



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**KEY PROCUREMENT CARD (P-CARD) POLICY CHANGES**

*Effective November 22, 2022*

The Procurement and Contracts office has updated the policy to provide Cardholders and Approving Officials with a clear understanding of their roles and responsibilities when participating in the P-card Program. These updates provide cardholders with additional purchasing guidance, provide more defined policy language, and create greater usage opportunities, which will ensure the ongoing success of the P-card Program.

**ABOUT THE P-CARD PROGRAM**

<b>Retired</b>	N/A
<b>Updated</b>	<b><i>New addition, please review Section 2 of the Policy Manual.</i></b>

**BENEFITS OF THE P-CARD PROGRAM**

<b>Retired</b>	N/A
<b>Updated</b>	<b><i>New addition, please review Section 3 of the Policy Manual.</i></b>

**DELEGATION OF AUTHORITY**

<b>Retired</b>	The CSU’s authority to procure goods and services is granted through the Board of Trustees. Procurement and Contracts administers the Procurement Card Program for the campus. The P-card Administrator within Procurement and Contracts processes applications, issues cards, conducts training, monitors policy compliance, and assists cardholders with any questions related to the program.
<b>Updated</b>	The CSU’s authority to procure goods and services is granted under CSU Policy, <a href="https://calstate.policystat.com/policy/11714239/latest">https://calstate.policystat.com/policy/11714239/latest</a> , through the Board of Trustees, to the Chancellor, to the campus President, to Procurement and Contracts. The policy establishes minimum standards for the use of Procurement Credit Cards.  Delegation for the purchase of goods and services under the P-card program has been further delegated to cardholders up to their respective credit limits.

## CONFLICT OF INTEREST

### Retired

All cardholders are required to complete and submit a Statement of Economic Interest ([Conflict of Interest Form 700](#)) each year. Please contact Human Resources for more information at [www.csudh.edu/hr](http://www.csudh.edu/hr) or 310-243-3771.

### Updated

[The Political Reform act of 1974](#) (*Government Sections 81000, et seq*) requires that university employees who “are deemed to make or participate in decisions which may foreseeably have a material effect on a financial interest” of their own, must file financial disclosures indicating their interests which might fall within the “conflict of interest” category.

Conflict of Interest is defined as follows: “No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest.” Gov’t Code § 87100. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov’t Code § 9100.

All cardholders and Approving Officials are responsible for conducting business in an ethical manner and adhere to the following:

1. All CSU employees in a designated position and interim disclosure positions must file a Statements of Economic Interests (Form 700) on an annual basis and take the COI Training within 6 months of assuming office, and then every two years after.
2. Purchases shall not be made from companies where the person purchasing the goods has an economic interest. Such purchases may have at least the appearance of wrongdoing and should therefore be avoided. Avoid involvement in any transactions that could be a conflict between personal interests and the interests of the CSU.
3. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
4. Avoid gifts, gratuities, rebates (not issued in the name of University), kickbacks, rewards points or credit, or other incentives provided to the cardholder to influence or appear to influence the decision to make a purchase from a vendor.

The remedy for the intentional use of the P-card to defraud the University can include the reimbursement of such charges, P-card suspension or cancellation, disciplinary action in accordance with the Education Code. Section 89535 (i.e., suspension, demotion, or termination) and/or criminal prosecutions. This prohibition applies to all CSU employees.

Cardholders are delegated limited purchasing authority on behalf of the University, and as such, have the responsibility to ensure that purchases made on their P-card do not fall within the definitions of a conflict of interest.

All cardholders are required to complete and submit a Statement of Economic Interest ([Conflict of Interest Form 700](#)) each year. Please contact Human Resources for more information at [www.csudh.edu/hr](http://www.csudh.edu/hr) or 310-243-3771.

## ELIGIBILITY AND ISSUING A P-CARD

### Retired

Eligibility: The P-card program is available to CSU employees only (faculty, staff and annual renewable hires). Temporary staff, whether from agencies or via emergency hire program, retired annuitants, volunteers, students and student assistants are NOT eligible for the P-card program.

