

Title: P-Card Procurement Process
Department: Financial Services
Effective Date: October 15, 2019

PURPOSE

To establish standard operating procedures for Physical Plant Management (PPM) as it relates to procurement of good and services with the Campus issued University P-card.

RESPONSIBILITY

It is the responsibility of PPM employees with University issued P-cards to comply with the P-Card Program Manual and its rules and regulations. All cardholders are required to go through P-card training and agree to its usage for university purposes only. Cardholders are also responsible for all charges on his/her card.

PROCEDURES

Purchases:

1. Purchase is made by only authorized cardholder.
2. Invoice must be issued to CSUN and itemized with description, taxes, and total, etc.
3. Work order (or stock number) AND signature of who made the purchase is written on the invoice.
4. No taping or highlighting on invoice. Use a paper clip to secure odd size receipts.
5. Retain a copy of the invoice for shop/area file.
6. Invoice copy is then filed in appropriate folder (by month).
7. Original invoice is submitted to PPM Financial Services (Lucy Twitchell, room 107F) and placed in her in-box on the wall.

Reconciling Credit Card Statement

1. Once per week during the month, the cardholder will go to US Bank Access Online to view and approve the transactions. (Please refer to US Bank Access Online SOP)
2. Verify that the transactions coincide with the cardholder invoices on file. (**Note: Amount on invoices must match statement. If it does not match, please contact PPM Financial Services so that we can assist with contacting the vendor to remedy the difference.**)
3. The monthly statement will be printed for all cardholders on approximately the 19th of the month. Verify all charges for the monthly cycle are accurate.


4. All charges must be in “Approved” status and sent to Kate Rodriguez (or designated Approver) as “Final Approver”, regardless of dispute, fraud, lost receipt, or errors.
5. Financial Services will request any invoices that may be missing, inaccurate, or illegible to be completed before the statement due date set by the University.

REFERENCES

The P-Card Program Manual: <https://www.csun.edu/sites/default/files/purch-pcard-manual.pdf>

P-Card Matrix: <https://www.csun.edu/sites/default/files/purch-matrix.pdf>

APPROVED



Jason R. Wang, Senior Director

10-16-19

Date

APPENDIX