

PROCUREMENT CARD MANUAL
California State University, Los Angeles
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GENERAL INFORMATION

Procurement and Contracts, in cooperation with the Chancellor's Office, offers the Procurement Card Program to the Campus. This program does not replace current standard methods of procurement, but is another tool to be used in addition to current methods of obtaining goods and services. This program is intended for the purchase of low dollar commodities that are not prohibited as defined by program guidelines. The procurement card may be used for emergency or low dollar non-repetitive purchases. The program is intended to supplement procurement, not replace it.

INFORMATION SOURCES

US Bank

Customer Service, 1-800-344-5696
<https://access.usbank.com>

Procurement & Contracts

Procurement Card Program Coordinator
Marina Jauregui, Ext. 3-3487
ProcurementCard@calstatela.edu

Business Financial Services (BFS)

Shirley Shin, Ext. 3-3564
sshin33@calstatela.edu

ELIGIBILITY

The procurement cards shall be requested from Procurement and Contracts using the Procurement Card Application form, Exhibit A, <http://www.calstatela.edu/procure>. The completed application shall be submitted to Procurements and Contracts and shall include the Approving Official's name, signature, and an alternate.

To be eligible for a Cal State LA procurement card, the requestor must be employed by the University as a part-time or full-time faculty or staff member.

Temporary staff (appointment less than 6 months), employees from an outside temporary staffing agency, Auxiliary Services employees (some exceptions), University Student Union (USU), Associated Student Inc. (ASI) employees, retired faculty/staff, volunteers, and student assistants are not eligible to obtain a Cal State LA procurement card.

Upon approval, the procurement card should be available within five business days. The standard dollar limits for the procurement card are \$1,500 per transaction and \$5,000 per month.

Once the card is issued, should a greater limit be required, a written justification signed by the Approving Official or an email from the Approving Official should be forwarded to Procurement and Contracts for review. Final determination rests with Procurement & Contracts.

The cardholder shall be required to sign the Procurement Card Acknowledgement form, Exhibit B, acknowledging familiarity with the rules and regulations in this procedure. The procurement card procedures are available online. Procurement cards not picked up by the cardholder within two weeks of notification will be canceled and destroyed. A new procurement card will require a new request using the Procurement Card Application form in Exhibit A. Additional training may be required at the discretion of Procurement and Contracts Office. Failure to attend training may result in the suspension or cancellation of the procurement card, at the discretion of the Director of Procurement & Contracts.

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

PROGRAM ADMINISTRATION

ADMINISTRATION AND FINANCE DIVISION

Purchasing and Business Financial Services jointly administer the program, and are responsible for accumulating, reporting, coordinating, auditing, and evaluating all aspects of the program. Procurement & Contracts is responsible to administer Cardholder and Approving Official procurement card training, distribute procurement cards, assist departments and monitor the proper use of the Procurement Card program. The Procurement representative is Marina Jauregui. She can be reached by phone at extension 3-3487 or via e-mail at ProcurementCard@calstatela.edu. Business Financial Services is responsible for receiving the monthly account summaries with documentation and making payments to US Bank. The Business Financial Services representative is Shirley Shin. She can be reached by phone at extension 3-3564 or via e-mail at sshin33@calstatela.edu.

The use of the procurement card is a privilege, as well as a cost effective and efficient method to procure goods. Failure to comply with the procedures in this guide (including timelines) may result in temporary or permanent revocation of this privilege. Cardholder violations of this procedure shall be addressed via an email to the cardholder. The Approving Official with information copies to anyone considered appropriate by the Director of Procurement and Contracts. Two emails within a twelve month period may, at the discretion of the Director of Procurement and Contracts, result in the suspension or cancellation of a cardholder's privileges.

CARDHOLDER

The cardholder is responsible for:

- Security of the procurement card. Do not lend your procurement card to another employee. Keep it in a secure/locked area. Do not email your statement with the account number visible.

- Appropriate use of the procurement card.
- Compliance with Procurement policies and procedures (CSU Policy Manual for Contracting and Procurement).
- Downloading, printing, and submitting the cardholder monthly account statement. It is available online on approximately the 22nd of each month.
Note: US Bank will mail the statement but they will not be timely towards supporting internal filing deadlines.
- Cardholder chartfield information is available monthly for editing in PeopleSoft. Business Financial Services will notify cardholders with Procard/PeopleSoft access when chartfield information is available for editing.
- Attach supporting documentation to the cardholder account statement.
- Certify that all purchases are to be, or have been used exclusively for the official University business.
- Cardholder shall sign and date monthly account statement prior to submittal.
- Resolving any questionable items or disputes that appear on US Bank Account Summary.
- Reconciling the monthly account statement and forwarding to Approving Official in a timely manner. To avoid possible late fees, deliver the monthly account statement to Business Financial Services by the last day of the month or the Friday preceding if the last day falls on a weekend. Note: Late fees may be assessed for monthly account statement received after the last day of the month.
- Notify management of paperwork that needs to be submitted to the Approving Official during cardholder's absence from the office, unless the circumstances of the absence make it unreasonable to do so (e.g., serious illness).
- Yearly completion of Statement of Economic Interests form (Form 700), see addendum.
- Utilizing certified small businesses, Buy Recycle and Disabled Veteran Business Enterprises.
- Cardholders are responsible for maintaining copies of receipts and account statements for three fiscal years.

