

CSULB ProCard Training Guide - CFS 9.2



Table of Contents

Page

Overview.....	4
1.0 Program Information.....	5
1.1 Card Options.....	5
1.1.1 Procurement Credit Card (ProCard issued through LBCMP or LBF DN)	5
1.1.2 One Card (only issued through LBCMP).....	5
1.2 Responsibilities.....	5
1.3 Infractions.....	5
1.3.1 Infraction Categories:.....	5
1.3.2 Incomplete Submission.....	5
2.0 Procurement Card Monthly Process Flow.....	6
3.0 ProCard Month End Reconciliation & Adjustments.....	7
3.1 ProCard Adjustments.....	8
3.1.1 ProCard Adjustment Page – Display Only Fields.....	9
3.1.2 ProCard Adjustment Page – Updatable Fields.....	10
3.1.3 Split Distribution.....	11
3.1.4 ProCard Transaction Navigation.....	11
3.1.5 Purchase Transaction Categories.....	12
3.2 One Card Reconciliation Notes.....	14
3.2.1 Travel Purchases.....	14
3.2.2 Goods/Merchandise Purchases.....	15
3.3 ProCard – No Purchases.....	16
4.0 Monthly Procurement Credit Card Statement.....	17
4.1 Printing the Procurement Credit Card Statement.....	17
4.1.1 ProCard Sample Statement.....	19
5.0 Add Attachments to ProCard Statement.....	20
5.1 Add Attachments.....	20
5.2 View or Delete Attachments.....	20
6.0 Review ProCard History.....	21
6.1 ProCard Completed Inquiry.....	21
6.2 AP Voucher Inquiry.....	23
6.3 Data Warehouse Reports.....	24
7.0 Appendix A – Resources/Contacts.....	25
7.1 Contacts.....	25

7.2 Resources25

8.0 Appendix B: Sample Monthly Report Package..... 26

Overview

The Procurement Card Program is offered to the campus as an alternative payment method for low dollar value transactions. California State University Long Beach (LBCMP) and the Research Foundation (LBFDN) business units participate in a CSU Systemwide Procurement Card program. CSULB participants in this program are issued a single card from either the Campus or Foundation Business Unit accounts.

This card may be used for the following 3 Business Units (if approved for the requestor):

- LBCMP – California University Long Beach Campus
- LBFDN – CSULB Research Foundation
- LB49R – CSULB 49R Foundation

A ProCard module in the CFS PeopleSoft system will be used by the cardholder (and/or designee) to perform their monthly reconciliation. This module is used to make adjustments to the transactions expense (Chartfield distribution string), record detail descriptions for each transaction, and review historical billing statement information.

Once a month, the bank will produce a monthly file reflecting transactions for all of the ProCard account holders. Once the file has been received by Accounts Payable, the following will occur:

- The ProCard bank file will be loaded into the PeopleSoft ProCard module. Upon completion, the Procurement Cardholders will receive a courtesy notification.
- The Procurement Cardholders will modify/redistribute the chartfield expense, complete the description of the purchase and select options where applicable. They will have a period of time to reconcile the charges per the procurement card cycle calendar.
- After the reconciliation process is complete, the file will be loaded into Accounts Payable.
- ProCard statement history will be available in both the CFS PeopleSoft and the Data Warehouse systems.

To determine the appropriate guidelines for the various types of transactions as well as what can/cannot be purchased using the ProCard, refer to [How to Purchase and Pay](#). These guidelines, in addition to the appropriate delegations referenced on the [Signature Authority Overview](#) are the foundation for the Procurement Card Program (ProCard). To better understand the ProCard Program and cardholder and approver responsibilities, refer to the Purchasing [Procurement Credit Card Guideline](#).

Objectives:

In this training guide, you will learn how to:

- Make adjustments to your current month ProCard Statement.
- Obtain an understanding of the ProCard processes.
- Obtain an understanding of how to inquire and report on the ProCard history.

1.0 Program Information

1.1 Card Options

Cardholder requests are processed through a Procurement Card Application for one of the following types

1.1.1 Procurement Credit Card (ProCard issued through LBCMP or LBF DN)

- Selected Goods or Services as defined on [How to Purchase and Pay](#)

1.1.2 One Card (only issued through LBCMP)

- Selected Goods or Services as defined on [How to Purchase and Pay](#)
- Frequent Travel (often back to back trips not allowing enough time to be repaid by Accounts Payable before the next trip and as further defined in the 'Qualifications' heading within [Procurement Card Guideline](#))

1.2 Responsibilities

The Procurement Card Guideline at http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html defines both Cardholder and Approving Official Responsibilities. Focus on turning in approved statements with complete support documentation. The [ProCard Credit Card Cycle calendar](#) will help in keeping on schedule.

1.3 Infractions

The Infractions are issued on a monthly basis as described in the [Procurement Card Guideline](#).

1.3.1 Infraction Categories:

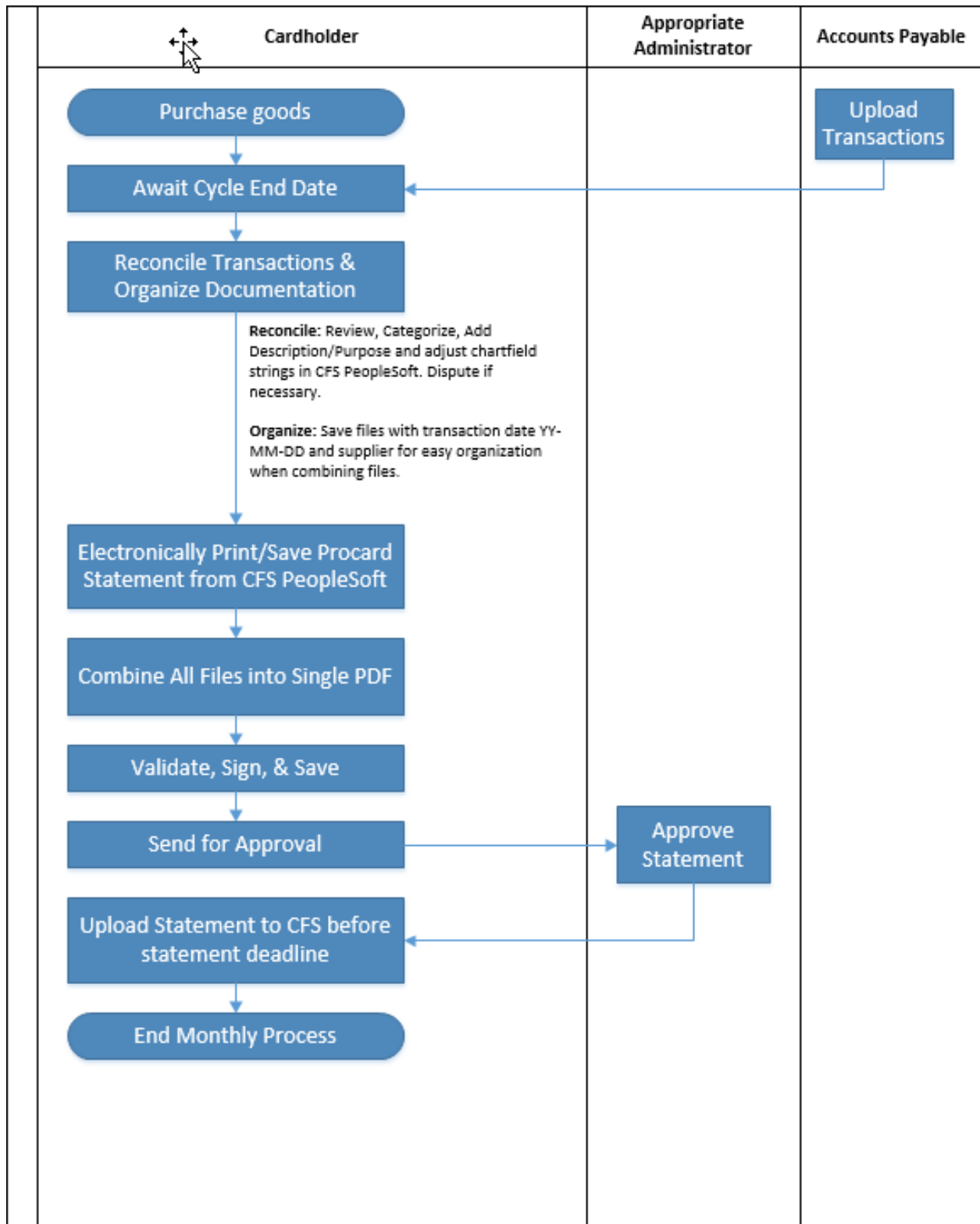
- Late Statement Submission
- Unreconciled Statements
- Personal Purchases
- Prohibited Transactions
- Missing Receipts or Documentation
- Appropriate approvals

1.3.2 Incomplete Submission

Cardholders with an incomplete submission uploaded to CFS ProCard module, regardless of the documents provided after the deadline, will receive an infraction.

- Please note that you must have COMPLETE documentation by the AP Reports deadline.
- Accounts Payable may request missing documents from you during their audit process.

