

# California State University, Fresno



## PROCUREMENT CARD HANDBOOK

**ADMINISTRATIVE SERVICES DIVISION**  
Procurement & Support Services  
Accounts Payable

Revised – April 1, 2009

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## I. QUICK REFERENCE GUIDE

### **CREDIT CARD PROCESSOR:**

American Express Corporate Services  
4246 Riverboat Rd  
Salt Lake City, UT 84123  
24-Hour Customer Service: 800-274-7378

### **PROCUREMENT & SUPPORT SERVICES**

Joyal Administration Building, Room 161  
M/S JA111  
Procurement Card Program Administrator  
Judy Gillette, 8-2111  
[jgillette@csufresno.edu](mailto:jgillette@csufresno.edu)

### **PROCARD WEB PAGE:**

<http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

### **ACCOUNTS PAYABLE DEPARTMENT**

Joyal Administration Building, Room 181  
M/S JA58  
Celia Gonzalez, 8-2760  
[cegonzalez@csufresno.edu](mailto:cegonzalez@csufresno.edu)

### **CARD ACTIVATION INFORMATION**

Last 4 of social security number

### **BILLING CYCLE**

16<sup>th</sup> of current month – 15<sup>th</sup> of following month\*  
(Exception: If 15<sup>th</sup> falls on a Saturday or Sunday,  
the billing cycle will end at midnight on following business day)

### **SAM WEB PAGE:**

<https://www.samaccess.com>

Database: csufresno

Login Id: Last 8 digits of credit card

Password: Last 8 digits of credit card

## II. GENERAL INFORMATION

### **Why Have a Procurement Card?**

Fresno State uses a variety of methods to purchase goods and services, including petty cash, purchase orders, and direct expense. Processing purchase orders is not cost effective for low-dollar value goods and occasionally suppliers refuse to accept a purchase order.

The Procurement Credit Card (also know as a ProCard or Pcard) is an additional option for purchasing supplies (goods), and allowable services costing \$5,000 (including tax and shipping) or less, which are not restricted or prohibited. Cardholders are encouraged to use the Procurement Credit Card for low value purchases in order to achieve cost savings and improve processing time for such items. The Procurement Credit Card is for authorized University purchases only and is not for personal use.

### **Applying for a Procurement Credit Card**

- Complete an application (Exhibit A) or download it from our web page at: <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>
- Designate an Approving Official and an Alternate Approving Official. An Approving Official will review and authorize the cardholder's charges each month and should be at least one level above the cardholder. Cardholders cannot approve their own charges. The Approving Official should have a signature authority card on file with the Procurement Office.
- Determine Spending Limits. Generally, the cardholder's Approving Official or Department Budget Analyst will determine the spending limits for a cardholder. Spending limits should be set to accommodate your department needs, and can be raised later if needed. The single purchase limit (what can be spent at one time with one merchant) is set at a maximum of \$5,000 for all cardholders.
- Signatures. The application should have the signatures of the cardholder, the Approving Official, and an Alternate Approver.
- Program Training. Once your card arrives, you will be contacted for a short training session and delivery of your card. The training session is mandatory for all cardholders. The AMEX ProCard Handbook is available for download at <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

### **Card Activation**

To activate your card, call (1-800-274-7378), the customer service number shown on your card.

- Select option "8" for new card activation
- Enter your 16-digit credit card account number
- Enter the last four numbers of your social security number, and then press the # key
- Select "1" to activate your card. Your card is now activated. Please remember to sign the back of your card.

### **Card Defaults (Chartfields)**

The chartstring you entered on your ProCard application will be assigned by default to all transactions. All charges on your credit card will be charged to this chartfield, unless they are changed in SAM before the 25<sup>th</sup> of each month.

## **Prohibited Uses of Procurement Credit Card**

The card may **NOT** be used to purchase everything. Some items and services are restricted by State law or University policy. The following is a representative list of prohibited uses of the ProCard. It is not intended to be all-inclusive. If you are not sure your purchase is allowed, please contact the ProCard Administrator before you acquire any product.

