



P-CARD PROGRAM MANUAL

Administration & Finance Division

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CONTACT LIST FOR ASSISTANCE

P-CARDHELP DESK

Waiver requests, declined transactions, limit changes, US Bank account updates or OfficeMax related questions:

- Access the [pcardhelp link](#) located on the Purchasing website to log a request or
- Send an email to pcardhelp-l@csun.edu.

REPORTING LOST OR STOLEN P-CARDS

- Contact US Bank Customer Service at (800) 344-5696.
- Access the [pcardhelp link](#) located on the Purchasing website to log a request or email the P-Card Coordinator at pcardhelp-l@csun.edu to initiate a new replacement card.
- The Cardholder will be notified by the P-Card Coordinator when the replacement P-Card is available for pickup.

Note: Have the card account number and password ready. Do not to use personal information (i.e., mother's maiden name or social security number).

REPORTING FRAUDULENT ACTIVITY

- Contact US Bank Customer Service at (800) 523-9078 or
- Access the [pcardhelp link](#) located on the Purchasing website to log a request or email the P-Card Coordinator at pcardhelp-l@csun.edu to initiate a new replacement card.
- The Cardholder will be notified by the P-Card Coordinator when the new P-Card is available for pickup.

Note: Have the card account number and password ready. Do not to use personal information (i.e., mother's maiden name or social security number).

PASSWORD RESETS

- Contact US Bank Customer Support at 877-887-9260 or
- Access the [pcardhelp link](#) located on the Purchasing website to:
 - Visit the Frequently Asked Questions page on how to reset passwords.
 - Log a request.
 - Email the P-Card Coordinator at pcardhelp-l@csun.edu to reset a password.

ACCOUNTING/BILLING QUESTIONS

- Contact Accounts Payable at 818-677-3472.

P-CARD PROGRAM

LEGAL REFERENCE & AUTHORITY:

California State University Executive Order 760 establishes minimum standards for the use of procurement cards. EO 760 delegates authority for procurement cards to each campus President. For CSU Northridge, delegation for the purchase of goods and services is delegated from the President to Purchasing & Contract Administration. Purchasing & Contract Administration delegates a limited authority for the purchase of goods and services via the procurement card program to Cardholders. The CSU System uses the US Bank visa card for the procurement card program.

GENERAL USE:

The term used for the campus procurement credit card is "P-Card". The P-Card should be used as the first option to obtain supplies and services in accordance with the procedures contained in this manual. Cardholders are encouraged to use the P-Card for purchases whenever applicable, in order to achieve cost savings and efficiency. Use of the P-Card does not replace existing procedures, but is a compliment to current procurement procedures.

The P-Card may not be used for travel expenses to include registration fees, off campus training costs, conference seminar fees, lodging and travel expenses. Refer to the US Bank Personal Liability Travel Card for Travel handled through Accounts Payable.

UNIVERSITY PURCHASING PROCEDURES:

Effective December 1, 2011, a change in the University's purchasing procedures will take effect. Anticipated requisitioned purchases of \$10,000.00 and below shall be procured using the University's Department P-Card in lieu of a requisition. All P-Card program policies and procedures shall be strictly adhered to.

Purchase requisitions \$10,000 and under that meet the criteria for P-Card use will be cancelled by Purchasing and Contract Administration. The requestor will be asked to complete the purchase using the P-Card.

CONFLICT OF INTEREST:

Procurement Cardholders and/or Approvers are considered designated positions and thus subject to CSU's conflict of interest code. Each Cardholder and/or Approver may be required to complete the [Statement of Economic Interests form 700](#). Human Resources will contact new Cardholders and/or Approvers regarding the required forms.

PROGRAM ADMINISTRATION (Administration & Finance Division)

Purchasing & Contract Administration and Accounts Payable jointly administer the P-Card program and are responsible for accumulating, reporting, coordinating, auditing and evaluating all aspects of the P-Card program.

Purchasing & Contract Administration is responsible for administering Cardholder and Final Approver training, distributing P-Cards, assisting departments, monitoring the proper use of the P-Card program and issuing infraction notifications.

Accounts Payable is responsible for receiving the monthly reconciliation documentation, performing post audits and making monthly payments to US Bank.

INFRACTIONS/NON-COMPLIANCE:

The CSU System uses the US Bank Visa credit card for the P-Card program.