2.0 Procurement Card Monthly Process Flow



3.0 ProCard Month End Reconciliation & Adjustments

At each billing cycle end date, cardholders have a responsibility to reconcile their monthly statement. This includes making adjustments to the transaction expense (Chartfield distribution string), recording detailed descriptions for each transaction and uploading a Signed and Approved Statement along with all necessary documentation to the CFS PeopleSoft ProCard module (as per the [Procurement Credit Card Guideline](http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html) at http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html).

Billing Cycle Schedule

A current [ProCard Transaction schedule](https://www.csulb.edu/financial-management/controllers-office/accounts-payable) with monthly cycle dates is available at <https://www.csulb.edu/financial-management/controllers-office/accounts-payable>.

3.1 ProCard Adjustments

Once a month, a ProCard transaction file will be received from the bank. Accounts Payable (AP) loads the file into the CFS PeopleSoft ProCard module (the next business morning after the cycle close date). The cardholder then receives a courtesy email from AP stating that the statement is ready for reconciliation. At that point the person performing the monthly reconciliation can adjust chartfields, add the description/business purpose for their charges, and identify additional information required. To make the adjustments, the user logs into PeopleSoft CFS using the icon at sso.csulb.edu.



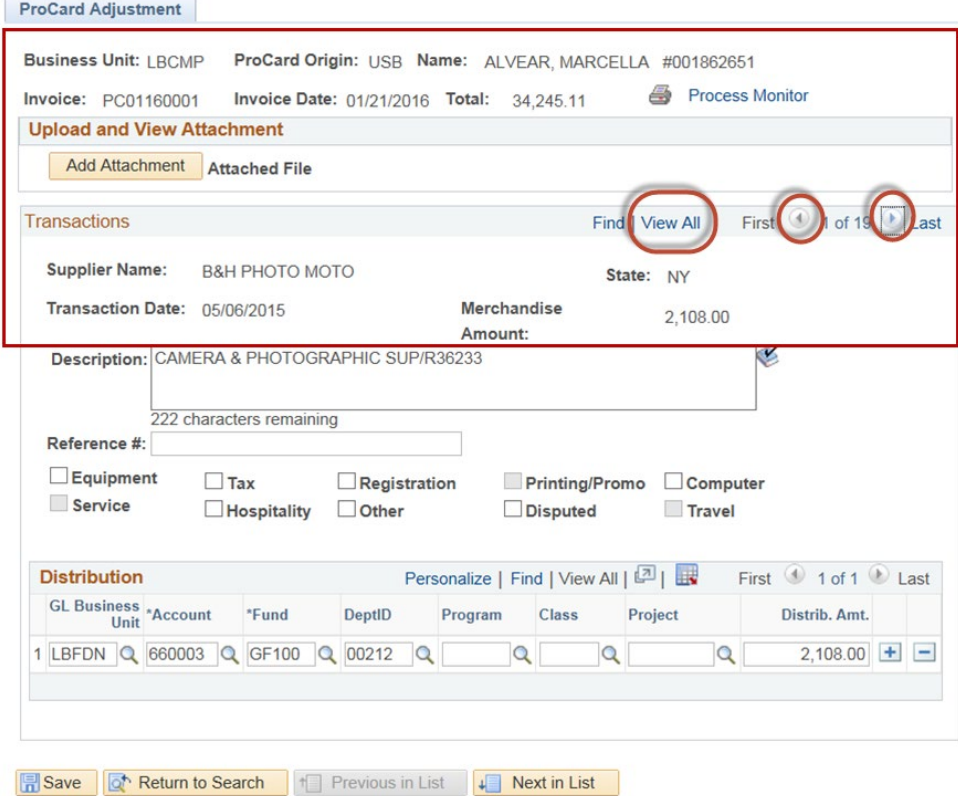
The following navigation is used to make updates to your monthly statement:

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

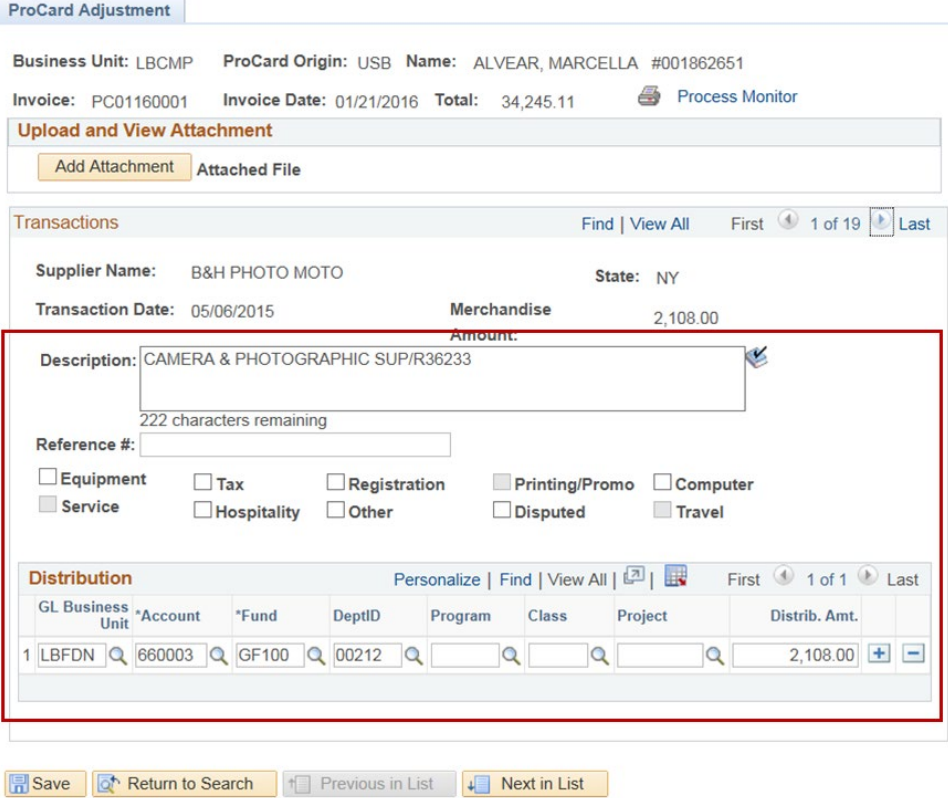
Processing Steps / Field Name	Screenshot / Description														
<p>Enter the following information:</p> <p>Business Unit: The business unit where your card was issued - LBCMP or LBFDN. Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable.</p> <p>Last Name: Enter the cardholder's last name. Required.</p> <p>First Name: Enter the cardholder's first name. (Not required, however this will narrow the search).</p> <p>Invoice Number: System generated. The first two characters are PC for ProCard or OC for One Card, the next four characters are MMY (month and year of billing statement), the last 4 are sequential numbers. (Not required).</p> <p>Select the Search button.</p>	<p>ProCard Adjustment</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Business Unit = <input type="text" value="LBCMP"/> </p> <p>Origin begins with <input type="text" value="USB"/> </p> <p>Invoice Date = <input type="text"/></p> <p>Last Name begins with <input type="text" value="Alvear"/></p> <p>First Name begins with <input type="text"/></p> <p>Invoice Number begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Origin</th> <th>Invoice Date</th> <th>Last Name</th> <th>First Name</th> <th>Invoice Number</th> <th>Cardmember Number</th> </tr> </thead> <tbody> <tr> <td>LBCMP</td> <td>USB</td> <td>01/21/2016</td> <td>ALVEAR</td> <td>MARCELLA</td> <td>PC01160001</td> <td>001862651</td> </tr> </tbody> </table>	Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number	LBCMP	USB	01/21/2016	ALVEAR	MARCELLA	PC01160001	001862651
Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number									
LBCMP	USB	01/21/2016	ALVEAR	MARCELLA	PC01160001	001862651									

3.1.1 ProCard Adjustment Page – Display Only Fields

All of the transactions that were processed during the billing cycle will display. You can see them one at a time using the single arrow or to view all transactions/charges select View All.