- ◆ Airline Tickets
- ◆ Alcoholic Beverages
- ◆ Ammunition/Firearms
- ◆ Animals and Animal Related Products
- ◆ Automotive Gasoline and Oil
- ◆ Awards, plaques, certificates, flowers, gifts
- ◆ Bottled Water
- ◆ Capital Equipment<sup>1</sup>
- ◆ Car Washes
- ◆ Car Rental
- ◆ Cash Advances, Cash Refunds
- ◆ Catering Services
- ◆ Cellular Phones and Service
- ◆ Computers and Computer Equipment  
(considered sensitive equipment – see definition below<sup>2</sup>)
- ◆ Computer and Equipment Repairs
- ◆ Computer parts to build complete system
- ◆ Conflict of interest
- ◆ Consulting Services, Instructors and Guest Speakers
- ◆ Controlled Substances
- ◆ Food and Food Related Products and Services (Hospitality)
- ◆ Furniture
- ◆ Hotels, Motels and Lodging Expenses
- ◆ In Lieu of Supplemental Wages
- ◆ Leases and maintenance agreements
- ◆ Meals, Travel or Entertainment Expenses
- ◆ Office Decorations
- ◆ Office Supplies (Use OfficeMax only)
- ◆ Pagers
- ◆ Paper (Use University Warehouse)
- ◆ Party Favors
- ◆ Personal Items
- ◆ Personal Purchases
- ◆ Purchases resulting in personal gain
- ◆ Postage and Postage Stamps
- ◆ Prescription Drugs
- ◆ Public Work Projects
- ◆ Purchases that violate CSU, CSUF policy or procedures
- ◆ Radioactive/Hazardous Materials
- ◆ Rental Agreements
- ◆ Repairs, Computer and Equipment
- ◆ Restaurants
- ◆ Services and Service Agreements (Annual Maintenance Contracts)
- ◆ Services not explicitly allowed
- ◆ Silk Plants
- ◆ Splitting of purchases to circumvent the \$5,000 dollar limitation/bidding process.
- ◆ Uniforms
- ◆ Vehicle Repairs

### **Definitions:**

<sup>1</sup>Capital equipment - Real or personal property that has a unit acquisition cost equal to or greater than \$5,000 including sales tax, and which has an estimated life of one year or greater, and can stand on its own (e.g. furniture, statue, vehicles or component equipment). This equipment is capitalized and has a unit cost or a combined component parts cost of \$5000 or more. An example of component parts system is a mixing machine that has three parts that are \$2000.00 each.

<sup>2</sup>Sensitive equipment - This includes software, computers, printers, monitors, scanners, copiers, and projectors only. This equipment is not capitalized and has a unit acquisition cost (including sales tax) between \$3000.00-\$4999.99

### **Consequences for Misuse of the Card**

- Revocation of the card
- Disciplinary steps that may include termination and legal action
- Use of the ProCard is subject to review by the Campus, CSU or State auditor at any time!

### **Allowable Services**

- Approved Advertisements – must be approved by Procurement. Typical acceptable use would be candidate search advertisements in professional journals. Advertisements for promotional efforts are not allowed.
- FedEx/UPS
- Subscriptions / Memberships – these charges are allowable, provided that an acceptable justification that details the business purpose and benefit to the University is stated in the GE Capital Monthly Purchase Report. This form must also detail the number of publications per year.
- Professional Dues - these charges are allowable, provided that an acceptable justification that details the benefit to the University is stated in the GE Capital Monthly Purchase Report.

### **III. SAM WEBSITE**

AMEX provides an online system, Strategic Account Management (“SAM”), which allows cardholders to view/edit information for their credit card transactions.

- SAM Functions
  - Review posted transactions
  - Change chartfields
  - Split charges among two or more chartfields
  - Dispute a charge
  - Print an Expense Log which shows the chartfield and line item(s) for each purchase
  - Print Cardholder Transaction report
  - Retrieve your password
  - Sign up online at: <https://www.samaccess.com>

Please note any changes done in SAM must be done no later than the 25<sup>th</sup> of each month. You will need to perform a transfer of expenditures to make any changes after this date.

In order to view the AMEX web pages as they were designed, please use Internet Explorer; do not use Mozilla Firefox. You should also make sure you have the latest version of Adobe Acrobat installed or you may not be able to view some reports.