The use of the P-Card is a privilege as well as a cost effective and efficient method to procure goods and services. Failure to comply with the procedures in this guide including timelines for the monthly reconciliation will result in the following infractions/penalties to the Cardholder's account:

- The first infraction will result in an email warning.
- The second infraction will result in a warning memo to the Cardholder.
- The third infraction will result in a temporary revocation of the P-Card privilege for a minimum of three (3) months.
- The fourth infraction will result in a permanent revocation of the P-Card privilege.

FAILURE TO SUBMIT TIMELY RECONCILIATION STATEMENTS:

Reconciliation packets that have not been received by the required due dates may result in the following penalties to the Cardholder's account:

- First late submission: Automatic suspension, pending receipt of reconciliation packet in Accounts Payable.
- Second late submission: Automatic suspension for thirty (30) days. Packet is required to be turned in regardless of suspension period.
- Third late submission: Permanent revocation of the Cardholder's privileges.

The Cardholder Manager and Final Approver will be copied on all correspondence involving infractions and non-compliance.

EMPLOYEE TRANSFER OR SEPARATION FROM THE UNIVERSITY

Final Approver must notify the P-Card Coordinator if a Cardholder will be separating from the University or transferring to another division. Include in the request the last work date of the employee and the date the card should be terminated. Request can be submitted by accessing the [pcardhelp link](#) located on the Purchasing website, log a request or email the P-Card Coordinator at pcardhelp-1@csun.edu.

The following items will be needed:

- If a Cardholder transfers to another department, the P-Card account will be closed. All receipts for pending transactions in the current billing cycle must be obtained and given to the Final Approver. **The credit card must be returned in person to the P-Card Coordinator.** Do not return a P-Card through the interoffice mail.
- Upon termination of employment from the University, the Cardholder must submit all receipts for transactions in the current billing cycle to the Final Approver. The credit card must be returned to the P-Card Coordinator with the HR Employee Separation Form, as part of the separation/clearance process as outlined by the Office of Human Resources. Do not return a P-Card through the interoffice mail.

Upon notification of a terminated or separated employee, the P-Card Coordinator will contact the final Approver to confirm that the Cardholder approved any pending transactions in the current billing cycle appearing in US Bank Access Online.

The P-Card Coordinator will deactivate the P-Card account and access in US Bank Access Online and OfficeMax.

FINAL APPROVER RESPONSIBILITIES AND PROCEDURES

FINAL APPROVER RESPONSIBILITIES:

1. Security of US Bank Online Access- Keep your User ID & Password secure. Do not share your password.
2. Determine transaction limits and monthly spending limits for each Cardholder.
3. Authorize and request changes to Cardholder's single transaction and monthly spending limits. Request must include the following:
 - Cardholder Name
 - Temporary or permanent increase
 - Amount of increase to each limit, single and/or monthly
 - If temporary increase, indicate the end date (limit will revert to the permanent limit upon the end date).
 - Permanent limit increases of \$25,000.00 or greater, require compelling justification and approval by the Associate Vice President of Financial Services.
4. Notify the P-Card Coordinator if a cardholder will be separating from the University or transferring to another division.

5. Review all monthly transactions of each Cardholder statement for:
 - Accuracy and appropriateness
 - Three (3) comparable informal quotes for purchases greater than \$10,000 and less than \$50,000.
 - All proper documentation that must be included with the monthly reconciliation packet. Packets must contain the original/itemized receipts with totals for each transaction listed on the reconciliation statement.
 - Prohibited or restricted items that may have been purchased. Verify the restricted purchase is properly justified in U.S. Bank Access Online and the approved waivers are attached. Notify the P-Card Coordinator of any non-compliance transactions.
6. Ensure Cardholder approval of all transactions in U.S. Bank Access Online in accordance with the [US Bank Reconciliation Schedule](#).
7. Final approval of all cardholder transactions in US Bank Access Online in accordance with the [US Bank Reconciliation Schedule](#).
8. Submit all Cardholder's reconciliation packets to Accounts Payable in accordance with the US Bank Reconciliation Schedule. **DO NOT CLIP SEVERAL CARDHOLDER PACKETS TOGETHER.** This may result in the appearance of missing packets and may result in penalties against the Cardholder's card.

