needs and can be raised later if needed. The single purchase limit (what can be spent at one time with one merchant) is set at \$1,000 for all cardholders.

Determine a Default Account

An Account Number (aka Org Key) and Object Code must be listed as the default account on your card. The administrative coordinator for your department should know what account to list. For Grants and Contracts default accounts, the PI's professional development account or a department account must also be included. All charges on your credit card will be made to this default account unless another account number is approved by the respective custodian within seven (7) working days. The cardholder is ultimately responsible for all charges incurred.

Signatures

The application should have the signatures of the cardholder, the Approving Official (usually the Supervisor), and the Foundation CFO.

Delegate

The cardholder has the option to assign a delegate to receive P-Card transaction emails and submit them on their behalf (for example a Director may request their assistant to be a delegate).

P-CARD ACTIVATION

Upon receiving your card, you will receive written instructions (via a Cardholder Reference Guide) on how to activate your card and how to create a PIN prior to using the P-Card. If you have questions, please email the P-Card Administrator ([see Contacts below](#)). Upon activation, sign the back of your card and write "REQUEST CSUDH I.D." for security reasons.

RESPONSIBILITY

The cardholder is responsible for ensuring the credit card is used in accordance with the procedures outlined in this User's Guide. All purchases **must** be in compliance with Foundation P-Card policy.

CARDHOLDER'S PROCEDURES**Security of P-Card**

The cardholder is responsible for ensuring the P-Card is kept in a secure location. If kept in the office, it should be kept out of sight and locked up when not in use.

ACCEPTABLE DOCUMENTATION OF PURCHASES

An itemized original receipt or invoice will be needed for each purchase. An itemized receipt/invoice consists of the following information:

- Description of items purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount paid
- Shipping charges, if applicable

- Name of vendor

If the receipt or invoice you receive is not itemized, you must itemize the purchase(s) in the Additional Justification field on the P-Card transaction update Webform.

If the invoice has been emailed, print it as a PDF, and add the attachment to the P-Card transaction update Webform.

If a receipt or invoice has been lost and another cannot be obtained from the vendor, attach the "Lost Receipt Form."



Fillable
Lost-Receipt-Form

NOTE: The P-Card will be canceled due to prohibited purchases, lack of pre-approvals (i.e., purchase orders, required forms, executed agreements, etc.), misuse, excessive missed deadlines, lost receipts, or excessive transferring of amounts to other accounts, and may include disciplinary action up to and including termination.

P-Card original receipts must be kept until the transaction appears on the P-Card transaction update Webform, is submitted through the workflow process, and the transaction has completed the annual audit cycle.

P-Card monthly paper statements are not available through the workflow process.

When reconciling your monthly Cardholder Activity report, you are responsible for reviewing and updating each item description. You **MUST** complete each transaction update/completion process no later than seven (7) working days of email notification.

Prior to submitting the P-Card transaction update Webform for processing, you **MUST**:

- Update the Description field for each purchase (Do not use item numbers only; provide a description of items purchased with a valid business purpose). There are only 30 characters. If you need more space, include it in the Additional Justification field.
- Verify vendor's name and dollar amount for each transaction.
- Change Account Number and Object Code if necessary.
- If the transaction is travel-related, the cardholder must identify: the traveler, the dates of the trip, and the destination.
- Through the P-Card transaction update Webform processing, the transaction, including the supporting attachments, will be digitally routed to the cardholder's Approving Official for review and digital approval.

Once the transaction is fully processed through the Webform workflow, the transactions will be posted into ONESolution, and the cardholder can be able to look at them in the accounting reports.

COST RECOVERY FEE SYSTEM STRUCTURE

P-Card transactions that do not adhere to the Foundation’s P-Card policies and procedures will be subject to a cost recovery fee. The purpose of the fee system is to recover the cost of reconciling statements that have been processed incorrectly and need additional follow-up to make corrections. These fees will be charged to the default Account Number provided by the cardholder on a monthly basis and will be charged via a journal entry.

