Procurement Card Program

Presented by: Karina Cruz
New Visa “EMV Chip”

- **EMV chip cards are easy to use.** Your new card includes both the chip and a magnetic stripe, so you’ll be able to use your card wherever [Visa/MasterCard] is accepted.

- **If a merchant hasn’t adopted EMV chip technology yet,** your card will be processed just the same as it is today. It will be swiped, and you’ll sign the receipt.

- **If a merchant has adopted EMV chip technology,** your card will be inserted (“dipped”) into the terminal. You’ll sign the receipt and be good to go!
US Bank is providing EMV Chip cards to new cardholders or replacement cards as of November 2014.
Travel Cards-Zip Car Program

- Conference & Events
- Financial Aid
- Academic Resources
- Academic Support
- Art & Sciences
- Biology
- Enrollment Srv
- Extended Ed
- Housing & Res
- Police & Parking
- Political Science
- Student Life
- Human Resources
- Marketing
- Technology
- VPSA
Declining Balance Card Program

• Facility Services:
  - 3 Declining Balance Accounts
  - Expiration Date 6/30/2016

• Fisher Scientific
  - Biology Department
What NOT to buy:

- Travel (airfare, parking, hotel, meals)
- Printers
- Software
- Gift/Gift Cards
- Furniture
- Raffle prizes or Supplies for Office Parties
- Any purchase requiring the signing of a contract.
- Services

For complete list please refer to Procard Handbook
Log In to Your Account

Account Number: What's this?
1820027

User ID: CRUZARINA

Password:
Password is case sensitive.

Log In  Forgot your User ID or Password?

Don't have a login?

My company is new to Staples Advantage. »
My company has a Staples Advantage account, but I need a login. »
Reconciliation

• PeopleSoft Online Reconciliation:
  - Opens on the 11th of the month
  - Closes 5 business days after

JET form needs to be submitted if reconciliation deadline is missed.
Approving Officials

- Approving officials are also responsible for reading and signing the program agreement form.

- Approve requests for procurement cards and procurement card limits

- Ensure no prohibited items have been purchased including splitting of transactions

- Ensure all proper documentation is attached to the Procard Transaction Report

- Sign cardholders lost/missing receipt forms if necessary
Fraud / Dispute Items

- Fraud is considered any unauthorized transaction by an unknown third party.

- Dispute items: cardholders made the purchase but merchant charged the wrong item, price or card number.
Closing Accounts

• **Temporary Leave:**
  • If you are going to be on temporary leave, please notify the Program Administrator so that your card may be temporarily suspended until your return.

• **Leaving University**
  • Cardholder must return pcard to program administrator
  • Submit last reconciliation report
Audit Findings

- 1st violation - Written warning
- 2nd violation - One month card suspension
- 3rd violation - Six month card suspension
- 4th violation - Procurement Card will be revoked
Application Requirements

• Pcard Application
• Pcard Agreement Form
  - Signed by both cardholder and approving official
• PeopleSoft Access Request form
• HR Form 700
Activate your card:

- Enter card number
- Enter zip code (93012)
- Enter last 4 SSN (Not your personal SSN)
- Enter your business phone number
Pcard Handbook Updates

• New sections added to handbook:
  • Assembly of the pcard report
  • Approving officials training
  • Card Limits

• New forms:
  • Pcard cancelation form
  • Pcard deadlines schedule
  • Pcard maintenance form
Reconciliation

November 2015:
All reports due to Procurement by November 25th

December 2015
Credit Card Cycle: Nov. 12-Dec. 10
All reports due to Procurement by December 22
Contact Information

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Questions?

Concerns?