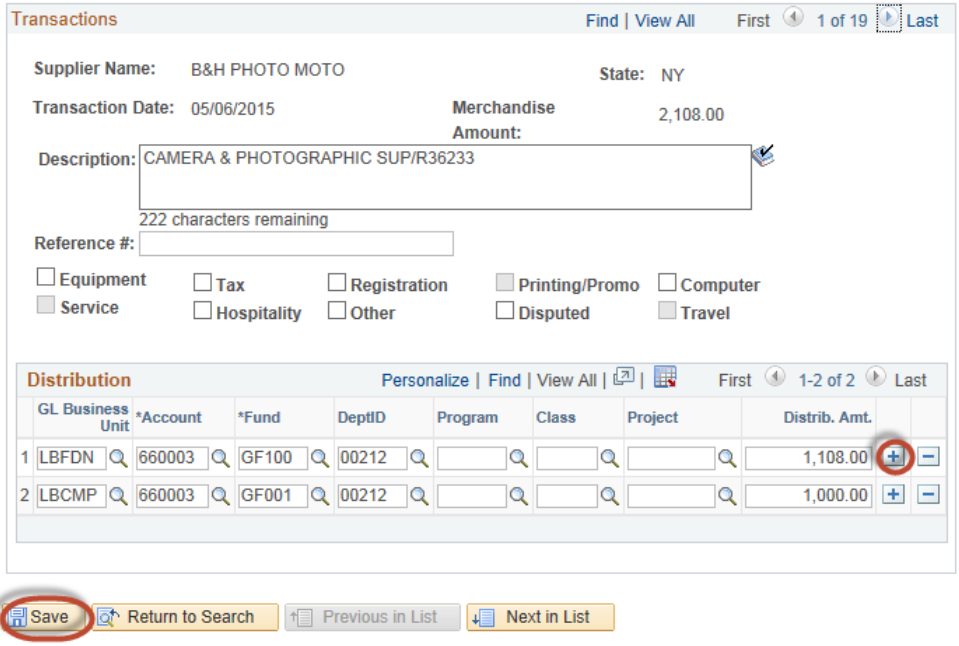
Processing Steps / Field Name	Screenshot / Description
<p>Business Unit: The business unit from which the credit card has been issued.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card.</p> <p>Name: Cardholders name.</p> <p>Invoice: System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. Make note of the Invoice for this will be used to cross reference the voucher created in CFS Accounts Payable module.</p> <p>Invoice Date: The billing cycle statement date.</p> <p>Total: The total amount for the card for this billing cycle.</p> <p>Supplier Name: The Vendor name the charge was from.</p> <p>State: The state the purchase was made from.</p> <p>Transaction Date: The date of the charge.</p> <p>Merchandise Amt: The amount of the charge.</p>	 <p>The screenshot shows the ProCard Adjustment interface. At the top, it displays 'Business Unit: LBCMP', 'ProCard Origin: USB', and 'Name: ALVEAR, MARCELLA #001862651'. Below this, it shows 'Invoice: PC01160001', 'Invoice Date: 01/21/2016', and 'Total: 34,245.11'. There is a 'Process Monitor' icon. The 'Upload and View Attachment' section has an 'Add Attachment' button and an 'Attached File' field. The 'Transactions' section shows 'Supplier Name: B&H PHOTO MOTO', 'State: NY', 'Transaction Date: 05/06/2015', and 'Merchandise Amount: 2,108.00'. The 'Description' field contains 'CAMERA & PHOTOGRAPHIC SUP/R36233'. Below the description is a 'Reference #' field and several checkboxes for categories like Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, and Travel. The 'Distribution' section has a table with columns for GL Business Unit, Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table shows one row with values: 1, LBFDN, 660003, GF100, 00212, and 2,108.00. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, and Next in List.</p> <p>Navigate to the next transaction using the single arrow or to view all transactions/charges for the billing cycle, select the View All.</p>

3.1.2 ProCard Adjustment Page – Updatable Fields

Processing Steps / Field Name	Screenshot / Description
<p>Enter the following information:</p> <p>Description: Information downloaded from the bank may not be descriptive. At a minimum, enter a more detailed explanation of what was purchased and for the business purpose. Additional information can be added if desired. Required.</p> <p>Reference #: You can choose to enter a department reference number or another note for your department. This field carries through to Data Warehouse.</p> <p>Transaction Categories: See Purchase Transaction Categories section below.</p> <p>Distribution: The Chartfield string to which the charge will be distributed. These values default from the setup of the Cardholder. Update accordingly. Required.</p> <p>GL Business Unit: If the expense is being charged to a different business unit (LBCMP, LBF DN or LB49R), enter the GL business unit to narrow the remaining chartfield options. At a minimum include the GL Business Unit, Account, Fund and Department CF values. Use of the following program codes are no longer valid – R0102, R0103, or R1200, due to Inter Unit, use the correct GL Business Unit.</p> <p>When you have completed your updates, select the Save button. If you receive an error message, the error must be corrected before you can Save your changes.</p> <p>Edits performed when the record is saved:</p> <ul style="list-style-type: none"> • The total Distrib Amt must sum to the Merchandise Amt. • All Chartfields and combo edits are validated. 	 <p>The screenshot displays the ProCard Adjustment interface. At the top, it shows 'ProCard Adjustment' with details: Business Unit: LBCMP, ProCard Origin: USB, Name: ALVEAR, MARCELLA #001862651. Invoice: PC01160001, Invoice Date: 01/21/2016, Total: 34,245.11. There is a 'Process Monitor' button. Below this is an 'Upload and View Attachment' section with an 'Add Attachment' button and an 'Attached File' field. The 'Transactions' section shows 'Supplier Name: B&H PHOTO MOTO', 'State: NY', 'Transaction Date: 05/06/2015', and 'Merchandise Amount: 2,108.00'. A red box highlights the 'Description' field containing 'CAMERA & PHOTOGRAPHIC SUP/R36233', a 'Reference #' field, and a list of transaction categories: Equipment, Tax, Registration, Printing/Promo, Computer, Service, Hospitality, Other, Disputed, and Travel. Below this is a 'Distribution' table with columns for GL Business Unit, Account, Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table contains one row: 1 LBF DN 660003 GF100 00212 2,108.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p>

3.1.3 Split Distribution

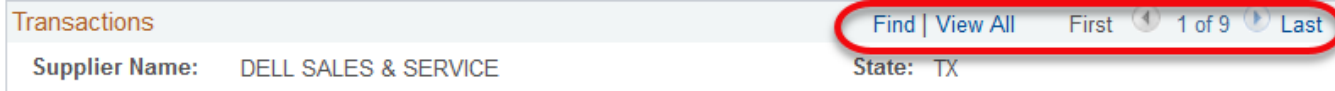
If applicable, you can split the transaction/charge to multiple Chartfields and/or GL Business Units.

Processing Steps / Field Name	Screenshot / Description
<p>If you want to split the distribution, select the plus sign at the end of the distribution line to insert a new row.</p> <p>Update the Distrib. Amt and Chartfield string accordingly.</p> <p>When you are finished, select the Save button.</p> <p>The following Edits are performed when the record is saved:</p> <ul style="list-style-type: none"> The total Distrib Amt must sum to the Merchandise Amt. All Chartfields and combo edits are validated at the save. 	 <p>The screenshot shows a transaction form for 'B&H PHOTO MOTO' with a merchandise amount of 2,108.00. Below the form is a 'Distribution' table with two rows. The first row has a distribution amount of 1,108.00 and a plus sign icon circled in red. The second row has a distribution amount of 1,000.00. At the bottom of the form, the 'Save' button is also circled in red.</p>

The person performing the monthly reconciliation will have approximately five business days to complete the reconciliation. Upon the 6th day, the person reconciling will no longer be able to make changes. Accounts Payable will perform their validations and then process the file into the Accounts Payable System.

3.1.4 ProCard Transaction Navigation

To navigate to a different record, utilize the options in the top right of the Transaction table



The screenshot shows the top right of a transaction record for 'DELL SALES & SERVICE'. The navigation options 'Find | View All', 'First', '1 of 9', and 'Last' are circled in red.

Select the right arrow to navigate to the next transaction, left arrow to navigate to the previous transaction or use "Find" and type in the vendor/supplier name to quickly locate the record. After making modifications on a record, be sure to select "Save".

We recommend navigating one record at a time instead of using the View All feature.

3.1.5 Purchase Transaction Categories

Certain purchases may be made on the Procurement Credit Card if established approvals and criteria are met as stated in the Procurement Credit Card guideline. Several of those items are also associated with a category below and require additional forms. The guideline provides a link to all required forms. Select the appropriate checkbox within ProCard Adjustment page when evaluating a transaction and then use one of the associated accounts for the distribution. For additional commonly used account numbers, reference

<http://daf.csulb.edu/offices/financial/controller/lcua.html>

- **Equipment (E)** - Laptops, computers or other equipment that may contain or store “Level 1 – Confidential” data per [CSULB Information Classification Standard](#). **Attach pre-approved E&IT checklist.**

Do **NOT** include Sports and maintenance equipment.

- **Tax (T)** - A taxable good and Sales Tax was already included. Taxable items without this box checked will have tax applied. Services are not taxable.
- **Registration (R)** - Registration for conferences, seminars, memberships, training, etc. Registration is typically non-taxable
 - *Accounts:*
660009 -- Professional Development
- **Computer (C)** - Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATI). **Attach pre-approved E&IT checklist.**
 - *Accounts:*
616002 -- I/T Hardware
616003 -- I/T Software
616005 -- Misc Info Tech Costs
- **Hospitality (H)** - Hospitality/food expenses. **Attach completed/approved hospitality form.**
 - *Accounts:*
660922 -- Hospitality Expense
660042 -- Recruitment and Employee Relocation
- **Disputed (D)** - For all disputed charges, cardholder will contact US Bank. The selected checkbox is for information purposes only. The amount will be charged to your account. Based on the resolution, a credit may or may not be applied to your account.

See table below for examples of purchase types and common mistakes by end users.

