

# Procedure No. 511.1

Area: Business Services

*Original signature is on file in  
Administration & Finance*

Adopted: April 6, 2004

Certified by \_\_\_\_\_  
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University President

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**SUBJECT: University Procurement Card (“ProCard”)**

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## 1. AUTHORIZATION

a. The University Procurement Card (ProCard) was established by the Office of the Vice President and CFO. All cards issued shall have the prior approval of the VP and CFO.

b. All transactions using the ProCard shall be in accordance and compliance with all applicable University purchasing and procurement guidelines, policies, and procedures.

c. The University Procurement Card Program shall be administered by the University ProCard Administrator in the Controller’s Office.

d. Central State University is the designated primary user of the ProCard account, with subordinate cards issued to departments.

## 2. PROCARD ISSUANCE

a. All requests for a ProCard shall be submitted to the ProCard Administrator in the Controller’s Office on a completed “Request for University Procurement Card Form.”

b. The ProCard Administrator shall prepare a “User Profile” for each ProCard.

c. The Controller shall review the request and the User Profile and establish transaction parameters and limits for each card requested. Transaction limits are established to meet normal business travel needs and shall not exceed the limits of the associated purchase order. ProCard will not authorize transactions beyond the limits of the User Profile.

d. The Controller shall forward the “Request for University Procurement Card Form” and the “User Profile” to the VP and CFO for concurrence and approval.

e. The ProCard Administrator shall forward the completed and approved “User Profile” to the sponsoring bank to request a ProCard for the requestor.

f. The sponsoring bank shall process the request and forward the requested card to the ProCard Administrator.

g. The ProCard Administrator shall prepare a "Receipt of Procurement Card Form" for cardholder signature and acknowledgement of receipt of card.

### **3. PROCARD TRANSACTION PROCESSING**

a. The Cardholder shall establish an open purchase order to the sponsoring bank to encumber funds to facilitate automatic payment of transactions incurred via ProCard. The purchase order shall be issued to cover a fiscal year period and shall be closed at the end of the fiscal year. A new purchase order shall be issued for each fiscal year of use. The ProCard Administrator shall update card records to reflect current purchase order number, fund code, organization code, and accounting line for the fiscal year.

b. ProCard transactions shall be considered declining balance activities against the purchase order. The annual transaction balance shall not exceed the amount of the associated purchase order.

c. The Cardholder shall prepare and submit a University Travel Requisition per existing policy and procedure, prior to travel, to authorize travel.

d. The Cardholder shall adhere to all applicable University travel policies and procedures.

e. The Cardholder shall use the ProCard to procure University travel related services, limited to airfare, hotel, rental car, and fuel.

f. The Cardholder shall authorize each transaction via signature.

g. The Cardholder shall retain receipts for each transaction to facilitate monthly reconciliation and to comply with CSU and restricted grants regulations.

h. The Cardholder shall maintain a monthly log of all transactions on the "ProCard Transaction Log," including transaction date, cardholder name, cardholder department, merchant, amount of transaction, description of transaction, and purchase order number.

### **4. PROCARD RECONCILIATION PROCESSING**

a. The ProCard Administrator shall acquire monthly statements of all ProCard activity from the sponsoring bank.

b. The ProCard Administrator shall forward a copy of monthly statements to each cardholder detailing the monthly activity for each cardholder.

- c. The cardholder shall verify all transactions.
- d. The cardholder shall attach copies of all receipts to the monthly statement to verify transactions on the card.
- e. Via signature, the cardholder shall certify that all transactions were for University travel and are accurate and in compliance with University policies.
- f. The cardholder shall forward a copy of the monthly statement, the monthly transaction log, the associated travel requisitions, and the receipts, one each, to the Travel Accounting Office and to the ProCard Administrator.
- g. The ProCard Administrator shall verify reconciliation of transactions and monthly tracking and shall report any exceptions to the Controller for further action. The ProCard Administrator shall forward monthly statement to the Assistant Controller by the end of the month in which charges are incurred.
- h. The ProCard Administrator shall file and maintain copies as a permanent audit record in accordance with applicable records retention rules and requirements.

**5. BILL PAYMENT**

- a. The University makes monthly payments via ACH wires. There are two type of payment type; travel and business.

**6. OTHER**

- a. The Cardholder is responsible for monthly reconciliation and shall return required documentation within five work days of receipt of the monthly statement. Failure to submit reconciliation and receipts in a timely manner will result in deactivation of a Procard until documentation has been received by the Controller’s Office.
- b. The Cardholder shall be personally responsible for payment to the University of amounts for any transactions that are unapproved or determined to be in non-compliance with policies and procedures.
- c. Failure to comply with applicable policies and procedures shall result in immediate revocation of the cardholder’s ProCard privileges.
- d. Misuse or unauthorized use of the ProCard shall result in immediate disciplinary action, up to and including termination of employment.
- e. The Cardholder shall protect the ProCard at all times and shall not permit unauthorized use by others.

f. The Cardholder shall immediately report loss or theft of the ProCard to the ProCard Administrator.

## **7. FORM DEFINITIONS**

a. Request for University Procurement Card Form: used to request issuance of ProCard.

b. User Profile: used to establish cardholder authorizations and transaction parameters and limits.

c. Receipt of Procurement Card Form: used to document cardholder receipt of ProCard and cardholder acknowledgement of policies and procedures.

d. University Travel Requisition: used to request travel on a per-trip basis, prior to travel.

e. ProCard Monthly Statement: used to provide detail of monthly transaction incurred via ProCard.

f. ProCard Transaction Log: used to document cardholder monthly transactions to execute monthly reconciliation and tracking.

g. Purchase Requisition: used to request goods and services.

h. CSU Purchase Order: used to encumber funds to facilitate payment and to authorize transaction.