Deliver US Bank Statements & Reconciliation Packets to:

Accounts Payable
University Hall, Room 365
Attn: Jacqueline Kha
Mail Drop: 8202

Note: *Late reconciliation packets may jeopardize charging privileges for the Cardholder.*

9. Make advance preparations for approval of the Cardholder's statements in the event of absence. In the event the Cardholder is unavailable to reconcile, Final Approver has the access to print the Cardholder statement and to approve for the Cardholder.
10. Notify the P-Card Coordinator of an extended leave of absence of a Cardholder. Cardholder's P-Card will be temporarily suspended during the period of absence to avoid fraudulent transactions posting to the account.

FINAL APPROVER PROCEDURES

ESTABLISH A NEW P-CARD ACCOUNT:

Purchasing & Contract Administration will establish a P-Card account for a state*employee, excluding Student Assistants, as requested by the Financial Manager (College or Division). Final Approver must complete the [P-Card Account Request Form](#) and submit it via email to pcardhelp-l@csun.edu.

**Note: Purchasing & Contract Administration will require an executed Memorandum of Agreement for the use of P-Cards for “non-state” staff prior to establishing a P-Card account (i.e., Centers and Institutes staff).*

ESTABLISH A NEW FINAL APPROVER:

The Financial Manager (College or Division) may submit an email request to establish a Final Approver account to pcardhelp-l@csun.edu. The email request must include the following:

- Final Approver’s name
- Final Approver’s title
- College/Department
- Building/Mail Code:
- Email address
- Phone number
- Department ID #'s to approve
- Fund #'s to approve
- Name of previous Final Approver

Note: A subordinate cannot be designated as a Final Approver in US Bank Access Online.

In accordance with the [Appropriate Fund Authorization](#) requirements:

- All Approvers in US Bank are required to have an [Authorized Signature Form](#) on file with Financial Services and/or an approved [State Trust Account Application](#).

Upon receipt of all required documents, Purchasing and Contract Administration will establish a Final Approver account.

REQUEST A LIMIT CHANGE TO CARDHOLDER ACCOUNT:

Final Approvers must request changes to all single transaction and monthly spending limits by sending an email request to pcardhelp-l@csun.edu. The request must include the following:

- Cardholder's name
- Temporary or permanent increase
- Amount of increase for single transaction or monthly spending limit
 - For temporary increases, indicate an end date. The limit will revert to the permanent limit upon the end date.
 - For permanent increases of \$25,000 or greater, a justification will be required and approval by the Associate Vice-President of Financial Services.

CARDHOLDER RESPONSIBILITIES AND PROCEDURES

CARDHOLDER RESPONSIBILITIES:

1. **Security of the P-Card:** Keep the P-Card secure, guard the P-Card account number.
2. **Security of US Bank Online Access:** Keep your User ID and Password secure. Do not share your password.
3. **Authorized Signature:** Only the Cardholder is authorized to use the P-Card. Do not loan the card or card number to another individual.
4. **Appropriate use of the P-Card:** All purchases must be for University use in support of our educational mission. Never use the P-Card for personal use or for items of a personal nature such as gifts, flowers or party goods. All personal charges must be reimbursed to the University. For reimbursement of personal items to the University, Cardholder shall issue a memo and attach a check payable to CSUN to the memo with an explanation of the personal charge(s). Cardholder shall include the memo and the check with the reconciliation packet and submit all documentation to Accounts Payable. Cardholder shall enter a note in Access Online indicating "Personal Charge".
5. **Compliance with the P-Card policies:** All Cardholders are required to sign an agreement acknowledging the Cardholder has received P-Card training and agrees to abide by the guidelines of the P-Card program.
6. **Waiver approval:** Submit requests for waivers for all restricted uses of the P-Card prior to purchase to pcardhelp-l@csun.edu.
7. **Cardholder's absence:** In the event a Cardholder will be out of the office during the close of the billing cycle, the Cardholder is responsible for coordinating with their Final Approver, efforts to ensure the P-Card Statement and invoices/receipts are submitted in accordance with the [US Bank Reconciliation Schedule](#). Final Approvers have the access to approve transactions timely and print statements in the absence of a Cardholder.