FEE SYSTEM STRUCTURE

ITEM	COST RECOVERY FEE DESCRIPTION	FEE VALUE (PER BILLING CYCLE)
1	Late reconciliation without notification	\$10.00
2	Missing receipts	\$2.00 per missing receipt
3	Unauthorized transactions	\$5.00 per transaction
4	Splitting transactions*	\$5.00 per transaction
5	Missing hospitality form	\$2.00 missing form
6	No comments/no account reconciliation	\$2.00 per missing comment/reallocation
7	Other infractions	\$5.00

*Splitting transactions refers to breaking a single payment into smaller payments to circumvent single-purchase limits.

If multiple fees are incurred and/or a pattern of behavior is developed, the card account may be suspended or terminated.

DISPUTED CHARGES

Disputed charges are amounts the cardholder believes to be incorrect or when goods and/or services were not delivered.

If the cardholder wishes to dispute an item, please write “DISPUTED” in the Additional Justification field in the P-Card transaction update Webform, in addition to contacting Bank of America Global Card Services at (888) 449-2273. The cardholder is responsible for contacting Bank of America Global Card Services on all questionable, defective or disputed items, which appear as a transaction on your P-Card transaction update Webform within 25 days after the date of the transaction.

The cardholder is also required to contact the merchant for a dispute resolution of the charge. It is the cardholder's responsibility to monitor and continue the dispute resolution process through application of appropriate credit.

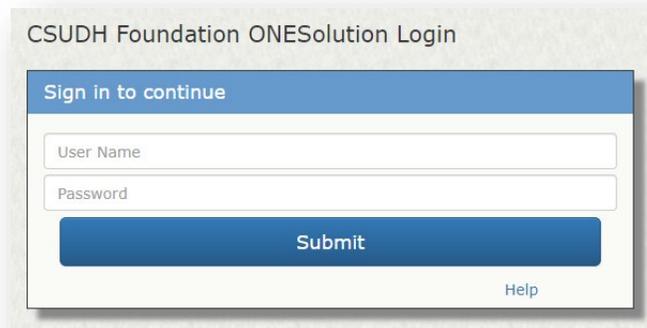
The P-Card Administrator (see Contacts below) must be notified as soon as the charges are discovered, as well as when they are credited.

The cardholder should write the date, time, and person contacted in the Additional Justification field related to the disputed transaction. If items purchased with the P-Card are received defective, it is the cardholder's responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace the defective item, then the purchase of this item will be considered DISPUTED and Bank of America Global Card Services must be notified.

PROCESSING TRANSACTIONS

The next working day after using your procurement card, the Cardholder and the Delegate (if applicable) will receive an email from Foundationwf@csudh.edu indicating the need to complete the transaction for the Approving Official.

- Select the hyperlink on the email to open the transaction in the web form.
- Login to ONESolution.



- If the purchase is related to an existing purchase order for the vendor listed, select the PO number from the available picklist.

PO Number

- Select the Edit icon immediately to the left of the line item and update the **Account Number** and **Object Code** as necessary.

Entries						
Actions	Account Code	Object	Description	Amount	Tax	Total
EDIT	1101 Foundation Central Office	8585 Supplies - Office	Testing	0.01	0.00	0.01

- Enter a **clear description**. This field is limited to 30 characters.

Add Entry
×

Account Code

1101 | Foundation Central Office
▼

Object

9999 | P-Card Interface Use Only
▼

Description

Test business purpose|

Amount

Tax

Total

CLOSE

SAVE

- If you desire to allocate the transaction to multiple accounts, select **+SPLIT** and enter the accounts and amounts to be charged to each. The total amount of the transaction may not be changed.

Entries						
Actions	Account Code	Object	Description	Amount	Tax	Total
EDIT	1101 Foundation Central Office	8585 Supplies - Office	Testing	0.01	0.00	0.01
	+ SPLIT					
	Totals:			0.01	0.00	0.01

- When finished, select **SAVE**.
- If necessary to add clarity to the purchase, enter further explanation in the Additional Justification field.

Additional Justification

- Select **+ADD ATTACHMENT**, select the proper attachment description, click inside the File field and find and select the related file, then select **SAVE**. Attachments must be in PDF format; however, the Gift Card Tracking log must also be in Excel format.