Issuing a P-card: Eligible employees requesting a P-card should follow the steps below: Submit a completed [Procurement Card Application Form](#) [PDF] signed by the card requester, approving official, and division head, to [p-card@csudh.edu](mailto:p-card@csudh.edu). Submissions can be electronic or hard copy.

Complete Conflict of Interest Training, which is available online via Skillport. Submit the [Conflict of Interest Form 700](#) to Linda San at [lsan2@csudh.edu](mailto:lsan2@csudh.edu).

Complete and submit a [Request Access to PeopleSoft Financial Application Form](#) to Campus IT to gain access to CFS for monthly reconciliation.

Once the above steps are completed, please notify the P-card Administrator, so your mandatory training can be scheduled. Please note the requester and approver (if a new approver) must complete this training in order to receive the card.

### Updated

#### **ELIGIBILITY**

The P-card program is available to CSU employees only (faculty, staff and annual renewable hires). Temporary staff, whether from agencies or via emergency hire program, retired annuitants, volunteers, students and student assistants are NOT eligible for the P-card program.

Eligible employees requesting a P-card should follow the steps below:

1. Submit a completed [P-card Application Form](#) [PDF]. The completed application shall be submitted to Procurements and Contracts and shall include the Approving Official's name, signature, and an alternate. approving official, and division head, to [p-card@csudh.edu](mailto:p-card@csudh.edu). Submissions can be electronic or hard copy.
2. Complete Conflict of Interest Training, which is available online via Skillport. Submit the [Conflict of Interest Form 700](#) to Human Resources at [hr@csudh.edu](mailto:hr@csudh.edu).
3. Complete and submit a [Request Access to PeopleSoft Financial Application Form](#) to Campus IT to gain access to CFS for monthly reconciliation.
4. Cardholders are required to complete mandatory P-card training. The training link will be sent to applicant. Please note that the requester and approver (if a new approver) must complete this training in order to receive the card.
5. Once the above steps are completed, the cardholder shall be required to sign the P-card Agreement, acknowledging familiarity with the rules and regulations in this procedure.

Upon completion of pre-requisites listed above, the P-card will be distributed to cardholder.

#### **CREDIT LIMITS**

The standard credit limit for a new P-card requests is \$2,500. Authorization for higher credit limit can be granted based on anticipated usage and pre-approval. Cardholders shall discuss departmental needs with Approving Official and decide if a higher P-card limits is required.

Once the card is issued, should a greater limit be required, a new application signed by the Approving Official will be required and shall be forwarded to the P-card Administrator at [p-card@csudh.edu](mailto:p-card@csudh.edu) for review. Final determination rests with Procurement and Contracts.

**DISTRIBUTION AND RETURN**

P-cards not picked up by the cardholder within two weeks of notification will be canceled and destroyed. A new P-card will require a new request using the P-card Application form. Additional training may be required at the discretion of the P-card Administrator. Failure to attend training may result in the suspension or cancellation of the P-card, at the discretion of the Director of Procurement and Contracts.

The P-card shall be surrendered upon request from Procurement and Contracts, the Approving Official, or when the relationship with the University is severed. The P-card shall be returned to the office of Procurement and Contracts.

**CARDHOLDER RESPONSIBILITIES**

**Retired**

Usage

It is the cardholder's responsibility to ensure their P-card is used in accordance with the procurement card program policy. Cardholder is reminded that revisions can be made throughout the year and shall periodically review the campus policy for full compliance. When placing orders for delivery to campus, cardholder shall provide vendor or supplier with complete address information including department delivery location and cardholder name.

Home deliveries are strictly prohibited.

Security

The cardholder is responsible for the proper security and usage of their P-card. The P-card may only be used by the cardholder and shall not be shared with or delegated to other individuals at any time. The cardholder is responsible for all transactions conducted using the card. The P-card Administrator must be notified immediately whenever a cardholder transfers to another department or separates from the University.