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	COMMON MISTAKES
Conference Registration Fees (R)	Invoice/Purchase Receipt with proof of payment	Unabbreviated name of Conference - Name of employee/student attending conference - Date of Conference - Business purpose	CSWE Council on Social Work Education Conference - October 10, 2019 - Dr. Jane Gutierrez presenting paper	<i>Name of conference attendee not provided.</i>
Memberships Subscriptions (R)	Membership showing the name of the University and University mailing address (documentation to show membership is a job requirement)	Unabbreviated name of organization - Business purpose of membership/ subscription - Name of faculty or staff member	Membership in the Society of Civil Engineers for Dr. Jonathan Nguyen - Required to attend Conference	<i>Membership/ Subscriptions solely in the employee's name. Membership mailed to home address. Job requirement not provided.</i>
Computer Purchases (C)	Invoice/Purchase Receipt with proof of payment, EI&T (ATI compliance) Checklist signed by Purchasing	Product description - Business purpose of purchase	Laptop purchased for Dr. Graham, Chair of Mechanical Engineering Department, College of Engineering	<i>EI&T Checklist not signed by Purchasing. Quote submitted.</i>
Hospitality Expense (H)	Hospitality Form, Invoice/Receipt, Guest List, Level 3 approving authority	Event name/description - Business purpose of purchase - Name if applicable	Retirement reception for Emily Smith after 30 years of service to CSULB	<i>Official Host cannot approve own expense.</i>
Goods/ Merchandise	Invoice/Purchase Receipt/Order document with proof of payment	Product description - Business purpose of purchase	Robotic parts purchased for Student projects in MAE476	<i>Quote, Packing Slip submitted.</i>
Gifts	Gifts & Awards Form, Invoice/Receipt, Name of recipient, Level 3 approving authority	Business purpose of gift - Name of recipient	Engraved clock presented Emily Smith for 30 years of service to CSULB	<i>Presenting Official cannot approve own expense. Level 3 approver did not sign.</i>
Gift Cards	Gifts Cards	Business purpose of gift - Name of recipient -Attach log if disbursed Remember to remove dept ID from chartfield string IF the gift card is an advance purchase	5-\$20 gift cards to incentivize survey participants.	<i>If gift card advance, Dept ID is not removed from chartfield string.</i>

****TRAVEL CARDS (ONE CARDS) ONLY****

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	COMMON MISTAKES
Airline Tickets	Airline or Travel Website Purchase Receipt/Confirmation including Itinerary with Traveler's name	Name of traveler - Destination - Trip dates	Dean Antonio Chavez - Seattle, WA - June 2, 2019 to June 5, 2019	<i>Itinerary provided with no purchase details. Itinerary provided without traveler's name.</i>
Car Rental	Invoice/Rental Receipt with payment details	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Car rental for Coach John Bishop - Baseball team recruiting	<i>Pre-booking acknowledgement submitted instead of final receipt.</i>
Hotel Expense	Hotel Folio with name of Traveler	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Lodging for Dr. Amy Rodriguez, Candidate for Tenure Track position in College of Business Administration	<i>Statement submitted instead of detailed Hotel Folio with traveler's name.</i>

3.2 One Card Reconciliation Notes

One Cards can be utilized for travel purchases (e.g., airfare, hotel, car rental) as well as merchandise purchases.

3.2.1 Travel Purchases

- All Travel Expenses should be reconciled in the CFS PeopleSoft ProCard module (detailed description and business purpose, purchase categories, department reference numbers) during the monthly reconciliation period. However, all travel expenses must be coded to the **Travel Advance account (107001)** and the designated Fund.
- All travel transactions coded to 107001 should not have a Department ID listed in PeopleSoft. Only Account and Fund are required.
- Travel purchases supporting documentation (e.g., receipts, invoices, hotel folio, etc.) is submitted with the Travel Expense Claim. Invoices/receipts for Travel purchases are not submitted with the monthly OneCard reconciliation statement.
- A copy of the OneCard reconciliation statement will need to be submitted with the Travel Claims, as needed.
- When submitting a Travel Expense Claim that includes OneCard charges include a copy of the associated OneCard reconciliation statement along with all original travel receipts placed behind the OneCard statement copy.
- OneCard Travel expenses for each trip should be highlighted in yellow on the copy of OneCard reconciliation statement.
- OneCard Travel expenses will be cleared and charged to the appropriate travel expense account when the final Travel Claim is submitted within 30 days of the trip return date.

3.2.2 Goods/Merchandise Purchases

- All goods/merchandise purchases must be reconciled in the CFS PeopleSoft ProCard module. Chartfields (along with detailed description and business purpose, purchase categories, department reference numbers) are updated during the monthly reconciliation period.
- All merchandise transactions coded to expense accounts (accounts beginning with the number 6) must have a Department ID number in PeopleSoft. Account, Fund, and Department ID are required.
- Merchandise purchases are submitted to Accounts Payable following the standard processing guidelines and reconciliation timeframes.

3.3 ProCard – No Purchases

Although a cardholder may not have used their card during the month, the person reconciling must complete the following steps to ensure there are no transactions to be reconciled.

The following navigation is used to confirm:

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
<p>Enter the following information:</p> <p>Business Unit: The business unit where your card was issued - LBCMP or LBF DN. Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable.</p> <p>Last Name: Enter the cardholder’s last name. Required.</p> <p>First Name: Enter the cardholder’s first name. (Not required, however this will narrow the search).</p> <p>Select the Search button.</p> <p>If no purchases were made for the month you will see the message “No matching values were found”. This indicates that there were no purchases recorded for the month you are reconciling.</p> <p>Print this page to keep with your ProCard documents and for audit. There is no need to submit documentation to Accounts Payable as there is no way to upload a file to a non-existent statement.</p>	<p>ProCard Adjustment</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Business Unit = ▾ LBCMP 🔍</p> <p>Origin begins with ▾ USB 🔍</p> <p>Invoice Date = ▾ 📅</p> <p>Last Name begins with ▾ Smith</p> <p>First Name begins with ▾</p> <p>Invoice Number begins with ▾</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 📄 Save Search Criteria</p> <p>No matching values were found.</p>

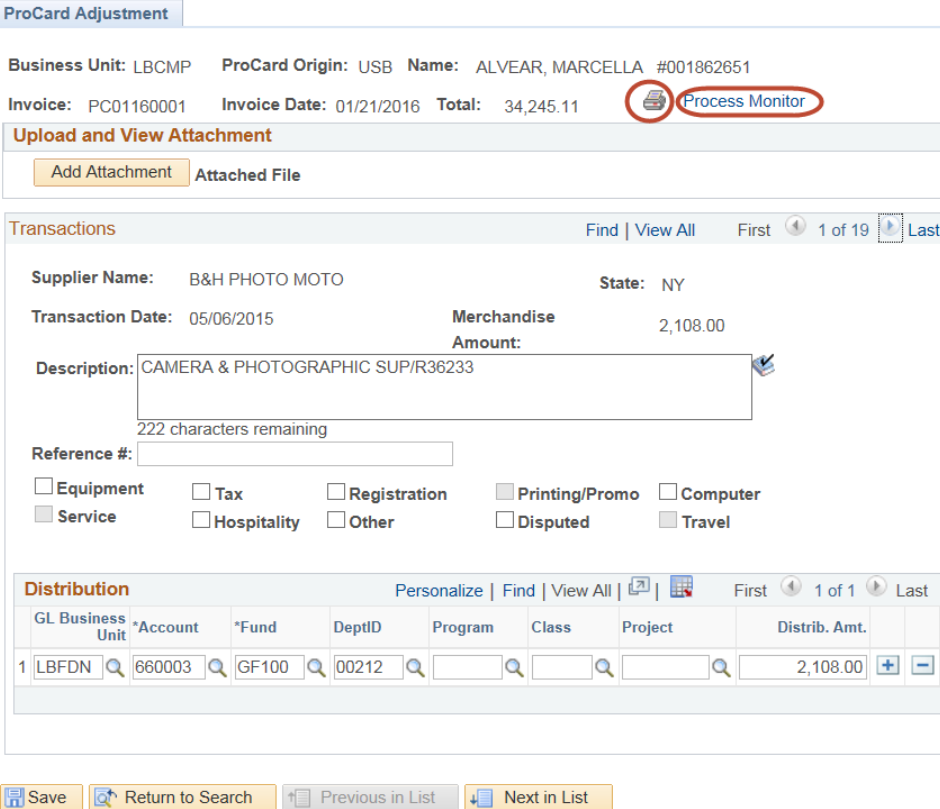
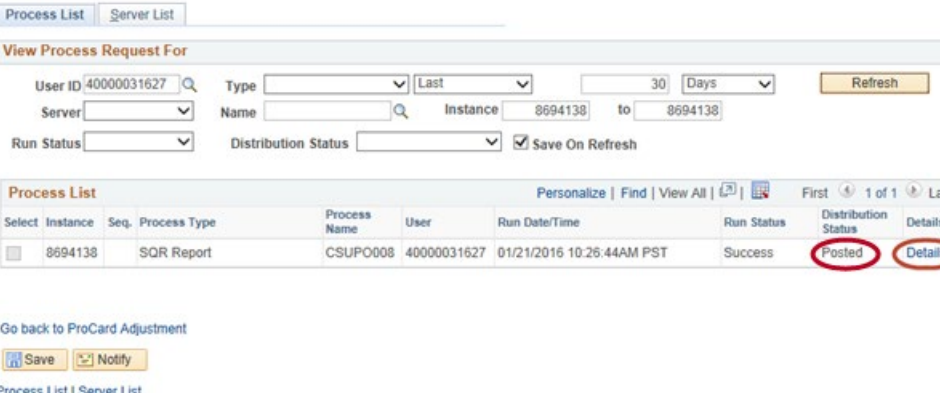
4.0 Monthly Procurement Credit Card Statement