Attachments

Actions	Description	Document
+ADD ATTACHMENT		

- Select **SUBMIT** to complete the transaction.

[SUBMIT](#) Click Once Only

CSUDH FOUNDATION Procurement Card Transaction Update Help ▾

Date: 01/13/2022 **Transaction #:** TEST0113 **Vendor:** T029730 | ROBERT SESNON CPA/PC New Instance

PO Number

Entries

Actions	Account Code	Object	Description	Amount	Tax	Total
EDIT	1101 Foundation Central Office	8585 Supplies - Office	Testing	0.01	0.00	0.01
Totals:				0.01	0.00	0.01

Additional Justification

How does this serve the mission of the University?
 Required for hospitality-related purchases.

Attachments

Click Once Only

SUBMIT

HOW TO AVOID HAVING THE WEBFORM GETTING REJECTED AND DELAYING PROCESSING

1. Ensure all required documentation is attached. For example: travel authorization form, hospitality form, gift card authorization form, gift card tracking log, etc.
2. Receipt (proof of payment) must include an itemization of charges

WEBFORM IMPORTANT INFORMATION

1. In order to use the Webform, users (including Approving Official) must have access to the [VPN](#), [GlobalProtect](#), [Duo mobile](#), and [ONESolution](#).
2. Do not use quotation marks ("") in comment fields.
3. Avoid special characters in file names. For example, "Test_ 1 • n sign in sheet.pdf"
4. Rejected transactions will be sent to your email account with rejection comments.

RESPONSIBILITY OF AN APPROVING OFFICIAL

The Approving Official is responsible for the following:

1. Reviewing charges to ensure that purchases are appropriate, allowable, and appropriately documented for payment.

2. Reviewing the completed P-Card transaction update Webform to be sure all invoices or receipts are included.
3. Digitally signing and approving each P-Card transaction update Webform report prepared by the cardholder.

APPROVING OFFICIAL’S PROCEDURES

After the cardholder completes and approves each transaction, the cardholder’s supervisor and/or authorized account signer will receive an email requesting their approval.

- All transaction details will be clearly present in the body of the email. If desired, the transaction may be opened in the Webform by selecting the hyperlink. However, only the cardholder may make changes.
- Supporting documentation may be viewed by selecting the hyperlink(s) at the bottom of the email. ONESolution Login is required.

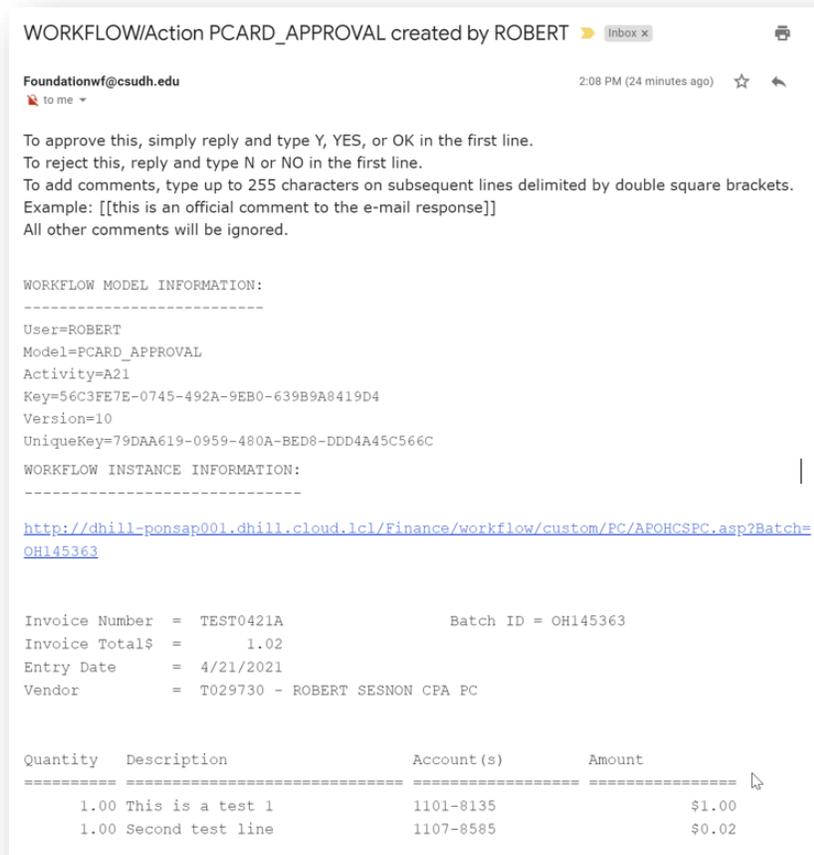
```

WORKFLOW INSTANCE INFORMATION:
-----
http://dhill-ponsap001.dhill.cloud.lcl/Finance/workflow/custom/PC/APOHCSPC.asp?Batch=OH145363

Invoice Number = TEST0421A           Batch ID = OH145363
Invoice Total$  =          1.02
Entry Date      = 4/21/2021
Vendor          = T029730 - ROBERT SESNON CPA PC

Quantity  Description                Account(s)                Amount
-----
1.00 This is a test 1                1101-8135                  $1.00
1.00 Second test line                1107-8585                   $0.02
    
```