Reconciliation

The cardholder is responsible for completing the monthly reconciliation of the P-card as detailed in the Procurement Card Reconciliation Handbook. The completed reconciliation packet must be submitted by the due date announced to all cardholders each month by Accounting Services. If the cardholder is absent or on vacation during the period in which monthly submittals are due, the approving official is responsible for ensuring timely submittal of the cardholder's packet. Please

**Updated**

***Significant changes have been added to this section. Please review Section 8 of the Policy Manual for details. Changes include addition of Home Delivery Instructions, Buy Recycled Products, Payment and Shipment, No Activity Accounts, Campus Reimbursement, Policy Infractions, P-card Reconciliation, Separation and Transfer, and Hospitality.***

## APPROVING OFFICIAL RESPONSIBILITIES

### Retired

The approving official is the administrator sponsoring the cardholder. Responsibilities of the approving official are:

Attend mandatory P-card training

Review and approve all charges made on the P-card

Ensure that no prohibited items are purchased

Ensure all charges are appropriate and pertain to official university business

Ensure that all monthly reconciliation packets are complete and submitted timely

Retrieve P-cards from employees who change departments or separate from the university

Ensure lost P-cards are immediately reported to the P-card Administrator

Submit final reconciliation upon separation or transfer of the cardholder if cardholder is not available

### Updated

#### 1. Compliance and Training

The approving official is the administrator sponsoring the cardholder. Responsibilities of the approving official are:

- Ensure compliance with procurement card policies. Policy can also be found on the Procurement and Contracts webpage, <https://www.csudh.edu/procurement-contracts/procurement-contracts/procurement-card>.
- Have a solid understanding of applicable policies such as [Hospitality Policy](#), and [Furniture Policy](#).
- Understand the purpose and/or scope of the transaction that connects purchases to the business needs.
- Ensure that no prohibited items are purchased.
- Inquire with cardholder regarding usual or questionable items.
- Identify possible infractions of cardholder and take appropriate action.
- Approving Official is not authorized to sign his or her own reconciliation submittal.
- Both the cardholder and the approvers must complete training, with retraining as required by non-adherence to policy requirements or at the discretion of Procurement and Contracts based on policy updates and changes.

#### 2. Monthly Tasks

- Review of all transactions of assigned cardholders(s) for appropriateness of purchase, on a monthly basis.
- Ensure thorough review of reconciliation submittal and approve all charges made on the P-card, including:
  - Verify original receipts are attached for each charge
  - Verify Account, Fund, Department, and Program
  - Verify Travel related charges adhere to CSU Travel Policy
  - Verify Hospitality charges adhere to CSU Hospitality Policy
  - Verify all charges adhere to the CSUDH P-card Policy
- Ensure proper documentation is included in the reconciliation for all restricted purchases.
- Certify and approve cardholders' monthly P-card transactions.

- Ensure reconciled P-card statement submissions are submitted to [PcardRecon@csudh.edu](mailto:PcardRecon@csudh.edu) by the monthly due date.
- Assigning an alternate Approving Official in the absence of the Approving Official to ensure that the paperwork is submitted to the Accounting Services department on time.
- Retrieve P-cards from employees who change departments or separate from the university.
- In the event of employment separation, if the cardholder is not available, Approver is responsible for returning the P-card to the P-card Administrator and ensuring all documentation is available for the Approving Official and/or designee to complete the final reconciliation submittal.
- Ensure lost P-cards are immediately reported to the P-card Administrator.
- Notifying the P-card Administrator when an employee promotes or transfers from their department.

### AUTHORIZED PURCHASES

**Retired**

Authorized P-card Purchases

Authorized commodities and limited services up to the cardholder's single purchase limit may be purchased using the P-card.