At this time, SAM is not fully compatible with Mac OS-based systems. A list of quick tips for Mac users is posted on our website at:  
<http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

## IV. PROCEDURES - CARDHOLDER

### Cardholder Responsibilities

Cardholders are responsible for ensuring the Procurement Credit Card is used in accordance with the policies outlined in this manual and that all purchases are in compliance with CSU procurement and contracting procedures and policies, including but not limited to:

- compliance with all CSU Procurement Procedures for purchase of Commodities, Services, or Information Technology Acquisitions, as described in the CSU Policy Manual for Contracting & Procurement - <http://www.calstate.edu/csp/crl/policy/policy07-07-06.doc>;
- making purchases that are reasonable, appropriate and cost effective;
- obtaining the best possible price for the merchandise purchased;
- verifying and certifying that all purchases listed on their bank statement are correct and made for official purposes which meet the business needs of the campus;
- notifying the Procurement Card Administrator when their Approving Officer leaves or changes (see Exhibit E);
- returning the ProCard to the Procurement Card Administrator upon leaving the department or terminating service with the University.

### Security of Procurement Credit Card

You are responsible for ensuring the card is kept in a secure location. If kept in your office, it should be kept out of sight, and preferably some place that can be locked during the evening.

The cardholder is the **only** person that is authorized to use the card. **Do NOT lend your card to others for use.** If you are going to be absent for an extended length of time, the department manager may request that a new card be issued to a different person for the duration. It takes approximately five (5) working days to issue a new card, so plan ahead.

### Obtain Commodity

You may go to the place of business to obtain the commodity, call and place the order, or order via the Internet. In all cases, you will need an itemized receipt/invoice. An itemized receipt/invoice consists of the following information:

- Description of commodities purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor

In placed via the Internet, provide the supplier your name, card number, expiration date, department name, building, room and mail stop. If merchandise is to be shipped, the supplier must incorporate this information on the shipping label and ship to University Warehouse, 2671 E. Barstow Ave, Fresno, CA 93740-8007.

Before you finalize placing the order, check one last time to make sure all the information is correct. Make sure that the appropriate department administrator is aware of your purchase and that you have followed all campus and departmental procedures regarding order processing and records retention.

When receiving a shipment, it is the responsibility of the Cardholder to properly inspect the shipment. In case of returns, damages, etc., it is the responsibility of the Cardholder to coordinate directly with the supplier. All packing slips must be retained as part of the ProCard documentation.

### **Sales/Use Tax**

The University is **NOT** exempt from paying California Sales Tax. Some out-of-state suppliers do not charge California State Sales Tax. It's the University's responsibility to remit use-tax (when applicable), and remit directly to the State Board of Equalization for our purchases. The Accounting department will accrue and remit use taxes for any transactions for which the University did not pay the appropriate sales tax, and these charges will appear in a future expense journal entry.

### **Card Disputes**

In case of an exception or disputed charge, the Cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, you should see the correction on your next monthly statement. If you cannot reach an agreement with the supplier, the next step is to dispute the charge online in either the SAM system. It is important to document all the steps taken to try to resolve the disputed charge, and to retain all relevant documentation to ensure proper resolution during the dispute process with AMEX.

- Mark the transaction as a disputed item on your AMEX Monthly Purchase Report. If items purchased with the Procurement Credit Card are received defective, it is your responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace the defective item, then the purchase of this item will be considered DISPUTED and AMEX must be notified by disputing the charge using the SAM System.

**IMPORTANT:** Failure to take immediate and appropriate action could result in a loss for the university, disciplinary action against the Cardholder and cancellation of your ProCard.

### **Returns and Credits**

**Returns:** If you need to return an item for any reason, first request a "Return Goods Authorization Number" (RMA) from the supplier, enter that number as part of the documentation you are keeping for that transaction in case further follow-up is required. Determine if the supplier will pick up the item, issue a "Call Tag" or if it is necessary for you to return it to the supplier.

**Credits:** The supplier should issue a credit for any item that has been discussed and agreed upon for return. This credit will appear on a subsequent statement.

### **Procurement Credit Card Receipt/Invoice**

- Whether the purchase is made by telephone, in person, or via the web, you will need an itemized receipt or invoice. If the receipt or invoice you receive is not itemized, you must itemize the items on your AMEX Monthly Purchase Report.
- If you have lost receipts/invoices, and a duplicate copy cannot be obtained from the vendor, attach a "Lost Receipt Memo" form (Exhibit D) with a detailed explanation of purchases on the AMEX Monthly Purchase Report.

NOTE: Your Procurement Credit Card may be revoked if there are excessive instances of lost receipts.