- As the supervisor and/or approver, you are responsible for carefully reviewing the transaction and assuring it meets the necessary requirements.
- Upon successful review, approve the transaction by replying to the email and entering Y or YES on the first line. Send it off, and you’re done!
- If for any reason the transaction is incorrect, reply to the email, enter N or NO on the first line, and include an explanation on subsequent lines surrounded by double brackets. For example: **[[this is an official comment to the e-mail response]]**. The transaction will automatically be sent back to the cardholder for correction.



APPROVER IMPORTANT INFORMATION

1. Reply to the Foundationwf@csudh.edu email with only **YES, Y, or OK** (in capital letters)
2. Remove any extra spaces or paragraphs that were inadvertently typed in the response, including signature and/or an automatically generated response.
3. The verbiage from the original message must be kept when replying to the email to ensure ONESolution is able to identify what transaction is being approved.

ACCOUNT APPROVER’S RESPONSIBILITY

The authorized account signer on the account reviews each transaction for the following. If any requirements are not met, the transaction should be rejected, and detailed comments should be provided so the requester can update the transaction accordingly.

1. Funds are available to cover the expense
2. Transaction is allowable under account restrictions
3. Sufficient documents are attached to support the transaction
4. Other account requirements, as needed

POST AWARD APPROVER'S RESPONSIBILITY

Post Award reviews each transaction for the following. If any requirements are not met, the transaction should be rejected, and detailed comments should be provided so the requester can update the transaction accordingly.

1. Funds are available to cover the expense
2. Transaction is allowable under account restrictions
3. Sufficient documents are attached to support the transaction
4. Correct account and object code(s) is selected
5. Vendor is not debarred or suspended

ACCOUNTS PAYABLE APPROVER'S RESPONSIBILITY

Accounts Payable reviews each transaction for the following. If any requirements are not met, the transaction should be rejected, and detailed comments should be provided so the requester can update the transaction accordingly.

1. Sufficient documents are attached to support the transaction
2. Receipt provided to support the amount of transaction
3. Correct object code(s) is selected
4. Description and Additional Justification/Quotes articulates transaction when applicable (refer to invoice details and invoice text)

CONTACTS

Contact **Bank of America** for questions regarding declines, fraud, and general card inquiries. The Bank of America Global Card Services Team is available 24 hours a day to assist you with the general program or card-related questions, as well as assistance with card activation, transaction or balance inquiries, lost/stolen cards, or transaction disputes.

- Telephone: (888) 449-2273; Outside the U.S., call collect at (602) 379-8753
- Support is available in English, Spanish, and French
- Global Fraud & Disputes: (866) 500-8262; call collect at (509) 353-6656

Note: Please have your card account number, Verification ID, and statement zip code available to confirm when prompted.

P-Card Administrators should be contacted for credit limits, spending limits, merchant category code restrictions, general questions, and for any issues Bank of America is not able to resolve. P-Card Administrators should also be alerted regarding lost/stolen cards and fraud.