**Updated**

The P-card may be used for the following, and up to the cardholder's single purchase limit:

- Commodities such as office supplies and books (except as restricted or prohibited below)
- Small classroom items (e.g. lab supplies)
- IT related goods as follows:
  - Digital Content (Fonts, images and photographs, music, and digital documents for specific faculty or staff member). **NOTE:** See Restricted Purchases section for students, visitors, and/or public audience use.
  - Equipment under \$2,500
  - Printers
  - Scanners
  - Monitors
  - Large Screen Display
  - Apple iCloud storage
  - Digital and Video Cameras
  - Fax Machines
  - Webcams
  - Keyboards
  - Listening devices: Headsets, earphones, ear buds, speakers. **NOTE: APPLE AIR PODS ARE PROHIBITED.**
  - Microphones
  - Cables, Cords, and Power strips
  - USB portable storage/thumb drive/flash drive
  - Wi-Fi Adapters
  - SD Memory Card
  - Mouse
  - Cases for laptops and phones

- Docking stations
- Mounting Equipment
- Batteries
- Port Replicators
- Sound Cards
- Stylus Pens
- Microscopes
- Memberships (except Lifetime memberships)
- Single standalone small furniture pieces (*does not require assembly and/or installation*)
- Advertisements under \$1,000 (*if signed agreement is required, must be reviewed and approved by the P-card administrator prior to purchase*)
- Conference Registrations
- Online training/webinar
- Hospitality expenses, such as purchases for a University-Sponsored event. *Refer to Hospitality Policy.*

### **PROHIBITED PURCHASES**

**Retired**

Prohibited Purchases

The P-card may not be used for the following:

- Splitting purchases to circumvent cardholder's single purchase limit
- Personal expenses
- Equipment
- Services (except upon prior written approval by Procurement and Contracts)
- Cash advances
- Firearms
- Narcotics and controlled substances
- Furniture (excluding individual chairs)
- Meal expenses while traveling on official university business

**Updated**

**The P-card may not be used for the following:**

- Splitting purchases to circumvent cardholder's single purchase limit
- Personal expenses
- Services
- Cash advances
- Weapons, firearms and ammunition
- Alcohol, tobacco, narcotics and controlled substances
- Furniture (*requiring assembly and/or installation, including replacement of entire offices/suites with freestanding furniture and modular furniture. See Restricted section below for possible exception request*)
- Meal expenses while traveling on official university business
- Drones
- Construction/modifications/special repairs
- Decorative items (i.e. plants, artwork, etc.)
- Apple Air Pods
- Software or Services as listed below:
  - Operating Systems

- Application Software
- Installation Programs
- Software Tools
- Kiosk
- Computer Based Training Programs
- Web/Cloud Applications
- Website Platforms/Web Subscriptions
- Hosting a Virtual Conference or Performance
- Purchasing Virtual Services (examples: Consulting, Training)
- Free Software/Web Subscription/Applications
- Web Hosting
- Hardware as listed below:
  - Computer components interior to the machine
  - Copiers
  - 3D Equipment of any kind
  - External Hard Drives
- Memberships under employee's name and personal address
  - Any membership in the individual's name and personal address is considered a personal expense, thus not allowable, and will be reported as an infraction. Additionally, the unallowable expense will need to be remedied by either (a) updating member data and providing backup that meets the requirements, or (b) reimbursing the campus for the personal expense on the p-card.
- Fuel (*Refer to [Voyager Fleet Card Program](#) for instruction on obtaining a gas card for state owned vehicles*)
- Lifetime Memberships
- Animals, Laboratory or Livestock, Animal Cages, Aquariums, as well as all Live Vertebrate Animals (Requires a Requisition and approval from the Institutional Animal Care and Use committee (IACUCU).
- Gifts (gift card, gift basket, flowers, cards, CSUDH promotional items) for anyone for bereavement, birthday, wedding, anniversary, baby shower, retirement, farewell, get well, thank you, appreciation, recognition, etc., *except as allowed by the Hospitality Policy.*
- Honoraria or Independent Contractor Payments

## RESTRICTED PURCHASES

**Retired**

Restricted Purchases

The P-card may be used for restricted items upon written approval by the P-card Administrator or designee. Requests for restricted items shall be submitted in writing via email and include a justification for the purchase. If approved, the written approval shall be included in the monthly reconciliation packet when submitted.

