

PROCUREMENT CARD QUICK REFERENCE GUIDE
(The P-card shall only be used for official state business)

TOPIC	DESCRIPTION
Cardholder Responsibilities	It is the cardholder's responsibility to ensure that their P-card is used in accordance with the procurement card program policy, and that all purchases are in compliance with CSU procurement policies and procedures: http://www.calstate.edu/icsuam/documents/Section5000.pdf
Training	All cardholders are required to attend training prior to issuance of card.
P-Card Limit	Cardholders are responsible for ensuring they do not exceed the single purchase limit and monthly limits.
Prohibited Purchases	<p>The P-card may not be used for the following:</p> <ul style="list-style-type: none"> • Splitting purchases to circumvent cardholder's single purchase limit • Personal expenses • Equipment • Services (except upon prior written approval by Procurement and Contracts) • Cash advances • Hazardous materials and firearms • Narcotics and controlled substances • Furniture (excluding individual chairs) • Meal expenses while traveling on official university business
Restricted Purchases	<p>The P-card may be used for restricted items upon written approval by the P-card Program Administrator. Requests for restricted items shall be submitted in writing via email and include a justification for the purchase.</p> <p>The following items are restricted:</p> <ul style="list-style-type: none"> • Hospitality - Approval must be obtained prior to purchase. • Services are highly restricted, contact P-card Administrator for approval. • Equipment valued at over \$500 is highly restricted on P-card and should be purchased via purchase order. In special circumstances, consideration may be granted for a one-time purchase on P-card. • Appliances such as refrigerators, microwaves, coffeemakers, etc., require special justification and cannot be purchased using general funds. • IT purchases and services (i.e. software, hardware, and online services) must be approved by IT prior to purchase. Contact P-card Administrator for approval.
Travel	All campus business travel MUST be pre-approved. Before a travel expense can be incurred using P-card, a Travel Request Form must be completed and submitted to Accounting Services. P-card is authorized for travel expenses such as hotel, transportation, conference registration, parking fees, incidentals, etc. NOTE: Meals while traveling are prohibited.
Reconciliation	The cardholder is responsible for completing the monthly reconciliation. The completed reconciliation packet must be submitted by the due date announced to all cardholders each month, by Accounting Services or cardholder will be in violation of the policy and subject to a written warning.
Suspension Revoke of Card	Cardholders receiving three written warnings for violation of card use are subject to a 30-day suspension. Continued violation may result in revocation of card. Cardholder will be required to attend a P-card Refresher Training to reinstate P-card privileges.
Disputes	The cardholder is required to contact the vendor 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.