CSUDH Foundation P-Card Administrators:

1. Fernando Rodriguez, Accounts Payable Specialist – Email: fernandor@csudh.edu; Phone: (310) 243-3216
2. Patty Young, Accounts Payable Specialist – Email: pyoung@csudh.edu; Phone: (310) 243-3241

If the above P-Card Administrators are not available, please contact Cherisse Ross, Controller, via email cross@csudh.edu or phone (310) 243-2468.

HOW TO REPLACE A P-CARD

There may be instances where it becomes necessary to replace a P-Card. It will be the cardholder's responsibility to initiate this process. Follow the instructions below:

Reporting a lost or stolen P-Card or requesting the replacement of a worn out or defective card

The cardholder will immediately contact Bank of America Global Card Services at (888) 449-2273. The cardholder will also immediately notify the Foundation P-Card Administrator by email ([see contacts above](#)).

When a card is reported lost or stolen, a new card will be issued. Replacement cards will be mailed to the P-Card Administrator. The Program Administrator will notify the cardholder when a new card is ready to be picked up.

If a P-Card needs to be replaced because it is worn out or defective, please email Foundation P-Card Administrator by email ([see contacts above](#)) and a new card will be requested.

Exiting the university or transferring departments on campus

When a cardholder leaves Foundation or the university, their P-Card must be returned to the P-Card Program Administrator.

If a cardholder transfers to another department, the P-Card Program Administrator must be notified in writing in order to update the cardholder and Approving Official information. A change in the Approving Official requires that a Purchasing Card Request Form be completed and submitted by email to the Foundation P-Card Administrator by email ([see contacts above](#)).

HOW TO INCREASE P-CARD LIMITS

Monthly Limit

The cardholder may find the bi-monthly dollar limit needs to be increased. On a case-by-case basis, requests for increases are evaluated by the CFO. To request an increase, the cardholder sends an email to the Approving Official outlining the specific situation surrounding this particular purchase, why such an increase is needed, and the dollar amount requested. Once the Approving Official grants the increase, they shall forward the approving email to the P-Card Administrator ([see contacts above](#)), and the CFO, outlining the specific situation surrounding this particular purchase, why such an increase is needed, and the dollar amount requested. A Zoom meeting by the CFO may be required before approval can be granted. An email will be sent to the Approving Official and Cardholder by the CFO either granting or denying the request. Please allow ten (10) business days for the CFO to review the request. Increases are generally effective immediately after they are entered into the Bank of America Global Card Services system. An email will be sent confirming the increase has been completed.

Single Purchase Limit

In certain situations, a temporary increase to a cardholder’s single purchase limit may be granted. On a case-by-case basis, requests for increases are evaluated by the CFO. To request an increase, the cardholder sends an email to the Approving Official outlining the specific situation surrounding this particular purchase, why such an increase is needed, and the dollar amount requested. Once the Approving Official grants the increase, they shall forward the approving email to the P-Card Administrator (see contacts above), and the CFO, outlining the specific situation surrounding this particular purchase, why such an increase is needed, and the dollar amount requested. A Zoom meeting by the CFO may be required before approval can be granted. An email will be sent to the Approving Official and Cardholder by the CFO either granting or denying the request. Please allow ten (10) business days for the CFO to review the request. If the request is granted, the single purchase limit increase will only be effective for a 10-day period and then will return to the prior amount.

ALLOWED AND DISALLOWED PURCHASES

Below is a list of allowed and disallowed purchases. Items allowed below may not be permitted on Sponsored Programs funds and are subject to the terms, conditions, and requirements of the sponsoring agency contract. In the absence of such requirements, the Foundation P-Card policy will apply. Please consult the Sponsored Programs office, the CFO, or any other Foundation authority, for confirmation if necessary. The P-Card will be canceled due to prohibited purchases, lack of pre-approvals (i.e., purchase orders, required forms, executed agreements, etc.), misuse, excessive missed deadlines, lost receipts, or excessive transferring amounts to other accounts, and may include disciplinary action up to and including termination.