The following items are restricted:

- Hazardous Materials (i.e. chemical, agents, gases). See [Restricted Purchases - Hazardous Materials](#) for more details.
- Hospitality: Approval must be obtained for any food, beverage, award or promotional item in accordance with the [Hospitality Policy](#), dated March 25, 2019. Submit the completed [Hospitality Authorization Form](#) to your appropriate administrator. For more information refer to the [Hospitality Policy Documents](#) on the Accounting webpage.



- Equipment valued at over \$500 is highly restricted on P-card and should be purchased via purchase order. In special circumstances, consideration may be granted for a one-time purchase on P-card. Cardholders should submit a quote or pro-forma invoice to [p-card@csudh.edu](mailto:p-card@csudh.edu) for review and approval.
  - Appliances such as refrigerators, microwaves, coffeemakers, etc., require special justification and cannot be purchased using general funds. Cardholders should submit a quote or pro-forma invoice to [p-card@csudh.edu](mailto:p-card@csudh.edu) for review and approval.
  - Services are highly restricted, however consideration may be granted for a one-time purchase on P-card. Cardholders should submit a quote or pro-forma invoice to [p-card@csudh.edu](mailto:p-card@csudh.edu) for review and approval.
  - Furniture purchases must meet established ergonomic guidelines, ADA compliance requirements, and commercial grade standards with typical 5-10 year warranties for a higher education environment (it is important to note that most home and office retailers do not sell commercial grade furniture or fabrics with the smoke/flame spread ratings required for institutional use). For modular furniture orders, Procurement and Contracts ensures proper departmental coordination with Facilities Services for space planning, removal of existing furniture, and scheduling of new installations. For these reasons, furniture is highly restricted on P-card and should be purchased via a purchase order. In special circumstances, consideration may be granted for a one time purchases on P-card for single or a small number of items such as chairs, tables, desks, etc. which do not require installation or setup of any kind. Cardholders can submit a quote or pro-forma invoice to [p-card@csudh.edu](mailto:p-card@csudh.edu) for review and limited approval. For more details review the [Furniture Purchases](#) process.
  - IT purchases (i.e. software, hardware & peripherals, and online services) and services require four layers of approval. Cardholders should begin by obtaining the first three approvals below by following the [Accessible Information and Communication Technology Procurement Process](#). After receiving IT, ATI, and Security approvals, cardholders shall forward final approval request to the P-card Administrator requesting to use the p-card for that specific transaction.
1. Information Technology (I.T.) – Required depending on the impact the purchase/contract or renewal may have on the Information Technology Division or the campus. The cardholder may need to answer additional questions throughout the approval process. The Information Security and Compliance team will connect the cardholder with the appropriate I.T. department to obtain additional information to facilitate this process. I.T. may also require direct communication with the vendor to verify their technical documents and specifications.
  2. Compliance (ATI) – Section 508 requires that Information and Communication Technology developed, used, maintained, or procured be accessible to people with disabilities. The cardholder will be asked to answer questions such as the number of users accessing or using the software/hardware/system, what type of data will be stored/transmitted, and who is the functional owner of the system. Additional questions may be asked depending on the specific request.
  3. Security Review – The Security review and approval ensures requests are appropriately assessed for managing the risks to the confidentiality, integrity, and availability of sensitive institutional information and the PII of constituents. Depending on the type of the data stored/transferred with your system, InfoSec office will require additional security reports.
  4. P-card Administrator – Cardholders shall submit a quote or pro-forma invoice to [p-card@csudh.edu](mailto:p-card@csudh.edu) for review and approval. The P-card Administrator will conduct a risk

assessment and may grant an exception for a one-time purchase on P-card. If exception is not granted the cardholder will be instructed to enter a requisition.

5. For further information on I.T., ATI, or Security approvals visit the [Information & Communication Technology Procurement \(ICT\)](#).

Authorized on P-card (No approvals required)

Examples of the most common products and services that do not require approvals are listed below. When in doubt please send an email to [p-card@csudh.edu](mailto:p-card@csudh.edu) to confirm if approval is required.