8. **Timely and accurate review and approval of transactions on-line and preparation of the Cardholder statement:** Cardholder must approve all transactions on-line each month and forward the statement with original itemized invoices/receipts to the Final Approver in accordance with the [US Bank Reconciliation Schedule](#). Cardholder can approve transactions as the transactions post to the account in US Bank Access Online.
9. **Original, Itemized Receipts/Invoices:** Cardholders must have the original itemized invoices/receipts with totals for each transaction, and staple each receipt/invoice to the reconciliation statement in the order that is listed on the statement.
10. **Lost/Missing Receipt:** If the original receipt is lost, Cardholders must request a new receipt/invoice from the merchant. Cardholder must complete a [Lost/Itemized Receipt Form](#) that is signed and approved by the Final Approver and submit the form with the reconciliation statement.
Note: Cardholder is still responsible to attain the original itemized receipt and submit to Accounts Payable for the file.
11. **Dispute a Transaction:** Cardholder must monitor transactions for discrepancies. If any discrepancies are found, the Cardholder must contact the vendor and attempt to resolve directly. If Cardholder is unable to resolve, dispute the transaction in US Bank Access Online. Follow-up and resolution of all disputed items must be completed within 60 days from postdate on the statement.
12. **Credits:** All credits on the Cardholder's reconciliation statement require an itemized invoice/receipt with totals. Reference the original transaction date in the comments section in US Bank Access online.
13. **Fraudulent Charges:** Monitor the account for fraudulent activity in US Bank Access Online. If the account has not been used, fraudulent transactions may appear on the account. Report all suspicious activity to US Bank immediately at 800-344-9078. If claims are not filed within 60 days, the University will be unable to recover the funds.
14. **Lost or Stolen P-Card:** The Cardholder must report lost or stolen cards immediately to US Bank Customer Service at 800-344-5696. In addition, the Cardholder must report the lost or stolen card to the P-Card Coordinator by accessing the [pcardhelp link](#) located on the Purchasing website to log a report or email the P-Card Coordinator at pcardhelp-l@csun.edu.
15. **Employee Separation:** Notify the P-Card Coordinator immediately of any separation date or transfer to another department. Cardholder must submit all receipts/invoices to the Final Approver and return the credit card in person to the P-Card Coordinator with the HR Employee Separation form, as outlined by the Office of Human Resources.

CARDHOLDER PROCEDURES

REQUESTING A WAIVER/RESTRICTED USE:

Log a request by accessing the [pcardhelp link](#) located on the Purchasing website. To log a request, enter your Portal Login User Name and Password. Select Service Requests (top left of the screen) and click on *Log a New Request* or email pcardhelp-l@csun.edu, include the following information:

- Vendor information
- Description of the item or service
- Total cost
- Quote, if applicable
- Justification for the purchase or service

All requests will receive an email with the case # assignment that will allow the requestor to view the case log.

Attach the approved waivers with the original invoice/receipt to the Cardholder's reconciliation statement. Justification must be entered in the *Comments Section* of U.S. Bank Access Online. Submission of a request is not an automatic approval.

RECONCILIATION PROCEDURES:

- Each month, Cardholders must approve all transactions in US Bank Access Online in accordance with the [US Bank Reconciliation Schedule](#). Transactions may be approved as they post to the account.
- Cardholder must print the monthly statement and forward it with the receipts/invoices to the final Approver for final review. If the Cardholder has no transactions during the billing cycle, no statement will be available to print.
- In the event a Cardholder will be out of the office during the close of the billing cycle, the Cardholder is responsible for coordinating with their Final Approver efforts to ensure timely submittal of the P-Card statement and invoices/receipts in accordance with the US Bank Reconciliation schedule. Final Approvers have access to approve transactions and print statements on behalf of the Cardholder.
- California sales tax will be added once the transaction is posted to the general ledger (GL) for purchases from an out-of-state vendor.

DECLINED TRANSACTIONS:

Send an email request to pcardhelp-l@csun.edu or access the [pcardhelp link](#) located on the Purchasing website. Include the Cardholder name, merchant name and the amount of the transaction. The transaction decline may be due to a number of reasons (see examples below):

- **Merchant Activity Code:**

All vendors are categorized according to commodity and service type. The vendor may fall into a restricted merchant category code.

