



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Business and Financial Affairs

Procurement & Logistical Services

Instant Card Handbook

June 2024

1. General Information

Purpose: The purpose of this Handbook is to establish guidelines and procedures for the use of Instant Cards by California State University Channel Islands (CSUCI) employees.

Scope: The directives in this Handbook applies to all CSUCI employees who are authorized to use Instant Cards for official business purposes.

Overview: The Instant Card leverages an intuitive mobile application to seamlessly facilitate the provisioning and distribution of virtual credit cards, enabling CSUCI employees and students to instantly access and utilize their assigned card directly on their mobile devices. This streamlined process ensures immediate availability and convenience for expense transactions during employee and student travel, or other circumstances where the creation and use of an Instant Card is deemed appropriate by the Procurement and Contract Services (PCS) Staff.

Please note that requesting an Instant Card for travel is **optional**. Employees and students can still opt to use the traditional reimbursement method if preferred.

Program Participation Requirements/Eligibility

The Instant Card is exclusively available to eligible individuals within the CSUCI community, specifically full-time employees, and students. Each card issuance request will undergo a thorough scrutiny and approval process, evaluating the eligibility on a case-by-case basis. This careful evaluation ensures that the card is granted to individuals who meet the designated criteria, maintaining the integrity and responsible use of the card program.

2. Policy

1. Instant Cards may be issued to CSU employees who require immediate access to funds for official business purposes, such as travel expenses, conference fees, or other authorized expenses. <https://policy.csuci.edu/fa/02/FA.02.001.htm>
2. The use of Instant Cards is subject to all applicable CSU policies and guidelines, including the CSU Procurement Policy and the CSU Travel Procedures.
3. Instant Cards may be used only for authorized expenses related to official CSU business. Personal expenses, cash advances, or other non-business-related expenses are strictly prohibited.

4. Instant Card purchases must comply with all applicable procurement policies and procedures, including the use of approved vendors, price agreements, and competitive bidding requirements.
5. Instant Card purchases must be properly documented and supported by receipts, invoices, and other required documentation. If using the Instant Card for official travel, receipts are required for all purchases over \$75. All receipts must be sent to InstantCard@csuci.edu, ensuring the Instant Card approval number is included in the subject line, as we receive a high volume of requests. Individuals who do not provide receipts will **NOT** be eligible for the issuance of an additional card until receipts are provided.
6. Receipts must be submitted within 30 days of use for non-travel cards and must be reconciled within Concur within 60 days of use for all travel-related purchases. Instant Card purchases must be properly documented and supported by receipts, invoices, and other required documentation. If using the Instant Card for official travel, receipts are required for all purchases over \$75. Instant Cards are subject to spending limits and active card dates as determined by the requestor's approved request. Cards will not be activated and issued until the request is approved by the Department Approving Official and the Director of Procurement.
7. Employees who are issued Instant Cards are responsible for ensuring that all purchases are authorized, properly documented, and within policy guidelines. The purchase of alcohol or any items not initially requested is strictly prohibited.
8. Individuals may be issued the Instant Card for per diem while traveling. If traveling for a conference, an agenda or meal schedule provided by the host must be included with the request. The card is only to be used for food and travel incidentals. Per diem rates can be calculated using this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
9. Misuse or abuse of Instant Cards may result in disciplinary action, including revocation of card privileges and other appropriate measures.

3. Procedures

1. To obtain an Instant Card, employees requesting the card must complete the appropriate Instant Card Request form (located in Adobe Sign) and obtain all required approvals. Separate forms exist for travel-related and non-travel-related requests, and the correct form must be used depending on the purpose of the card.
2. PCS will review and process all Instant Card applications and issue cards to authorized employees/students.
3. Once the request is approved, the Director of Procurement will create the Instant Card on US Bank's platform. Email instructions will be sent, outlining how to download the US Bank App and add the Instant Card to a virtual wallet. Please ensure that the latest operating system is installed on the mobile device to avoid compatibility issues with the

app. For example, if an iPhone is used, older versions of iOS may not be compatible with the US Bank App. Instant Card purchases must be reconciled and documented in accordance with CSUCI Travel Procedures and Procurement Policies.

4. Downloading the app and adding the card to a virtual wallet will give the cardholder access to the card details, enabling them to make purchases online or over the phone. Cardholders are encouraged to download the app as soon as possible to ensure there are no technical issues.
5. If traveling and using the card at a hotel, cardholders need to confirm that the hotel accepts tap-to-pay. Additionally, they should check if the hotel requires a credit card authorization form prior to check-in to avoid any complications.
6. The PCS Office will monitor Instant Card usage and compliance with all applicable policies and guidelines.
7. Employees who have questions or concerns about Instant Card usage should contact the CSU Procurement Office for assistance.
8. If fraudulent use occurs or is suspected, contact the Procurement Card Coordinator and Director of Procurement and Contract Services immediately.
9. All questions should be directed to Instantcard@csuci.edu.