



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

USING YOUR PCARD

Responsibilities

Security

Appropriate Use

Prohibited Use

Restricted Use

Supporting
Documentation

Compliance

Receipts/Invoices

Policy Violations



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CARDHOLDER RESPONSIBILITIES

Security

Appropriate
Use

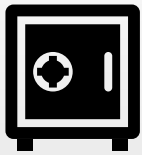
Compliance
with the
Manual



P-CARD SECURITY



Keep card secure – Do not leave on desk or anywhere easily accessible



Not transferable



Only cardholder can use & sign for purchases

Notify US Bank & TUC PCard Coordinator *immediately* in case of credit card fraud, lost, or stolen cards



APPROPRIATE USE

REFER TO PROGRAM MANUAL, PURCHASING POLICY,
TRAVEL POLICY, HOSPITALITY POLICY

Purchases too small for typical
Purchase Order Program
Urgently needed small dollar
purchases
Frequent small dollar
purchases

Purchases for TUC and/or
University in support of our
educational mission

Never for personal use or
items of a personal nature

No purchases from debarred
or suspended vendors
sam.gov

Budgeted & allowable within
the grant

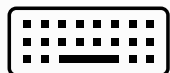
[Policies](#) [Expenditures](#)



APPROPRIATE USE EXAMPLES



Books, publications, print subscriptions



Computer peripherals <\$500 *that do not require accessibility or security review* i.e. keyboards, computer mouse



Office Supplies through Staples (*if supplies allowed under the project*)



Registration/Conference fees/Webinars/outside training not travel related



Other Materials and Supplies



When it complies with Hospitality Policy: ● Awards – plaques, mugs, trophies, picture frames
● Food for events, guests, meetings, when not travel related ● Promotional Items

*Include Student ID when purchasing for students



PROHIBITED USE

PCard
may
not be
used
for:

Services including independent contractors, consulting, or contract services

Automatic Renewal service or transaction

Cash advances, money orders, wire transfers, cash equivalent items

Public relations

Goods/services/gifts or items of a personal nature for personal use

Alcohol/Narcotics/Controlled Substances

Raffle or Prizes

Fines, late fees, penalties, interest, parking citations, finance charges

Splitting purchases to circumvent the transaction limits/regulations

Conflicts of interest, personal gain, violations of TUC or CSU policies or procedures

Purchases restricted by the Grant, Contract or Sponsored Program



RESTRICTED USE

Equipment with value $\geq \$5,000$ & service life > 1 year need a bar code assigned by TUC Accounting or Sponsored Program department/CSUN Receiving. Departments required to confirm existence of each tagged item or state its new location.

Equipment $\geq \$5,000$ in value & Gift Cards

- Pre-approval from RSP liaison & Director of Sponsored Programs required before purchase. *Lead PI/Fund Director must reimburse TUC if item is not allowable in fund or project.*
- Refer to [Purchasing Policy](#) regarding required documentation for large purchases which may require a purchase order.
- Gift card purchases should include total cards purchased whether physical or digital & record of signatures. *Unused gift cards or purchased in error should be returned by the purchaser to the point of purchase.*



RESTRICTED USE CONTINUED

- Itemized receipts required for ALL P-Card Travel purchases. *eTravel typically used for travel, where receipts not required for <\$75*
- Purchases that require signed agreement or contract must be reviewed & signed by an authorized TUC official
- Software licenses & subscriptions (other than off-the-shelf software), must be reviewed and approved by an authorized TUC official
- Cardholders who are not Lead PI or Fund Director must undergo a background check prior to issuing a P-Card.



RESTRICTED USE *CONTINUED*

PRIOR TO PURCHASE, FOLLOW CAMPUS POLICY & USE
APPROPRIATE FORMS/APPROVALS FOR TRANSACTIONS REQUIRING
A WAIVER

Chemicals/Hazardous Materials

Subject to hazardous materials requirements, a Purchase Order should be used for these purchases.

P-Cards can ONLY be used for hazardous materials purchase with approved waiver under the following conditions:

- Infrequently needed
- Available only from specialty vendors
- No established Blanket Purchase Orders in place with vendors who can supply the majority of a College/Department's needs
- Current waiver in place approved by CSUN's Environmental Health & Safety

Include a copy of the approved waiver. *If AP is aware of hazardous materials purchased on a PCard and no waiver is provided, Campus will be notified of the violation.*



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RESTRICTED USE CONTINUED



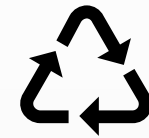
Gene Synthesis Equipment/ Gene Synthesis Products

Follow Campus Policy, proper procedures, applicable laws & policies regarding biosafety.