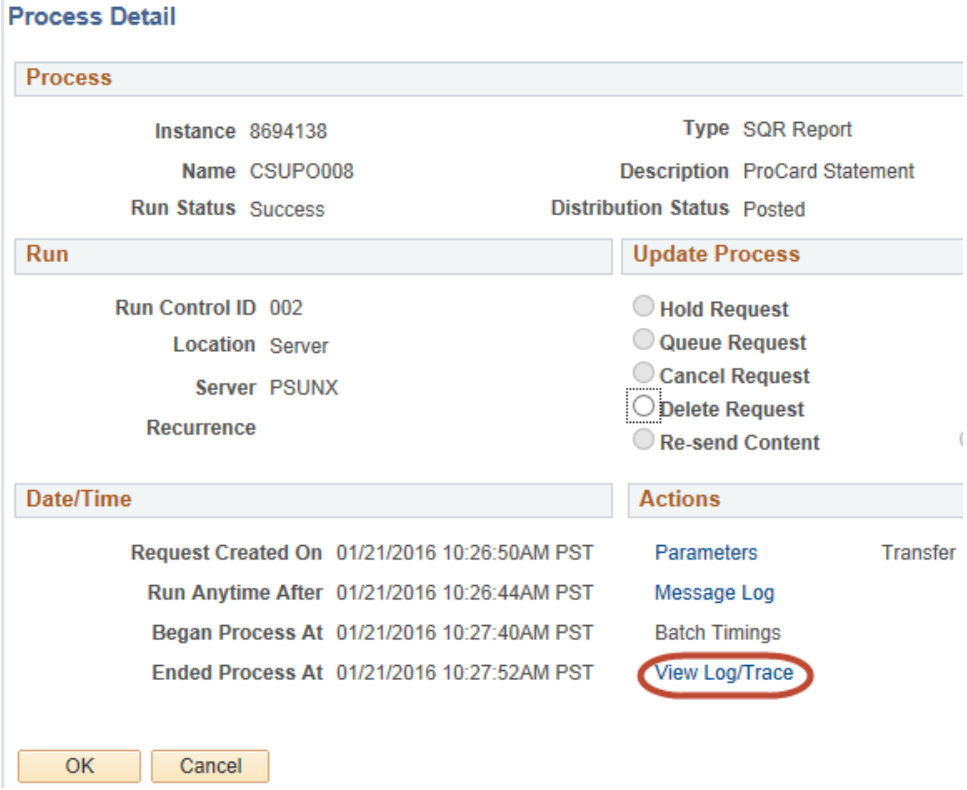
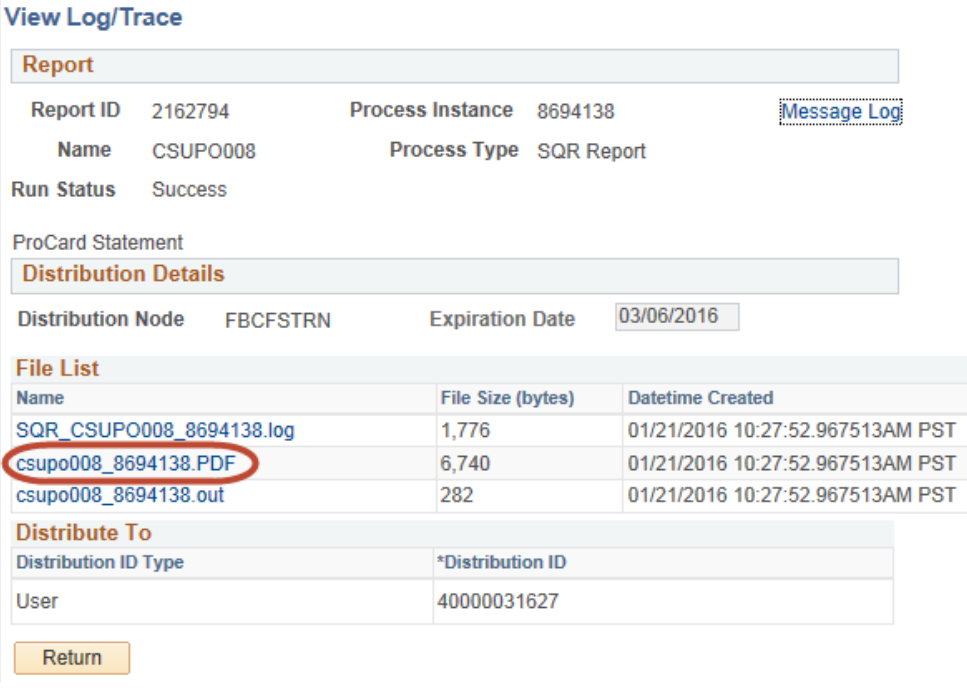
Once reconciliation is complete, electronically print/save the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Combine the statement and all backup documentation (itemized receipts/invoices and any additional required documentation) in the same order as it appears on the report. Upload the approved and completed statement and documents to the CFS PeopleSoft ProCard module no later than the dates specified on the Procurement Credit Card Cycle calendar.

4.1 Printing the Procurement Credit Card Statement

The following navigation is used to print the ProCard statement:

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
<p>Print: Select the Printer icon to make a hard copy of your ProCard Statement.</p> <p>Retrieve: Select the Process Monitor link to retrieve the report.</p>	
<p>Process List Tab</p> <p>Select the Details link to retrieve the Monthly Procurement Credit Card Statement.</p> <p>Note: The Distribution Status must be "Posted" prior to selecting the Details link. Select the Refresh button to update this status.</p>	

Processing Steps / Field Name	Screenshot / Description																
<p>Process Detail Page</p> <p>Select the View Log/Trace link.</p>	 <p>Process Detail</p> <p>Process</p> <p>Instance 8694138 Type SQR Report Name CSUPO008 Description ProCard Statement Run Status Success Distribution Status Posted</p> <p>Run Update Process</p> <p>Run Control ID 002 <input type="radio"/> Hold Request Location Server <input type="radio"/> Queue Request Server PSUNX <input type="radio"/> Cancel Request Recurrence <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content</p> <p>Date/Time Actions</p> <p>Request Created On 01/21/2016 10:26:50AM PST Parameters Transfer Run Anytime After 01/21/2016 10:26:44AM PST Message Log Began Process At 01/21/2016 10:27:40AM PST Batch Timings Ended Process At 01/21/2016 10:27:52AM PST View Log/Trace</p> <p>OK Cancel</p>																
<p>View Log/Trace Page</p> <p>Select the PDF file from the file list. The Procurement Credit Card Statement will open.</p> <p>Save to PDF, insert your electronic signature.</p> <p>Combine statement and all supporting documentation then send to the Delegation of Authority (DOA) Appropriate Administrator for approval.</p> <p>The statement must be uploaded to the CFS PeopleSoft ProCard Module by the deadline specified on the Procurement Credit Card Cycle calendar.</p>	 <p>View Log/Trace</p> <p>Report</p> <p>Report ID 2162794 Process Instance 8694138 Message Log Name CSUPO008 Process Type SQR Report Run Status Success</p> <p>ProCard Statement</p> <p>Distribution Details</p> <p>Distribution Node FBCFSTRN Expiration Date 03/06/2016</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_CSUPO008_8694138.log</td> <td>1,776</td> <td>01/21/2016 10:27:52.967513AM PST</td> </tr> <tr> <td>csupo008_8694138.PDF</td> <td>6,740</td> <td>01/21/2016 10:27:52.967513AM PST</td> </tr> <tr> <td>csupo008_8694138.out</td> <td>282</td> <td>01/21/2016 10:27:52.967513AM PST</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>40000031627</td> </tr> </tbody> </table> <p>Return</p>	Name	File Size (bytes)	Datetime Created	SQR_CSUPO008_8694138.log	1,776	01/21/2016 10:27:52.967513AM PST	csupo008_8694138.PDF	6,740	01/21/2016 10:27:52.967513AM PST	csupo008_8694138.out	282	01/21/2016 10:27:52.967513AM PST	Distribution ID Type	*Distribution ID	User	40000031627
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csupo008_8694138.out	282	01/21/2016 10:27:52.967513AM PST															
Distribution ID Type	*Distribution ID																
User	40000031627																

4.1.1 ProCard Sample Statement

**CA State University Long Beach
US BANK**

Business Unit: LBCMP	Invoice Number: PC03160112
Account Name: MARCELLA ALVEAR 562-985-4663 #001862651	Invoice Date: March 23, 2016
Origin: USB	Total Amount: \$ 5,394.13