ITEMS THAT REQUIRE PREAPPROVAL

Allowed Purchases with an Approved Purchase Order

- Any and all services, including Independent Contractors
- Fixed Assets and theft sensitive items (along with a Fixed Asset Acquisition form)
- IT purchases and related services (along with a Fixed Asset Acquisition form) and IT approval

Allowed Purchases Requiring a Fully Executed Agreement by Foundation’s Executive Director

- Any and all services, including Independent Contractors (1099-NEC),

Allowed Travel-Related Transactions

requires submission of an approved travel authorization form to Foundation before purchase

- Hotel room and internet charges only
- Transportation
- Conference registration
- Parking
- Gasoline for rental or state vehicles

Allowed Hospitality expenses require pre-approval using a Hospitality form and/or

Gift Card purchases require pre-approval using a Gift Card/Gift Certificate Purchase Request Form

- Food/beverages (including alcohol)

- Public relations/advertising and other promotional items
- Awards/prizes/gift baskets/flowers/cards
- Entertainment services/events (décor, equipment and venue rental, music, performers, etc.)
- Sponsorships/attending a community event/memberships and social organizations

Other Allowed Purchases

- Inventory, where appropriate
- Off-campus equipment repairs
- Postage
- Duplication and printing from CSUDH partner vendors
- Professional dues and memberships
- Services (professional/contract labor/etc.)
- Subscriptions and magazines
- Supplies and materials not otherwise prohibited

PURCHASES OF OFFICE PRODUCTS AVAILABLE FROM WITHIN CSUDH, THE UNIVERSITY BOOKSTORE, OR OFFICE DEPOT OR, OTHER PREFERRED VENDORS SHOULD BE CONSIDERED FIRST.

Disallowed Purchases

The use of the P-Card is strictly prohibited for the following:

- Animals
- Cash advances/bank checks/traveler's checks/electronic cash transfers
- Clothing/uniforms
- Equipment costing more than \$5,000 which requires Fixed Asset Tracking
- Gasoline for personal vehicles
- Hazardous material
- Honorariums/stipends (1099–Misc.)
- Conflict of interest
- Firearms and related (i.e., ammunition)
- Narcotics (i.e., illegal and controlled substances) and other illegal items
- Personal expenses
 - If your card is accidentally used for a personal purchase (or a University purchase), you must immediately reimburse the charge through your P-Card Administrator (see Contacts above) with a written explanation along with the unauthorized transaction fee of \$5. Attach your check (with the \$5 fee) and letter of explanation to your P-Card Administrator (see Contacts above). If excessive instances of personal purchases occur, your card will be revoked for misuse, and you will be charged the appropriate fee(s) along with disciplinary action that can include termination of the P-Card and notification given to the Supervisor.

Other disallowable expenses:

- Leases and maintenance agreements
- Specifically restricted by Grants & Contracts
- Software that requires a signed license/maintenance agreement
- Split purchases to circumvent policy

- Trademark or logo purchase as outlined by CSUDH
- Tuition

This list is not comprehensive but is typical of disallowed purchases. Any questionable purchase should be reviewed in advance by your CFO. Please allow ten (10) business days for review.

Rebates and Purchase Promotions

Receiving personal compensation, including direct or indirect gratuities, commissions, gifts, rebates, refunds, or any other type of compensation, for placing a purchase with a vendor or contractor using Foundation funds is strictly prohibited.

Rebates/Refunds:

If a rebate or refund is associated with a Foundation P-Card transaction, it is the cardholder's responsibility to remit the full amount of the rebate/refund to the CFO along with the applicable fee (i.e., unauthorized transaction or other infraction) of \$5 and completed Deposit Memo form. The CFO will ensure the funds are remitted to the Administrative Assistant in Procurement for deposit. The account that expensed the original purchase is the account that should be credited the full amount of the rebate/refund as well as the fee. In addition, any gift card received as a result of a P-Card purchase shall be reported to the CFO and used for university purposes.

RESOURCES AND REFERENCE MATERIALS

Please refer to Foundation policies and procedures to ensure all P-Card purchases are aligned. The most recent policies and procedures can be found on Foundation's website, <https://csudhfoundation.com/>.

Noteworthy policies include the following:

- Purchasing Card (P-Card) Policy
- Cardholder Reference Guide
- Hospitality Policy
- Travel Policy
- Procurement Policy
- Fixed Asset Policy