- **Purchase Limits:**

The Cardholder may have exceeded the single or monthly transaction limit. Final Approvers must request all limit increases for Cardholders by sending an email request to pcardhelp-l@csun.edu or access the [pcardhelp link](#) located on the Purchasing website.

- **CV2 Code (Security Code), Expiration Dates, Billing Zip Codes:**

At the point of sale terminal, the merchants may enter in the wrong CV2 Code (security code on the back of the card), the wrong expiration date, or the wrong billing zip code.

DISPUTED TRANSACTIONS:

Dispute situations are defined as a disagreement between the merchant and the Cardholder where the Cardholder is asking for the Issuer's assistance. Visa and MasterCard regulations offer assistance with a variety of dispute reasons.

Some of the more common reasons are:

- **Merchandise or service not received:** The card has been charged for a transaction(s) but the merchandise or service has not been received.
- **Merchandise returned:** The card has been charged for a transaction(s) but the merchandise has been returned and there has been no credit given by the merchant.
- **Duplicate processing:** The card has been charged for a transaction twice when only one charge was authorized.
- **Unrecognized:** The card has been charged for a transaction that is not recognized. A copy of the documentation received from the merchant to certify the charge (sales draft) will be sent to the Cardholder for review.

Before disputing or questioning a charge on the statement, validate that you have noted/taken the following actions:

- Cardholder is responsible for resolving disputes.
 - Attempt to contact the merchant to resolve the issue.
 - Document all interactions with the merchant (names, dates, responses).
- Review receipts for the amount in question as it may have posted to the statement with a different merchant name or with a different amount.
- Foreign transactions may post for more or less than your receipt.
- Unauthorized transactions must be reported to US Bank Card member services at 800-344-5696. US Bank will assess the proper action to be taken including a dispute or fraud case.
- Dispute cases need to be initiated by the Cardholder within 60 days from the post date on the statement. Failure to do so will forfeit the disputed charge and the Cardholder will not be issued a credit.

REPORTING FRAUDULENT CHARGES (Unauthorized purchases):

Immediately contact US Bank Customer Service at (800) 523-9078 and email the request to pcardhelp-l@csun.edu or access the [pcardhelp link](#) located on the Purchasing website.

- The P-Card account will be closed and transferred to a new card. A new P-Card will be mailed to the P-Card Coordinator. The P-Card Coordinator will contact the Cardholder when the card has arrived and is ready for pick up.
- US Bank will send a Statement of Fraud (SOF) to the Cardholder to report the fraudulent charges. The SOF will be mailed to the system address in US Bank Access Online. Cardholder should verify address is updated by clicking on *My Personal Information* in US Bank Access Online.
- Affidavit must be completed and returned by the Cardholder and mailed directly to US Bank Fraud Department within ten (10) days. US Bank will issue credits for the fraudulent charges once the documentation is returned.
- Fraudulent charges that appear on the Cardholder's account statement in the US Bank Access Online Transaction Management module require approval of the transaction. Upon receipt of the Affidavit, US Bank will issue a credit for the fraudulent charge. The Cardholder may credit the amount back to the original posting chartfield account number.

PLACING ORDERS:

Orders may be placed at the merchant's establishment, by telephone, fax, mail-order or via the internet.

- Request an original, itemized invoice/receipt with totals for each transaction.
- An email confirmation receipt for internet orders can be used in place of an original invoice/receipt. Invoice/receipt must be itemized and must match the total of the transaction appearing in US Bank.
- To protect credit card account information, always use a fax cover sheet.
- The "Bill To" and "Ship To" address should be:

California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-(Department's mail code)
Attention: Cardholder's Name

- Do not use the University Fed-ex account number. This will result in an invoice to be billed to the University versus the Cardholder's credit card.

Note: Waiver approval is required for restricted use purchases. Refer to the Prohibited and Restricted Use section of the P-Card manual.

LOST OR MISSING RECEIPT:

For lost or missing receipts, the Cardholder must request a new receipt/invoice from the merchant. Cardholder must complete a [Lost/Itemized Receipt Form](#) that is signed and approved by the Final Approver and submit the form with the reconciliation statement. The Cardholder is still responsible to attain the original itemized receipt and submit it to Accounts Payable for the file. The Lost Receipt Form may be submitted to avoid a late statement submittal.

