

Purchasing Card (P-Card) Policy

1 PURPOSE

It is the policy of the California State University, Dominguez Hills Foundation (“Foundation”)¹ to maintain, control and protect the assets of the Foundation.

In the course of normal business operations, the California State University, Dominguez Hills Foundation may provide certain Foundation and/or University employees with a Purchasing Card (“P-Card”) as needed according to position responsibilities. The P-Card is to be used exclusively for Foundation business. To ensure proper fiscal accountability, the following rules have been established for employee use of P-Cards.

2 CARDHOLDER RESPONSIBILITIES

P-Cards are provided as a matter of convenience to facilitate the payment of expenses incurred by authorized employees for Foundation business purposes only. All expenditures charged to a P-Card must be supported by appropriate documentation in accordance with the policies and procedures of the Foundation.

All Foundation Policies must be adhered to for all purchases. P-Cards should not be used to circumvent the normal system of procurement as defined in the Foundation’s Procurement Policy.

No exception may be made to this policy without the written consent of the Executive Director.

P-Card limits are based on the cardholder and department business needs and must be approved by the cardholder’s supervisor and Foundation’s CFO. Purchases exceeding the cardholder’s limit must have advance approval by the cardholder’s supervisor and Foundation’s CFO, prior to incurring the expenditure.

- It is a **Privilege** and never a **Right** to possess and use a P-Card. Failure to follow the established procedures will result in the revocation of card privileges.
- You are required to process all transactions within 7 working days.
- The card may be used only for purposes consistent with the mission of the University, Foundation and/or Auxiliary.
- You are responsible for all transactions conducted using your card.
- You are responsible for the proper security and usage of your card.
- Immediately notify the P-Card Administrator if your card has been lost or stolen.

¹ “Foundation” shall include those auxiliary organizations supported by the Foundation, including but not limited to the Associated Students, Inc., Loker Student Union, and Philanthropic Foundation (collectively, the “Auxiliaries”).

- Immediately notify the P-Card Administrator if you transfer to another department or separate from the University or Foundation employment.
- Cards may be used for the purchase of both goods and services as well as meals. However, payment for services, with a P-Card, requires a previously approved purchase order.
- Travel related expenditures must comply with the Foundation's Travel Policy.
- Hospitality and Public Relations-related expenditures must comply with the Foundation's Hospitality Policy.
- Fixed asset-related expenditures must comply with the Foundation's Fixed Asset Policy and must be preceded by an approved purchase order.
- Home deliveries are not allowed unless the purchase is preceded by approved purchase order (prior approval).
- IT purchases and services (i.e., software, hardware, and online services) must be preceded by IT approval.
- All federally-funded, sponsored program expenditures are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 C.F.R. § 200, unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.
- Sponsored program expenditures shall be subject to the terms, conditions, and requirements of the sponsoring agency contract. In the absence of such requirements, the Foundation purchasing policy will apply.

3 PURCHASES REQUIRING A PURCHASE ORDER OR PRIOR APPROVAL

The following items require an approved purchase order **prior** to purchase.

1. Services, including Independent Contractors
2. Fixed Assets and theft-sensitive items
3. IT purchases and related services

Travel requires submission of an approved travel authorization form to Foundation before purchase.

Hospitality expenses require pre-approval.

4 PROHIBITED PURCHASES

Use of your P-Card for **personal use** is strictly prohibited and may result in the cancellation of your card, and disciplinary action up to and including termination.

The following are examples of additional prohibited purchases; however, the list is not all inclusive:

- Cash advances, bank checks, traveler's checks, or electronic cash transfers

- Firearms, narcotics, controlled substances, and illegal items

A cardholder who is determined to be in violation of this policy shall reimburse the Foundation for unallowed charges. In addition, to prohibited purchases, unallowed charges also include charges not allowed by the specific Foundation Account used. Failure to reimburse the Foundation will result in suspension of card, disciplinary action up to and including termination.

