



Channel Islands
CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Vice President for Student Affairs office

Effective Date: November 1, 2016

Procedure Number: VP-p008.01

Student Affairs Working Procedure on the Use of Procurement Cards (Pro Cards)

Intent: To provide defined guidelines on the use of procurement cards (pro cards) within the Division of Student Affairs (DSA) to ensure compliance with campus policy and Division operations.

Background: Pro cards are issued to select employees in the effort to streamline purchasing, improve timeliness in the ordering and receipt of goods, and reduce administrative time, effort and costs. Pro cards allow employees to make in-store transactions, place telephone and Internet orders, and receive and confirm purchases within set limits.

Typically, a DSA employee is approved for a pro card when the responsibilities of their position requires:

- Administrative support within a department or area
- Frequent purchasing activity to support programs or services

Accountability: Staff using pro cards are responsible for purchasing within defined limits set by the University, the department, and their supervisor. Supervisors and/or pro card approvers authorizing the use of pro cards are responsible for the pre-approval of expenditures and to review and approve pro card reconciliations for their respective staff.

Applicability: Staff within the DSA who utilize a pro card and supervisors who approve expenditures.

Definition(s): n/a

Attachment(s): Procurement Card Handbook, Pro Card Refresher (CI Finance 101 Training)

Procedure:

It is at the discretion of the supervisor and/or area head to determine if and which of their staff need to have a pro card. Responsibilities of approving officials include, but are not limited to:

- Read and sign the program agreement form
- Approve requests for pro cards and set spending limits
- Pre-approve expenditures before purchases are made
- Ensure purchasing rules are followed (i.e., no prohibited items or split transactions)
- Ensure all proper documentation is attached to the reconciliation prior to approving

The pro card will be issued once the pro card holder attends and completes the mandatory pro card training provided by Procurement and Logistical Services within the Division of Business and Financial Affairs (BFA). Pro card holders will also be required to attend a pro card refresher training each year as they are offered by BFA. Compliance will be managed by the respective DSA area. Areas are encouraged to consult with their respective Finance and Human Resources (FHR) Council representative(s) for training dates.

Prior to making purchases, the pro card holder must inform their supervisor and receive prior approval via email correspondence. The email to the supervisor/approving official should include:

1. Item(s) to be purchased
2. Reason for the purchase
3. Who the order is being placed for (who will utilize or oversee the utilization of the goods purchased)
4. Total actual or estimated cost when actual cost cannot be confirmed
5. Proposed funding source (i.e., accounting string)
6. Any other information needed to support the request to purchase

Multiple expense requests may be included within one email.

In lieu of individual expenditure approvals, a more general "blanket" approval for purchases may be granted at the discretion of the area head. When this is granted, pro card users are required to assure that spending occurs within the guidelines established by their area head or supervisor. Please note that an approved DSA Travel Request form may serve as prior approval for appropriate travel-related expenses.

Expenditures should be determined by the area budget and priorities. Areas should designate appropriate staff to purchase basic office supplies in an effort to maintain inventory and avoid excess spending and supply build-up.

For a complete list of allowable and prohibited items, please refer to the Pro Card Handbook.

Common and allowable expenditures include, but are not limited to:


- Office supplies (from Staples)
- Conference/meeting/training registrations
- Print jobs
- Event-related costs (supplies, décor, dry cleaning table clothes)
- Name tags
- Advertising/marketing (job postings)
- Publications, books, subscriptions, etc.
- Membership dues
- Allowable computer peripheral devices

Prohibited items include, but are not limited to:

- Travel (airfare, parking, hotel, meals)
- Printers and computer hardware
- Software
- Gifts/gift cards
- Raffle prizes or supplies for office parties
- Alcohol, firearms, controlled substances
- Any purchases requiring the signing of a contract
- Services
- Furniture

Pro card holders must follow the procedures and guidelines outlined within the Pro Card Handbook. Pro card reconciliations must be completed by the deadline dates set by Accounting. Failure to follow purchasing guidelines or meet the reconciliation deadlines will result in audit findings which may lead to limits on pro card use or pro card revocation. Where conflicts may arise between this procedure and limitations expressed in the Pro Card Handbook, employees are accountable to adhere to the requirements outlined in the Pro Card Handbook.

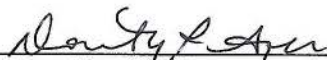
Dianne Wei
Author's name


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Date

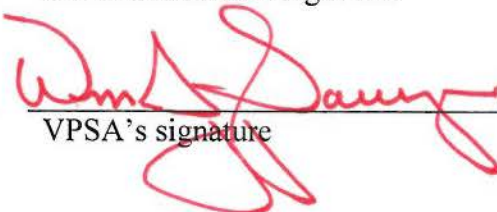
Approved:

DOROTHY AYER
DSA Area Head's name


DSA Area Head's signature

11/7/16
Date


VPSA's name


VPSA's signature

11/8/16
Date