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL Acct Fund Dept	Prgm Class Proj	Amount			
1	02/26/16	DMI* DELL HIGHER EDUC	TX	114.44	R37754/WHOLESALE COMPUTERS/ 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						114.44			
						Total Distribution	114.44		
2	03/11/16	GM BUSINESS INTERIORS	CA	1,355.09	114829/WHOLESALE CONSTRUCT 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						1,355.09			
						Total Distribution	1,355.09		
3	02/29/16	AMAZON.COM AMZN.COM/BILL	WA	339.20	263-1163/R37761/BOOK STORES 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						339.20			
						Total Distribution	339.20		
4	02/29/16	PAYPAL *JKAV	CA	315.00	59VJ22XWC9RXS/PROFESSIONAL SERVICES 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						315.00			
						Total Distribution	315.00		
5	03/22/16	PAYPAL *ERGONOMICTO	CA	1,009.20	18495072/ELECTRONICS STORES 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						1,009.20			
						Total Distribution	1,009.20		
6	03/01/16	AMAZON.COM AMZN.COM/BILL	WA	722.64	263-1163/R37761/BOOK STORES 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						722.64			
						Total Distribution	722.64		
7	03/01/16	AMAZON MKTPLACE PMTS	WA	1,399.56	263-1163/R37761/BOOK STORES 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						1,399.56			
						Total Distribution	1,399.56		
8	03/01/16	BEACH CAMERA	NJ	139.00	ATOAE24E2E1D/CAMERA & PHOTOGRAPHIC SUP 1 LBCMP 660003 GF001 00748			40000031627	06/27/16
						139.00			
						Total Distribution	139.00		

Purchase Categories:

- E - Equipment that is a capitalized asset The item has a unit acquisition cost of at least \$5000 (includes software) OR is a sensitive item (laptop and/or camera).
- T - A taxable good and Sales Tax was included (Services are not taxable.)
- R - Registration for conferences, seminars, memberships, training, etc. (no food included)
- C - Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATT). For all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.
- H - Hospitality/food expenses - additional form is required.
- O - Select if the purchase is an Emergency or a Gift purchase.

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, MARCELLA ALVEAR _____ Date _____ Signature of Approving Official, DOA APPROPRIATE ADMINISTRATOR _____ Date _____

Program Name: CSUPO008 The signatures above certify the funds are available for these expenditures, the purchases comply with Procurement Card Guidelines and Procedures, and the expenditures are reasonable and necessary for the department operations and University's mission.

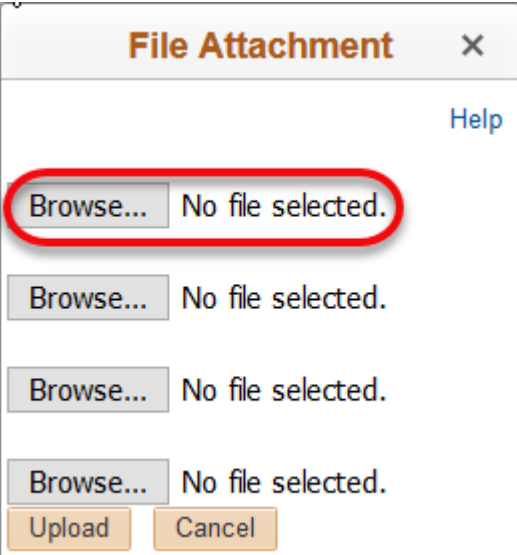
Report Date: 07/06/16
Report Time: 07:34:57

5.0 Add Attachments to ProCard Statement

5.1 Add Attachments

Upload attachments with all supporting documentation. While there is the ability to upload up to four attachments, it is best to only upload a single attachment with the approved statement and all supporting documentation in the order is appears on the statement.

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
<p>Select the "Add Attachment" button.</p> <p>In the file attachment box, select the "Browse..." button in the location where you would like to attach the file (position 1)</p> <p>Browse on your computer for the combined statement with all supporting documentation and select "Open".</p> <p>Select "Upload"</p> <p>The file name will be visible. File Name helpers:</p> <ul style="list-style-type: none"> Limit the length of the file name. Consider using the format YYYY-MM-DD LastName + FirstName + Statement for consistency and ease of finding. 	

5.2 View or Delete Attachments

Use the buttons to the right of the file name to view and/or delete the file. Use the View button to validate that the document upload was successful and that AP will be able to view the attachment.



6.0 Review ProCard History

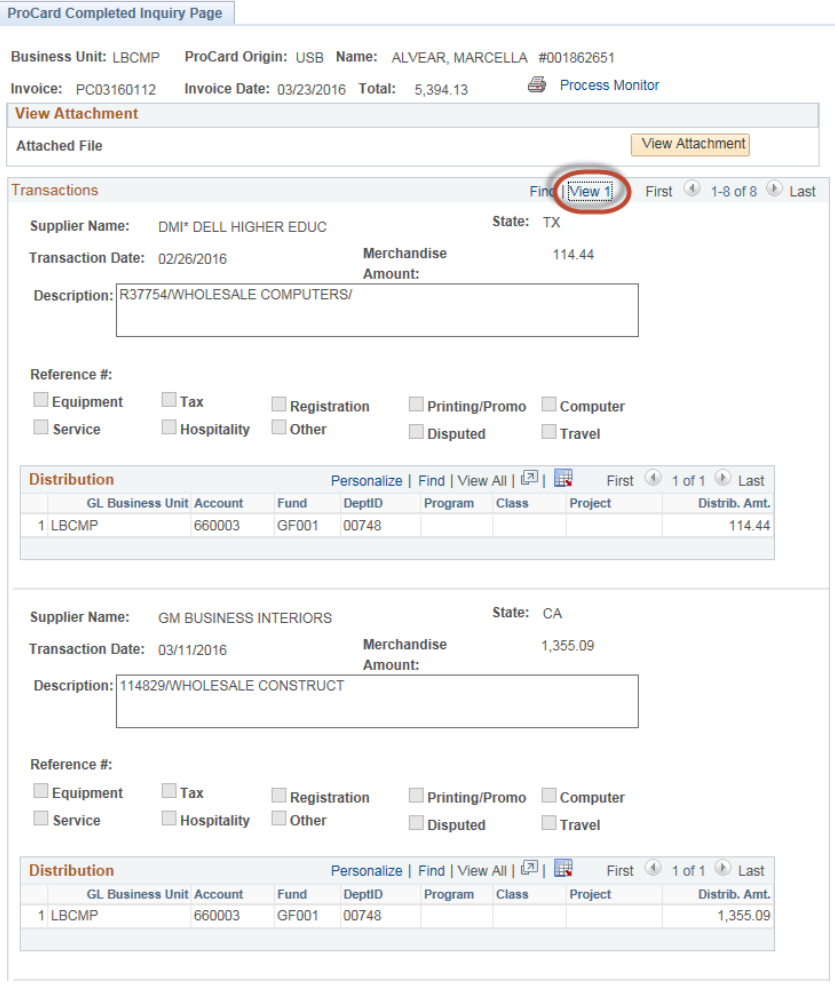

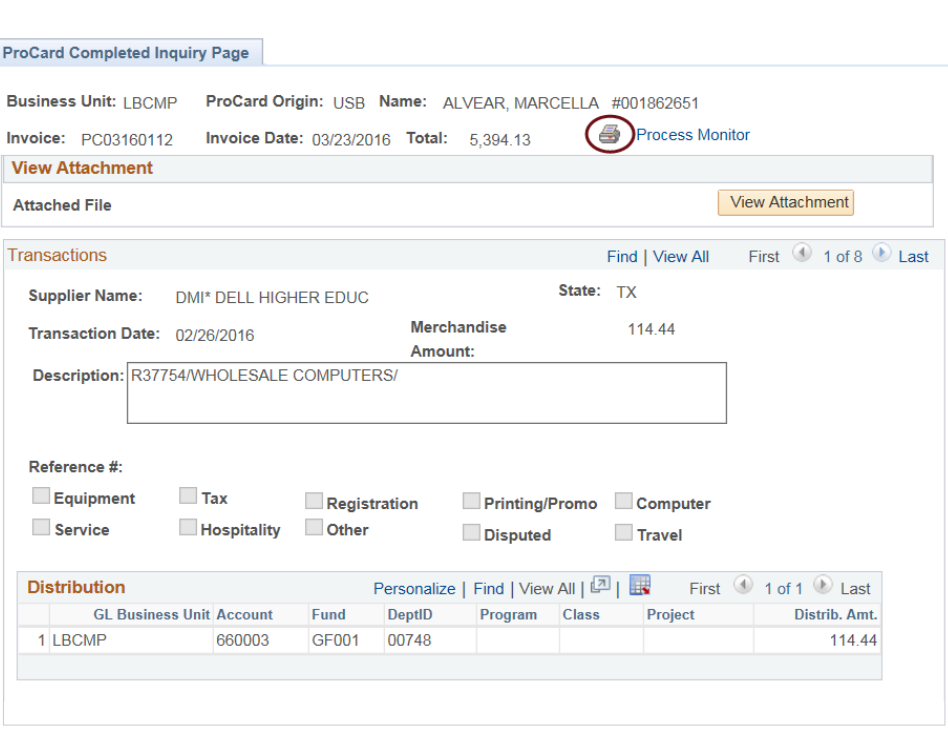

6.1 ProCard Completed Inquiry

Once the ProCard Billing statements have been loaded into the Accounts Payable system, the person reconciling will no longer be able to update/adjust the transaction details for the month. To view historical information, use the ProCard Completed Inquiry page.