- If the invoice is to be mailed back to the campus, it **MUST** be sent directly to the cardholder, **NOT** to the Accounts Payable Department.
- Procurement Credit Card receipts must be kept until the transaction shows up on the bank statement. Original receipts should then be attached to the AMEX Monthly Purchase Report.
- It is recommended that individual receipts/invoices smaller than 4 1/4" x 5 1/2" should be taped to an 8 1/2 x 11" sheet of paper to ensure they are not lost in transit.

### **Approving Transactions Online**

- We recommend that cardholders regularly login into the SAM system to edit and/or approve transactions as they occur.
- Enter unique identifier in the "Tracking Number" field, if desired. All transactions made by the Procurement department on behalf of departments will be coded to reflect the tracking number of the requisition.
- All transactions are charged initially to the default cardholder chartfield. It is possible to change to the default chartfields as desired using the SAM system.
- All transactions must be approved in the SAM system by the end-of-cycle (25<sup>th</sup> of month).
- A tutorial for approving transactions and using the SAM system is available for download here: <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

### **GE Capital Monthly Purchase Report**

As completed transactions are posted to your online SAM account you should record the transaction on the AMEX Monthly Purchase Report (see Exhibit B) including the following information:

- Date of purchase
- Description of purchase (do not use item numbers only, provide a description of items purchased)
- Vendor's name
- Dollar amount
- Use the spreadsheet available here:
- <http://www.csufresno.edu/purchasing/purchasing/ways/procard.shtml>

Remember to fill in:

- Month/Year

- Last 8 digits of credit card number
- Department
- Cardholder name
- Business purpose for each transaction
- Description of items purchased
- Description of why needed, where used, how used
- If multiple quantities of item, describe need/rationale

### **Monthly Processing Guidelines**

At the close of each monthly billing cycle which normally occurs about the 15<sup>th</sup> of the month, you will receive:

- An email message from the Campus ProCard Administrator detailing important reporting and processing information.
  - Log onto the online SAM System to verify that all transactions have been checked approved.
  - Using dates outlined in the Administrator's email, print out the "Cardholder Transaction Report" (Exhibit C) on the SAM System.
- An individual bank statement
  - You will need to review the statement for accuracy and reconcile the bank statement with AMEX Capital Monthly Purchase Report (Exhibit B), and the "Cardholder Transaction Report" (Exhibit C). All three reports should agree.

The following paperwork must be received in Accounts Payable by the 25<sup>th</sup> of each month.

- AMEX Monthly Purchase Report (Exhibit B) signed and dated by the Cardholder and Approver, with receipts/invoices attached.
- "Cardholder Transaction Report" from SAM System (Exhibit C), signed and dated by the Cardholder and Approver.
- If your Approving Official is unavailable to review and approve your purchases you are responsible for contacting your designated Alternate Approver to review and approve your purchases.
  - If the paperwork is late any three times in a 12-month period, the card WILL be suspended for a minimum of 90 days. If there continues to be excessive instances of late submissions of your paperwork to Accounts Payable, your Procurement Credit Card will be revoked.
- Keep a copy of your AMEX Monthly Purchase Report, all invoices/receipts, the Cardholder Transaction Report, and your original Bank Statement for a minimum of 90 days (preferably 1 year).

## **V. PROCEDURES – APPROVING OFFICIAL**

### **Approver Responsibilities**

The Approving Official is responsible for the following:

- **On an ongoing basis:**
  - Be familiar with the nature and intended purposes of all purchases made by cardholders; ensure sending of complete, accurate, and timely documentation for all purchases to Accounts Payable Department
  - Ensure retention of all documentation submitted to Accounts Payable

- Department;
  - Ensure that only necessary products are purchased;
  - Ensure purchases are reasonable, appropriate and cost effective;
  - Ensure no prohibited items have been purchased (e.g., computers, equipment, furniture, food, etc);
  - Read “Approver’s Procurement Card Handbook” and submit signed “Approver Certification” form to Procurement in a timely manner;
  - Enhance oversight, by conducting compensating or periodic alternative controls such as performing and documenting periodic or surprise reviews of cardholder’s ProCard usage; and
  - Stay current regarding acceptable and prohibited ProCard usage practices
- **On a monthly basis:**
  - Review monthly “Cardholder Transaction Report” to ensure that all purchases were appropriate.
    - If approved, sign and date the report.
  - Reviewing monthly “AMEX Monthly Purchase Report” to ensure that all purchases were appropriate, especially taking care to ensure that all invoices and receipts are attached, and that the report accurately details for each transaction made during the month:
    - The business purpose and how the item(s) were used;
    - Where items were used or deployed; and
    - What benefit was provided to the University
      - If approved, sign and date the report.
- Ensure that all required paperwork is received by the Accounts Payable Department, to include all receipts and authorized signatures, by the 25<sup>th</sup> of each month. Incomplete or inaccurate paperwork submitted to the Accounts Payable Department will be considered to have been received late, and will be tracked for the purpose of possibly taking remedial action including suspension or revocation of card usage.
- An Approving Official cannot approve his/her own purchases, nor can the cardholder’s subordinate or peer.