Purchase only authorized after approval in place including Biological Use Authorization if applicable.

Prior to purchasing, check Smartsheet dashboard & tool for compliance with CA bill AB1963 or requesting attestation forms:

[Gene Synthesis Smartsheet](#)



Single Use Plastics

Preference to reusable products, locally compostable and/or recyclable products. Replace single use water bottles with alternate aluminum cans or reusable alternatives



RESTRICTED USE CONTINUED

Conflict of Interest

- Ensure purchases are not a conflict of interest
- Gifts, gratuities, rebates (not issued in name of TUC), kickbacks, rewards, points/credits, or other incentives which influence/appear to influence the decision to purchase from a vendor are a conflict of interest.
- *Conflict of interest purchases may subject the cardholder to suspension or revocation of the P-Card and will result in the reporting of the conflict of interest violation to management.*

Hospitality

- Purchases related to hospitality are expected to follow the AC029 Hospitality Policy.



SUPPORTING DOCUMENTATION MEALS & LIGHT REFRESHMENTS



Must be for programmatic purposes & allowable within the grant



Provide list of attendees and itemized receipt (must follow AC029 Hospitality Policy)



Gratuities permitted $\leq 20\%$ of the meal cost



Cardholders required to reimburse TUC if gratuity exceeds the permitted amount or if itemized receipt not provided



SUPPORTING DOCUMENTATION TRAVEL

Travel Policy & Travel Expenditures

Use eTravel where possible.

When using P-Card:

- Itemized receipts for ALL travel purchases
- Final receipt & documentation that includes:
 - Travel Purpose
 - Purchase Details
 - Traveler's Name
- Travel Authorization (if required)
- Conference program pamphlet and/or itinerary



SUPPORTING DOCUMENTATION OFFICE PRODUCTS ORDERS

If office supplies are
allowed in your project
& budget:

TUC encourages staff
to order through
Staples and submit
purchase order.

If ordered online
through Staples,
submit itemized/formal
invoice.



COMPLIANCE

Signed agreement - confirm you read & understand program guidelines

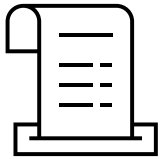
Timely & accurate review of transactions online

Preparation of Monthly Statement

Approve & Code transactions online (*can approve as soon as posted*)

Within 4 days of the bank posting each month, forward to the Approver:

- US Bank Statement *including signed Account Activity page* (if cardholder is not PI, have PI sign)
 - Cardholder Statement of Disputed Items *if applicable
 - Back-up receipts/invoices *in order*
- Approver has 2 days to submit to TUC so TUC receives within 6 days after cycle close
Make advance preparation if you will be out when documentation is due
When PI/Designee is cardholder, the approver is TUC RSP staff



RECEIPTS/INVOICES:

ALL charges & credits, clear/legible receipt copies

Itemized – include:

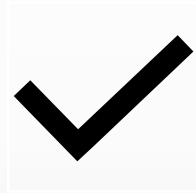
- Items purchased
- Tax amount
- Shipping amount if applicable
- Total amount
- Name & address
- Reference date

Missing receipts

- Request a new receipt/invoice
- Complete the [Lost/Itemized Receipt Form](#)

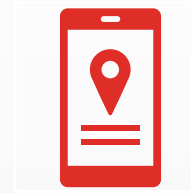


ADDITIONAL



Complete

Complete follow-up & resolve disputed items no later than the following month



Notify

Notify TUC of equipment items purchased that must be inventory tagged



Include

Include note for PCard team for exceptions or issues



POLICY VIOLATIONS

- Follow [TUC Purchasing Policy](#)
- Accounting will monitor and audit transactions to ensure compliance with policies and procedures.
- Unauthorized transactions may result in reimbursement to TUC
- Personal purchases must be immediately reimbursed to TUC
- If not approved within the grant or funding not available, it will be considered “personal” & needs to be reimbursed to TUC.
- Failure to comply with PCard policies may result in suspension or revocation of the PCard.



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PCARD PROCEDURES

US Bank PCard Quick Guide

PCard Program Manual

PCard Procedures (Powerpoint)

Thank You!