The following navigation is used to view your ProCard Transaction history:

Navigation: CSU ProCard > Use & Inquiry > ProCard Completed Inquiry

Processing Steps / Field Name	Screenshot / Description																												
<p>Business Unit: The business unit where your card was issued - LBCMP or LBF DN. Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Billing Statement Date (not required, however this will narrow the search).</p> <p>Last Name: Enter the cardholder's last name. Required.</p> <p>First Name: Enter the cardholder's first name. (Not required, however this will narrow the search).</p> <p>Invoice Number: System generated. The first two characters are PC, the next four characters are MMY Y, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).</p> <p>Select the Search button. All previous statements will display. Select accordingly.</p>	<p>ProCard Completed Inquiry Page</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Business Unit = <input type="text" value="LBCMP"/> </p> <p>Origin begins with <input type="text" value="USB"/> </p> <p>Invoice Date = <input type="text"/></p> <p>Last Name begins with <input type="text" value="ALVEAR"/></p> <p>First Name begins with <input type="text"/></p> <p>Invoice Number begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Origin</th> <th>Invoice Date</th> <th>Last Name</th> <th>First Name</th> <th>Invoice Number</th> <th>Cardmember Number</th> </tr> </thead> <tbody> <tr> <td>LBCMP</td> <td>USB</td> <td>03/23/2016</td> <td>ALVEAR</td> <td>MARCELLA</td> <td>PC03160112</td> <td>001862651</td> </tr> <tr> <td>LBCMP</td> <td>USB</td> <td>06/23/2016</td> <td>ALVEAR</td> <td>MARCELLA</td> <td>PC06160102</td> <td>001862651</td> </tr> <tr> <td>LBCMP</td> <td>USB</td> <td>06/23/2016</td> <td>ALVEAR</td> <td>MARCELLA</td> <td>PC06160282</td> <td>001862651</td> </tr> </tbody> </table>	Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number	LBCMP	USB	03/23/2016	ALVEAR	MARCELLA	PC03160112	001862651	LBCMP	USB	06/23/2016	ALVEAR	MARCELLA	PC06160102	001862651	LBCMP	USB	06/23/2016	ALVEAR	MARCELLA	PC06160282	001862651
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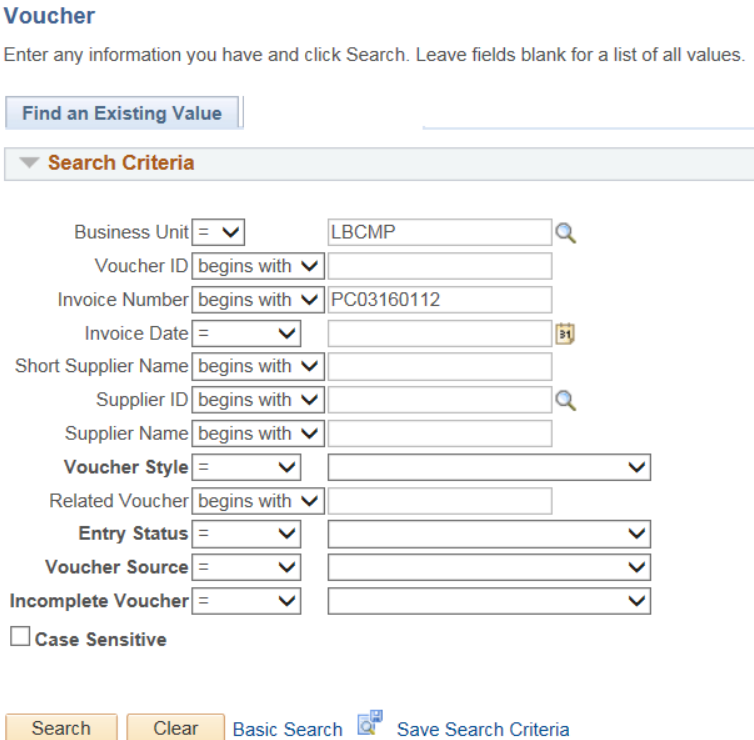
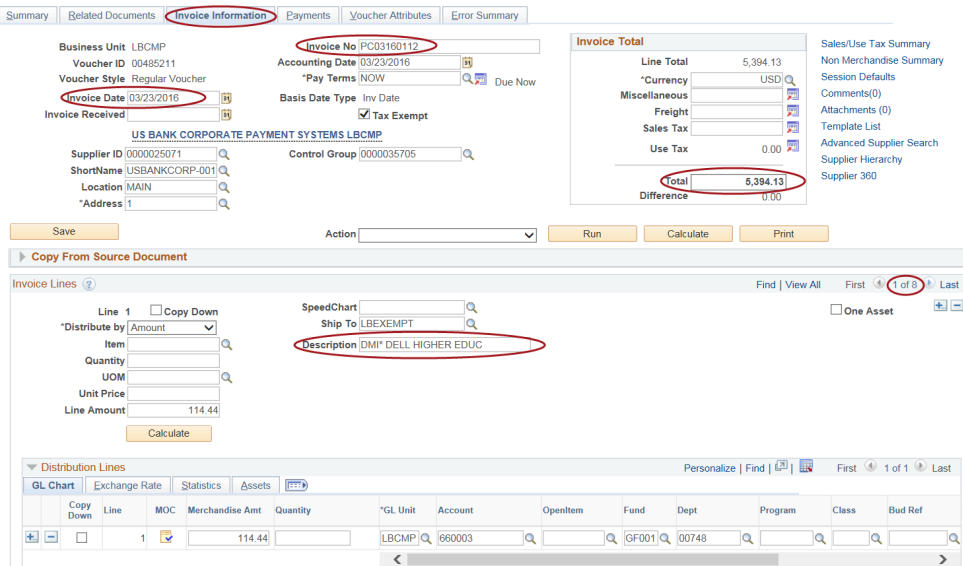
Processing Steps / Field Name	Screenshot / Description																																				
<p>Select View All option at the top of the transaction list to see all transactions for this statement and related information, including descriptions and distributions for each transaction.</p> <p>To return to one transaction at a time, select the View 1 option at the top of the transaction list.</p>	 <p>ProCard Completed Inquiry Page</p> <p>Business Unit: LBCMP ProCard Origin: USB Name: ALVEAR, MARCELLA #001862651</p> <p>Invoice: PC03160112 Invoice Date: 03/23/2016 Total: 5,394.13  Process Monitor</p> <p>View Attachment</p> <p>Attached File View Attachment</p> <p>Transactions Find View 1 First 1-8 of 8 Last</p> <p>Supplier Name: DMI* DELL HIGHER EDUC State: TX</p> <p>Transaction Date: 02/26/2016 Merchandise Amount: 114.44</p> <p>Description: R37754/WHOLESALE COMPUTERS/</p> <p>Reference #:</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer</p> <p><input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed <input type="checkbox"/> Travel</p> <p>Distribution Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>GL</th> <th>Business Unit</th> <th>Account</th> <th>Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBCMP</td> <td>660003</td> <td>GF001</td> <td>00748</td> <td></td> <td></td> <td></td> <td>114.44</td> </tr> </tbody> </table> <p>Supplier Name: GM BUSINESS INTERIORS State: CA</p> <p>Transaction Date: 03/11/2016 Merchandise Amount: 1,355.09</p> <p>Description: 114829/WHOLESALE CONSTRUCT</p> <p>Reference #:</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer</p> <p><input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed <input type="checkbox"/> Travel</p> <p>Distribution Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>GL</th> <th>Business Unit</th> <th>Account</th> <th>Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBCMP</td> <td>660003</td> <td>GF001</td> <td>00748</td> <td></td> <td></td> <td></td> <td>1,355.09</td> </tr> </tbody> </table>	GL	Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.	1	LBCMP	660003	GF001	00748				114.44	GL	Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.	1	LBCMP	660003	GF001	00748				1,355.09
GL	Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.																													
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1	LBCMP	660003	GF001	00748				1,355.09																													
<p>Select the Printer icon if you wish to save a soft copy of your transaction details and distributions.</p> <p>Select the Process Monitor link to retrieve the report.</p> <p>See the above section, Printing the Procurement Credit Card Statement, for details on how to retrieve your report.</p>	 <p>ProCard Completed Inquiry Page</p> <p>Business Unit: LBCMP ProCard Origin: USB Name: ALVEAR, MARCELLA #001862651</p> <p>Invoice: PC03160112 Invoice Date: 03/23/2016 Total: 5,394.13  Process Monitor</p> <p>View Attachment</p> <p>Attached File View Attachment</p> <p>Transactions Find View All First 1 of 8 Last</p> <p>Supplier Name: DMI* DELL HIGHER EDUC State: TX</p> <p>Transaction Date: 02/26/2016 Merchandise Amount: 114.44</p> <p>Description: R37754/WHOLESALE COMPUTERS/</p> <p>Reference #:</p> <p><input type="checkbox"/> Equipment <input type="checkbox"/> Tax <input type="checkbox"/> Registration <input type="checkbox"/> Printing/Promo <input type="checkbox"/> Computer</p> <p><input type="checkbox"/> Service <input type="checkbox"/> Hospitality <input type="checkbox"/> Other <input type="checkbox"/> Disputed <input type="checkbox"/> Travel</p> <p>Distribution Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>GL</th> <th>Business Unit</th> <th>Account</th> <th>Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Distrib. Amt.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBCMP</td> <td>660003</td> <td>GF001</td> <td>00748</td> <td></td> <td></td> <td></td> <td>114.44</td> </tr> </tbody> </table>	GL	Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.	1	LBCMP	660003	GF001	00748				114.44																		
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1	LBCMP	660003	GF001	00748				114.44																													

6.2 AP Voucher Inquiry

Another way to view historical information is to view the Invoice in the Accounts Payable module.