## VI. REPLACING LOST, DAMAGED CARDS

There may be instances where it becomes necessary to replace your credit card. It is the Cardholder’s responsibility to initiate this process. Follow those instructions below, which apply:

### **Reporting a Lost/Stolen Procurement Credit Card**

- The Cardholder must immediately contact AMEX at (800) 274-7378.
- The Cardholder must immediately notify the Procurement Card Administrator, Judy Gillette, [jgillette@csufresno.edu](mailto:jgillette@csufresno.edu), by email.

When your card is reported lost or stolen, a new card will automatically be issued. Replacement cards will be mailed to the Procurement Office. The Procurement Card Administrator will notify the Cardholder when the replacement card is available for pickup.

### **Replacement of Worn Out/Defective Cards**

If a Procurement Credit Card needs to be replaced because it is worn out or defective, please email [jgillette@csufresno.edu](mailto:jgillette@csufresno.edu) and a new card will be requested for you. This will have the same account number as your original card.

### **Changes in Cardholder Employment**

When a Cardholder leaves the University or transfers to another department, the Approving Officer should immediately cancel the cardholder's ProCard by calling the Procurement Card Administrator at 8-2111. The ProCard must be hand-delivered to the Procurement Card Administrator. The Cardholder and the department will be held responsible for all charges made on the card until it has been canceled and returned.

If a Cardholder transfers to another department, Procurement and Support Services must be notified in writing in order to update the Cardholder and Approving Official information. If a new card is required, the cardholder must complete a new application. An Approving Official change form must also be completed and submitted to Procurement and Support Services (Exhibit C).

## **VII. RAISING CARD LIMITS**

### **Monthly Credit Limit**

Your ProCard has a "Monthly Credit Limit". If you reach this limit before the end of the month and you try using your Card, the transaction will be rejected by the merchant. To permanently or temporarily change either monthly or daily credit limit, the Approving Official must send an email to Procurement Card Administrator, Judy Gillette, [jgillette@csufresno.edu](mailto:jgillette@csufresno.edu).

### **Single Transaction Credit Limit**

ProCards have a "Daily/Single Transaction Limit". In accordance with the University's current fiscal freeze policy this limit has been set at \$1,000 maximum for most departments. Your department administrator can set your individual Daily/Single Transaction Limit at any amount up to the University limit. The daily limit includes all charges made which include the purchase price, tax, and freight and/or handling. Any attempt to exceed this limit will cause your transaction to be rejected by the merchant. Splitting the purchase of merchandise in order to circumvent the "Daily/Single Transaction Limit" is explicitly prohibited. Purposely doing so will result in the immediate cancellation of your ProCard.

## VIII. FORMS



AMEX Capital Procard Application/Agreement

**Cardholder Information**

Name:  Phone #:

Last Four Social Sec. #:

Single Transaction Limit:  Monthly Limit:

Email Address:

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Manual (the "Manual"), and as such Manual may subsequently be revised. I acknowledge receipt of the Manual, and confirm that I have read and understood its terms and conditions. I understand that California State University, Fresno (the "University") is liable to the Bank for all charges made by me.

As the holder of a Procurement Card ("ProCard"), I agree to accept responsibility for the protection and proper use of it as outlined in this Agreement and the Manual. I understand that the University will audit the use of my Procurement Card. I understand that I cannot use the Procurement Card for the restricted commodities or prohibited uses as detailed within the Procard Manual. I understand that commodities, where University Master Agreements are in place, must be purchased from the University's contract suppliers.

I further understand that improper use of the ProCard may result in disciplinary action up to and including termination of employment. Should I fail to use the ProCard properly, I authorize the University to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect any amounts owed by me, even if the University no longer employs me. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the University in such proceedings.