ASSEMBLY OF RECONCILIATION PACKET:

1. Cardholder's account statement (billing statement).
2. Cardholder's statement of disputed items, if applicable.
3. Original itemized invoices/receipts and credits including totals in the order they appear on the Cardholder's account statement.
 - Invoices/receipts smaller than 8-1/2" x 11" must be taped to an 8-1/2" x 11" sheet of paper.
4. All approved e-mail waivers must be attached to the invoice/receipt, if applicable.
5. Completed packet documentation shall be forwarded to the Cardholder's Final Approver in accordance with the [US Bank Reconciliation Schedule](#).

REPLACEMENT OF WORN/DEFECTIVE P-CARDS:

- Submit a request for a replacement card by accessing the [pcardhelp link](#) located on the Purchasing website or send an email to pcardhelp-l@csun.edu.
- The P-Card Coordinator will notify the Cardholder when the replacement P-Card is available for pick-up. Cardholder shall return the worn/defective card in person at the time of picking up the new replacement card. Worn/defective P-Cards shall not be returned through the campus interoffice mail.

PROHIBITED USES OF THE P-CARD

TRANSACTIONS PROHIBITED BY STATE OR CSU REGULATIONS:

- Cash advances, cash refunds for returned merchandise, store credits.
- Splitting purchases to circumvent purchase limits.
- Gifts or items of a personal nature. Gifts or items of a personal nature purchased for University personnel are prohibited. The only department authorized to purchase gifts or items of a personal nature for University personnel is Human Resources (i.e., employee service awards and employee of the year awards). University personnel are defined as student assistants, staff, faculty or administrators. Gifts or items of a personal nature are defined, but not limited to: greeting cards, awards or plaques, flowers or plants, food or drink, party supplies, holiday decorations, microwaves, refrigerators, coffee makers, etc. For further details, see the [Pathways to Purchasing Manual](#) (*Prohibited Uses*).
- Purchase of any goods or services for personal use. The employee will be directed to immediately reimburse the University for the purchase.

- Travel expenses including registration fees, off-campus training costs, conference seminar fees and lodging. Contact Accounts Payable regarding the US Bank Visa Corporate Card for Travel.
- Purchase of alcoholic beverages, ammunitions, chemicals/hazardous materials, controlled substances, firearms and narcotics.
- Consulting services, whether provided by an individual or a consulting firm.
- Maintenance/Service/Lease Agreements/Renewal Contracts (i.e., copiers, software license renewals, subscriptions/licenses paid in advance of Fiscal Years -prepaids).
- Public works, construction, repair or remodeling of State buildings.
- Electronic communication devices including but not limited to cell phones and hot spots.
- Equipment valued at \$2,000 or more (unit price inclusive of sales tax), with or without installation.
- Equipment that requires the purchase of additional WiFi service (i.e. touchpads, notebooks, etc.).
- Equipment in compliance with the [Accessible Technology Initiative](#) with a total purchase value of \$15,000 and above (excluding sales tax).
- All commodity purchase orders greater than \$1,000 (total cost of order) that includes assembly, disassembly and installation services. This also pertains to orders for installation of new fencing, sprinklers, carpeting, etc.
- Instructional Equipment valued at \$500 or more (unit price inclusive of applicable tax, freight, delivery, installation, etc.).

A purchase is deemed Instructional Equipment when it meets all of the following criteria and must be submitted via a requisition:

1. Unit cost is \$500 or greater (inclusive of unit cost, applicable tax, freight, delivery, installation, etc.);
2. Item is purchased with University General funds and is used to conduct CSU business for academic purposes (i.e., tablets, blackboards, etc.);
3. Item has a normal useful life of two or more years;
4. Item is not permanently attached to or incorporated in CSU buildings and grounds, and
5. Item is purchased with Ancillary funds assigned to one of the following departments, audiovisual centers and/or learning laboratories, or any functions under the ancillary support sub-programs of the Academic Support program.

NOTE: *Equipment assigned to the Library or Computer Center is excluded from this category, as is furniture.*

RESTRICTED USES OF THE P-CARD

The following transactions require approval from Purchasing & Contract Administration. A waiver approval is required prior to purchase. To request a P-Card waiver approval, email pcardhelp-l@csun.edu or access the [pcardhelp link](#) located on the Purchasing website. The waiver request shall include supporting documentation/justification for the purchase. Submission of a request is not an automatic approval. An email confirming the waiver approval will be sent for each request.