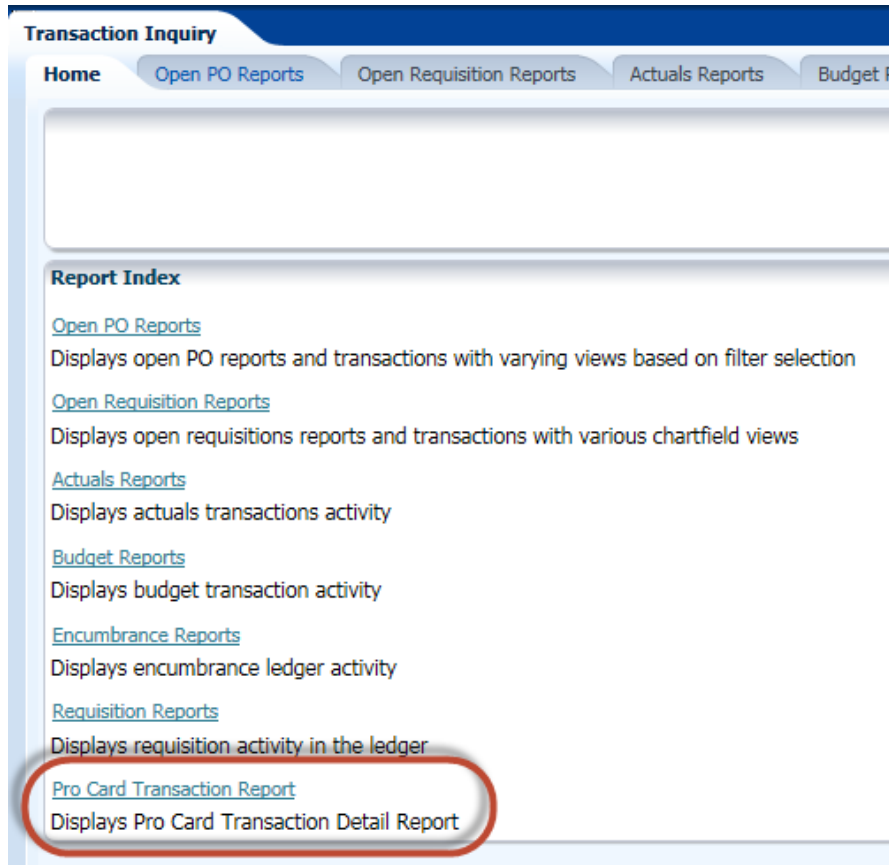
The following navigation is used to view your ProCard Transaction history in AP:

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Processing Steps / Field Name	Screenshot / Description
<p>Business Unit: The business unit where your card was issued - LBCMP or LBF DN. Required.</p> <p>Invoice Number: System generated. The first two characters are PC, the next four characters are MMY Y, the month and year the billing statement is for, the last 4 are sequential numbers. Required.</p> <p>Select the Search button.</p>	
<p>Select the Invoice Information Tab</p>	

6.3 Data Warehouse Reports

Reports are available in Data Warehouse Transaction Inquiry section. Refer to the [DWH 11g ALL BU's Reporting Training Manual](http://www.csulb.edu/sites/default/files/groups/common-financial-system-cfs/document_fm_cfs_dwh_11g_all_bu_reporting.pdf) at http://www.csulb.edu/sites/default/files/groups/common-financial-system-cfs/document_fm_cfs_dwh_11g_all_bu_reporting.pdf.



The screenshot displays the 'Transaction Inquiry' web application interface. At the top, there is a navigation bar with the title 'Transaction Inquiry' and several tabs: 'Home', 'Open PO Reports', 'Open Requisition Reports', 'Actuals Reports', and 'Budget F'. Below the navigation bar is a large empty rectangular area. Underneath this area is a section titled 'Report Index'. This section lists several report categories with their respective descriptions:

- [Open PO Reports](#): Displays open PO reports and transactions with varying views based on filter selection
- [Open Requisition Reports](#): Displays open requisitions reports and transactions with various chartfield views
- [Actuals Reports](#): Displays actuals transactions activity
- [Budget Reports](#): Displays budget transaction activity
- [Encumbrance Reports](#): Displays encumbrance ledger activity
- [Requisition Reports](#): Displays requisition activity in the ledger
- [Pro Card Transaction Report](#): Displays Pro Card Transaction Detail Report

The 'Pro Card Transaction Report' link and its description are circled in red in the original image.

7.0 Appendix A – Resources/Contacts

7.1 Contacts

Contacts are available for questions regarding Procurement Credit Card Program.

1. For all Procurement card questions, contact the Procurement Card Administrator Marcella Alvear, Ext. 54663, marcella.alvear@csulb.edu or the Purchasing Front Office at Ext 54296
2. For questions regarding Cardholder Reports, contact the Accounts Payable Technician responsible for cardholder reports. Orly Fuentes Rios, Ext. 54054, orly.fuentes@csulb.edu or the Accounts Payable department at Ext 54171
3. For disputes or to report a lost card, contact US Bank 24 hour Customer Service 800-344-5696
4. For property/asset tagging, contact the Property Management Office (PMO) at (562) 985-4880
5. For questions regarding the CFS PeopleSoft ProCard module or DWH system, contact fishelpdesk@csulb.edu

7.2 Resources

How to Purchase and Pay

<https://www.csulb.edu/financial-management/procurement-services/how-to-purchase-and-pay>

Signature and Delegation of Authority Overview

<https://www.csulb.edu/financial-management/signature-and-delegation-of-authority-overview>

Procurement Credit Card Guideline

http://daf.csulb.edu/admin_guidelines/guidelines/procurement_card_program.html

Procurement Credit Card Cycle Dates

<https://www.csulb.edu/financial-management/controllers-office/accounts-payable>

Procurement Credit Card Overview and related forms page

<http://www.csulb.edu/financial-management/procurement-contractual-services/procurement-credit-card-overview>

CFS Training Classes and Materials

<https://www.csulb.edu/financial-management/cms-financial-services/financial-management-course-catalog>

Commonly Used Account numbers

<http://daf.csulb.edu/offices/financial/controller/lcua.html>

8.0 Appendix B: Sample Monthly Report Package

CA State University Long Beach US BANK

Business Unit: LBCMP	Invoice Number: PC06160361
Account Name: NOREEN KIMURA 562-985-8072 #014842761	Invoice Date: June 24, 2016
Origin: USB	Total Amount: \$ 226.46

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
Distrb	Ln#	BU/GL	Acct	Fund	Dept	Prgrm	Class	Proj	Amount
12/02/15	LAZY ACRES	GA	12.19	Food prep for "FARMWAY" last weekend	00219-101		40000031627	07/05/16	
			1	LBCMP 660003 46335 00219					12.19
									Total Distribution 12.19
12/07/15	GRAINGER	WI	53.53	Disinfectant, lamps, tool	00219-110		40000031627	07/05/16	
			1	LBCMP 660003 46335 00219					53.53
									Total Distribution 53.53
12/04/15	FOLDINGCHAIRSANDTABLES	CA	132.12	folding chair, replacement feet	00219-108		40000031627	07/05/16	
			1	LBCMP 660003 46335 00219					132.12
									Total Distribution 132.12
12/10/15	HOME DEPOT	GA	28.62	instant cold packs	00219-115		40000031627	07/05/16	
			1	LBCMP 660003 46335 00219					28.62
									Total Distribution 28.62

Purchase Categories:

- E - Equipment that is a capitalized asset. The item has a unit acquisition cost of at least \$3000 (includes software) OR is a sensitive item (laptop and/or camera).
- T - A taxable good and Sales Tax was included (Services are not taxable.)
- R - Registration for conferences, seminars, memberships, training, etc. (no food included)
- C - Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATT). F or all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.
- H - Hospitality/food expenses - additional form is required.
- O - Select if the purchase is an Emergency or a Gift purchase.

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached)

Sign
Date

Signature of Card Holder, NOREEN KIMURA
Date

Sign
Date

Signature of Approving Official, DOA APPROPRIATE ADMINISTRATOR
Date

Program Name: CSUP0008 The signatures above certify the funds are available for these expenditures, the purchases comply with Procurement Card Guidelines and Procedures, and the expenditures are reasonable and necessary for the department operations and University's mission. Report Date: 07/05/16 Page 1 Report Time: 09:44:03