- Apple iCloud storage
- Monitors (under \$500)
- Digital and Video Cameras
- Fax Machines
- Webcams
- Keyboards
- SD Memory Cards
- Mouse
- Listening devices: Headsets, earphones, ear buds, speakers
- Microphones
- Cables and Cords
- USB portable storage/thumb drive/flash drive
- Wi-Fi Adapters
- Cases for laptops and phones
- Docking stations
- Mounting Equipment

NOT authorized on P-card

The following are not authorized on P-card. Cardholder must submit a requisition.

#### 1. Software or Services

- Operating Systems
- Application Software
- Installation Programs
- Software Tools
- Kiosk
- Computer Based Training Programs
- Web/Cloud Applications
- Website Platforms/Web Subscriptions
- Hosting a Virtual Conference or Performance
- Purchasing Virtual Services (examples: Consulting, Training)
- Free Software/Web Subscription/Applications
- Web Hosting

#### 2. Hardware

- Computer components interior to the machine
- Desktop Computers
- Laptop Computers
- Notebooks, Tablets, and iPads
- Monitors (over \$500)
- Printers
- Copiers
- Large Screen Displays
- Scanners
- 3D Equipment of any kind
- External Hard Drives

**Updated** *Significant changes have been added to this section. Please review Section 12 of the Policy Manual for details.*

### MONTHLY RECONCILIATION PROCESS

**Retired**

- After a purchase transaction is completed, cardholder shall retain the itemized receipt to submit with the reconciliation statement. The receipt should have a clear description of the item being purchased, cost of the item, merchant name, merchant address, merchant phone number, method of payment, and net zero amount owed. Packing slips, quotes, itineraries, and confirmation notices are not considered valid receipts.
- The billing cycle ends every 25th day of the month. The charges should be uploaded and available to reconcile in CFS 3-4 days after the billing cycle closes. Accounting Services will send an e-mail to all cardholders providing the reconciliation packet due date.
- The cardholder will review each transaction in CFS, change the default chartfield as appropriate, and enter the proper description for each transaction. The "disputed" box must be checked for disputed transactions. The "tax" box must be checked for purchases where the card holder was not charged tax.
- The reconciliation page must be printed and signed by both the cardholder and their approver. If the current approver is unavailable to sign, the department Dean, VP, or designated EIC may be an alternate signer. The EIC authorization must be included with the reconciliation statement submittal. the signed reconciliation must be submitted to [PcardRecon@csudh.edu](mailto:PcardRecon@csudh.edu).

#### Cardholder Checklist

- Login to CFS to verify charges
- Enter detailed descriptions for each charge
- Review and edit (if necessary) Account number, Fund, Department, and Program
- Print report in landscape orientation
- Attach original receipts in order of the charges on the report
- Attach Hospitality Forms if applicable
- Attach IT and Procurement approvals where applicable
- Submit by due date

#### Approver Checklist

- Verify original receipts are attached for each charge
- Verify Account, Fund, Department, and Program
- Verify Travel related charges adhere to CSU Travel Policy

- Verify Hospitality charges adhere to CSU Hospitality Policy
- Verify all charges adhere to the CSUDH P-card Policy

The P-Card reconciliation should be sent as one complete PDF file to [PCardRecon@csudh.edu](mailto:PCardRecon@csudh.edu). Alternatively, P-Card reconciliation packet may be sent to

Accounts Payable WH A-430:  
 Accounts Payable  
 Welch Hall A-430  
 Attn: Procurement Card Reconciliation

**Updated** *This section has been re-structured. Please review the Cardholder Responsibilities and the Approving Official responsibilities sections. Each section contains the monthly reconciliation responsibilities of each individual.*

**ASSET MANAGMENT**

**Retired**

**N/A**

**Updated**

***New addition - please review Section 13 of the Policy Manual. NEW ASSET MANAGEMENT THRESHOLD INCREASED FROM \$500 TO \$2,500***

**FREQUENTLY ASKED QUESTIONS**

**Retired**

**N/A**

**Updated**

***New addition – please review Section 14 of the Policy Manual.***