I understand the University may terminate my rights to use the ProCard at any time for any reasons. I agree to return the ProCard to the University immediately upon request or upon termination of employment.

Cardholder's Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

**Department Information**

Department Name:  Mail Stop:

Department Street Address:  Zip Code:

**Accounting Information**

Default PeopleSoft Chartfields: Account: 603179 Fund:  Org:  Class:

**Approver Information**

Approving Officer's Name:

Approver's Email Address:

Approver's Signature:  \_\_\_\_\_ Date: \_\_\_\_\_  
*I hereby certify that I understand and agree to abide by all obligations in Section V, "Procedures – Approving Official"*

Alternate Approving Officer's Name:

Alternate Approver's Signature:  \_\_\_\_\_ Date: \_\_\_\_\_  
*I hereby certify that I understand and agree to abide by all obligations in Section V, "Procedures – Approving Official"*

Return completed and signed application to: Procurement & Support Services, M/S JA111, Attn: Judy Gillette  
Questions? Contact Judy Gillette (8-2111)



**SAMPLE**

**Cardholder Transaction Report**  
 Grouped by Cardholder Name, Account Number

Sorted By Post Date Ascending  
 Transactions occurring between 16-OCT-2007 And 15-NOV-2008

California State University Fresno

User ID: jgillett  
 Printed: 01/15/2008 03:00:29 pm

SIGNATURES TO THIS DOCUMENT REPRESENT THAT ALL TRANSACTIONS ARE BUSINESS RELATED AND ARE AUTHORIZED IN ACCORDANCE WITH APPLICABLE POLICY AND PROCEDURE, AND THAT THE ACCOUNT ASSIGNMENT APPLIED TO EACH TRANSACTION IS VALID FOR THE GOODS OR SERVICES WHICH HAVE BEEN PURCHASED AND RECEIVED.

Signature : \_\_\_\_\_ Phone No : \_\_\_\_\_

Manager's Name (PRINT) : \_\_\_\_\_  
 Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Cardholder Name - Account Number

Post Date	Tran Date	Merchant Name	Merchant Location	Total Cost	Sales Tax	Tracking Number
11/28/2007	11/27/2007	WWW.NEWEGG.COM	800-390-1119, CA 91745	\$102.94	\$6.96	
11/29/2007	11/29/2007	APL APPLEONLINESTOREUS	800-676-2775, CA 94014	\$139.29	\$10.29	
11/29/2007	11/29/2007	APL APPLEONLINESTOREUS	800-676-2775, CA 94014	\$85.30	\$6.30	
11/30/2007	11/29/2007	DAYDEAL INC	6263509819, CA 91733	\$24.29	\$0.00	
12/07/2007	12/06/2007	KENNEL BOOKSTORE	FRESNO, CA 937408023	\$43.18	\$0.00	
12/24/2007	12/22/2007	MARK/SPACE, INC	4082937299, CA 95030	\$39.95	\$0.00	
01/07/2008	01/04/2008	KENNEL BOOKSTORE	FRESNO, CA 93740	\$75.47	\$0.00	
Totals for MICHAEL, JAMES: 7				\$510.42	\$23.55	

Proprietary and Confidential  
 Report: PR01.RPT - Rev 1

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**Approving Official Update**

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Former Approving Official:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**New Approving Official:**

Print Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder(s) under New Approving Official:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**RETURN COMPLETED FORM TO:**

Procurement & Support Services, M/S JA111, Attn: Judy Gillette

**AMEX PROCUREMENT CARD  
APPROVER CERTIFICATION**

Approvers and Alternate Approvers: Please complete this form and return it to Procurement & Support Service within 30 days of being issued the Approver's Procurement Card Handbook.

*I hereby certify that I have reviewed all requirements and related obligations that are required of me as an Authorized Approver for the AMEX ProCard program as described in Section I of this Handbook, "Procedures – Approving Official."*

*By signing below, I hereby agree to abide by all requirements of the AMEX ProCard program, and will ensure that I will stay current with Program requirements as disseminated by Financial Services.*

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FORWARD COPY OF CERTIFICATION WITH ORIGINAL SIGNATURE TO:  
PROCUREMENT & SUPPORT SERVICES, M/S JA111, ATTN: JUDY GILLETTE**