1. Computers:

- All computer-related hardware under \$2,000; unit price inclusive of sales tax (i.e., touchpads, notebooks, desktops, laptops, servers, etc.).

2. Equipment:

- Equipment valued under \$2,000; unit price inclusive of sales tax, purchased with a warranty.

3. Furniture:

- All furniture orders \$1,000 and under (total cost of order) that includes assembly, disassembly and installation services.

4. Services of any nature (performed on or off campus):

- Insurance requirements apply for any type of service. Services may include but are not limited to equipment repairs, printing, shredding services and catering.

Note: Promotional items do not require insurance or a waiver.

- For questions on what constitutes a service, contact the campus' Risk Management department at ext. 6830.
- To identify vendors who already have insurance on file with the University, contact Purchasing and Contract Administration at extension 2301 or visit the link on the Purchasing website – [Vendors with Current Insurance](#).

Note: Waiver approval is required prior to purchase.

5. Agreements:

- All purchases that require an agreement to be signed must be reviewed and signed by Purchasing & Contract Administration prior to the purchase. These may include but are not limited to equipment rentals, music score rentals, banquet and hotel agreements for conferences, etc.
- Send a copy of the agreement with the Cardholder's email request to pcardhelp-l@csun.edu.

6. Software/Licenses:

- All software, software licenses and on-line subscriptions. Excludes renewals for maintenance, software and subscriptions/licenses paid in advance of Fiscal Years (prepaids), all of which must be submitted via a requisition.

7. Gift Cards / Tickets for Educational Programs:

- Approval for these items must be obtained from the Financial Approver. Provide a copy of the memo or email received from the Financial Approver authorizing the purchase of gift cards and/or tickets with your waiver request.

- Gift cards and tickets shall be used immediately for the intended purpose of the purchase and must be used in the same Fiscal Year that they were purchased.
- Unused cards and tickets should be returned to the respective merchants for a refund or placed in a department safe for future use if refunds are not available. Unused cards shall be recorded on the new recipient log.
- All gift card and ticket purchases require a [Gift Card/Ticket Recipient Log](#) attached to the monthly reconciliation statement that includes the following information:
 - Name of recipient/student
 - Date received
 - Signature of the recipient receiving the gift card
 - Dollar amount of each gift card
 - Gift card account number
 - Student ID #, if applicable

8. Portable heaters, fans, air purifiers and humidifiers:

- Approval for these items must be obtained from Physical Plant Management. Cardholder must provide a copy of the memo or email received from PPM approving the purchase of portable heaters, fans, air purifiers and/or humidifiers.

9. Meals and light refreshments:

- Purchases of this nature must be for programmatic purposes.
- The P-Card cannot be used for hospitality events/expenses.
- If the purchase of food involves catering services, a waiver approval is required due to insurance requirements. All food purchases must be for programmatic purposes and cannot be hospitality in nature. Pick up and curbside delivery of food items does not require a waiver.
- All food purchases (with or without a waiver) require justification and the programmatic event must be entered in the comments section in US Bank Access Online.

10. Gratuities:

- Gratuities are permitted for meals related to programmatic events served or delivered on or off campus. Gratuities are allowed up to 20% of the meal only. Do not include costs for tax, handling fee and/or delivery fee when calculating the gratuity.
- An itemized receipt must be obtained.
- Cardholders will be required to reimburse the University for any gratuity amount that exceeds the 20% of the meal cost.

11. Office Products Orders:

- The CSU's exclusive office products vendor is Staples. Orders for office supplies should be placed via the [Staples Advantage](#).

Exceptions are listed below:

- If a purchase cannot wait for Staples next day delivery, the P-Card may be used a Staples Store.
- If the item is not available, please email pcardhelp-1@csun.edu or access the [pcardhelp link](#) located on the Purchasing website.
- If Staples does not have the items needed, the P-Card may be used to purchase from another office supply retail location. These purchases require justification and the programmatic event must be entered in the comments section in US Bank Access Online.

PROCUREMENT MATRIX

The [Procurement Matrix](#) is a quick reference guide for purchases related to Direct Pay, P-Card Waivers, Prohibited Uses and Requisitions.