5 TRANSACTION UPDATE/COMPLETION

P-Card expenditures must be reconciled and submitted with original receipts and supporting documentation within 7 days of the email notification from Foundationwf@csudh.edu that the transaction is available for reconciliation in ONESolution. Repeated failures to comply with this requirement will result in the cancellation of the card as well as possible disciplinary action. Lateness exceptions based upon extraordinary circumstances may be made on a case-by-case basis, at the discretion of the Executive Director.

5.1 LOST RECEIPT

- If the cardholder loses a receipt, a duplicate copy should be obtained from the merchant.
- If the merchant cannot produce a duplicate copy, the cardholder shall complete and attach a Lost Receipt form.

6 DISPUTED CHARGES

- Disputed charges are amounts the cardholder believes to be incorrect or where goods and/or services were not delivered.
- The cardholder is required to contact the merchant for a dispute resolution of the charge. It is the cardholder's responsibility to monitor and continue the dispute resolution process through application of appropriate credit.
- P-Card Administrator must be notified as soon as the charges are discovered.

7 FRAUDULENT CHARGES

- If a fraudulent charge is discovered, the cardholder must immediately contact Bank of America using the phone number listed on the back of the card.
- Immediately following contact with Bank of America, the P-Card Administrator should be notified.

8 RETURNS AND EXCHANGES

- The cardholder is responsible for coordinating arrangements with the merchant before returning any items.
- Refunds should always be in the form of credits to the card account.
- If there is a problem with an order, or goods are returned or exchanged, the cardholder shall maintain sufficient documentation of the transaction, including names, dates, emails and conversation results. This information may be needed for formal dispute resolution.

9 CANCELLATION OF CARD

Upon an employee's separation of employment, the cardholder's supervisor or designee is responsible for notifying the Foundation HR Director, the Foundation Controller, and the P-Card Administrators. The P-Card Administrator shall be responsible for the retrieval of the card from the separated employee, holding the said card in their possession, and notifying the Foundation Controller. The P-Card Administrator will ensure the cancellation of the card with the issuer and shall destroy the card. If, for some reason, the physical card cannot be retrieved from the separated employee, the Designee shall notify the Controller immediately and have the card canceled with the issuer.

10 REPORTING LOST OR STOLEN CARDS

The employee to whom a Foundation P-Card is issued shall be responsible for its safekeeping. The loss of a P-Card must immediately be reported by the cardholder to their supervisor or director, and the Foundation Controller. The Foundation Designee will notify the credit card issuer of the loss of the credit card. Please note that a cardholder's privileges may be revoked in the event that their card is lost or stolen. The revocation decision will be based upon individual circumstances and shall be made at the sole discretion of the CFO or Executive Director. Further, disciplinary action up to and including termination may occur in the event of repetitive episodes of loss/theft of an employee's P-Card.

11 RESOURCES

Please refer to Foundation policies and procedures to ensure all P-Card purchases are aligned. The most recent policies and procedures can be found on Foundation's website, <https://csudhfoundation.com/>.

Noteworthy policies include the following:

- Fixed Asset Policy
- Hospitality and Public Relations Policy
- Independent Contractor Policy
- Procurement Policy
- Travel Policy

Action Requested

New Card Replacement

Credit Limit

\$1,000 \$5,000 Other: Amount: \$_____

Rationale for Other Amount:

Personal Information

Name: _____

Work Phone: _____ Cell/Home Phone: _____

Work Email: _____

Work Suite Number (card will be sent to 1000 E. Victoria St., specified suite, Carson, CA 90747):

Supervisor Name: _____

Supervisor Email: _____

Foundation Account Number: _____

I have read, understand, and agree to the Purchasing Card Policy. I understand that possessing and using a Purchasing Card is a **privilege** and never a **right**. Failure to use my card at all times in accordance with the Foundation's policies and procedures may result in lost card privileges, disciplinary action or both.

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Foundation CFO Signature: _____ Date: _____

The cardholder has the option to assign a delegate to receive P-card transaction emails and submit on their behalf (example: a director may request their assistant to be a delegate).

Delegate Name: _____

Delegate Email: _____

ACCOUNTING USE ONLY

P-card Training Date _____ USERID _____

SUPVSR _____ DELEGATE _____