Surrendering procurement card to Procurement and Contracts at time of separation.

CONFLICT OF INTEREST

The remedy for the intentional use of the procurement card to defraud the University can include the reimbursement of such charges, procurement card suspension or cancellation, disciplinary action in accordance with the Education Code. Section 89535 (i.e., suspension, demotion, or termination) and/or criminal prosecutions. The remedies for negligent use of the procurement card can include reimbursement of unauthorized charges, procurement card suspension or cancellation, and/or disciplinary action in accordance with Education Code section 89535 (i.e., suspension, demotion, or termination)

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

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.

NOTE: This prohibition applies to all CSU employees. A gift, gratuity, rebate (not issued in the name of University), kickback, rewards points/credit, or other incentive provided to a cardholder to influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase.

Questions regarding conflict of interest and what could be considered a conflict of interest should be addressed with Procurement and Contracts.

APPROVING OFFICIAL

The Approving Official is responsible for:

- Reviewing all charges.
- Ensuring that purchases do not violate the procurement rules.
- Ensuring that no prohibited items have been purchased.
- Ensuring that the purchase of any restricted item has been properly justified and documented.
- Ensuring all appropriate documentation is attached to the cardholder account statement summary.
- Forwarding cardholder account statement to Business Financial Services to avoid possible late fees, by the last day of the month or the Friday preceding when the last day falls on a nonbusiness day. Note, late fees may be assessed for cardholder monthly account statement received after the last day of the month.
- Assigning an alternate Approving Official in the absence of the Approving Official to ensure that the paperwork is submitted to the Business Financial Services on time.
- The Approving Official shall not be a peer or subordinate of the cardholder.
- The Approving Official is not authorized to approve his or her own Procurement cardholder monthly account statement.
- The Approving Official signs and dates the cardholder account statement to confirm that it has been reviewed and that the charges are correct and in accordance with procedures.
- Notifying Procurement and Contracts to cancel procurement cards of separating employees.
- Notifying Procurement and Contracts when an employee promotes or transfers from their department.

RESPONSIBILITIES & PROCEDURES—PROCUREMENT & CONTRACTS

- Issuing and replacing procurement cards. Adjusting procurement card limits.
- Enforcing policies and procedures including cancelling procurement cards.

- Auditing cardholder account statement for compliance with procedures. Upon auditing a cardholder account summary, the Procurement Administrator shall initial the upper right hand.
 - If procedure is violated, an email shall be sent to the cardholder, with copies to appropriate personnel, informing the user of the violation and advising a review of procedures. The second violation may result in the cancellation or suspension, at the discretion of the Director of Purchasing, of the procurement card.
- Note: Splitting of procurements and fraud may result in the immediate suspension or cancellation of the procurement card, at the discretion of the Director of Procurement & Contracts. The remedy for the intentional use of the procurement card to defraud the University can include the reimbursement of such charges, procurement card suspension or cancellation, disciplinary action in accordance with the Education Code. Section 89535 (i.e., suspension, demotion, or termination) and/or criminal prosecutions. The remedies for negligent use of the procurement card can include reimbursement of unauthorized charges, procurement card suspension or cancellation, and/or disciplinary action in accordance with Education Code section 89535 (i.e., suspension, demotion, or termination). Late submittal of the statement over 45 days may result in the suspension of the card.**
- Procurement and Contracts shall maintain files of current and past users (purge past users after three years).
 - After payment and review of the cardholder account statement in Business Financial Services, the account statement shall be sent to Procurement and Contracts for further review.
 - Shall conduct trainings biannually or as required.

RESPONSIBILITIES & PROCEDURES—BUSINESS FINANCIAL SERVICES

- Pay procurement cardholder account statement.
- Notify cardholder when monthly account statement is not received.
- Notify cardholder of missing receipts.
- Assess and charge users late fees for late submittal of account statement
- Late statement submitted to Business Financial Services will be paid using the department's account number held on file. It is the department's responsibility to correct statement via expenditure transfers. The department is still responsible for the submittal of the late statement.
- Assess use tax when applicable.

TRAINING

- Brief review of procedures to be conducted by Procurement & Contracts prior to issuing the procurement card; cardholder will be informed of additional indebt training. Training shall be conducted every two years.
- The requirement for further training is at the discretion of Director of Procurement & Contracts.

PROHIBITED USES

ON CAMPUS OPERATIONS

There are three (3) categories of on-site services being supplied by on-campus operations. Use of the procurement card for the goods and services listed in this section is generally prohibited unless pre-approval in writing, or has been granted by the Director of Procurement, or when he or she is not available, his or her designee:

1. **Copying, duplicating, printing and bindery jobs**: These services must be obtained from Printing Center Operations, located in the basement of the Administration Building (Adm. B12). They provide both in-house and off-site services. If Printing Center Operations cannot perform the work and authorizes the user to procure the service with the procurement card, the user is required to have a written waiver. A copy of the waiver shall be included with your cardholder account summary and shall be referenced on the invoice.
2. **Office Supplies**: All requests for office supplies shall be ordered online through Staples using the University eProcurement account (ESM).
3. **Postage, parcel and priority mailing**: These services shall be obtained from the Distribution Center located on the first floor of the Corporate Yard Building.

PROHIBITED EQUIPMENT, SUPPLIES, & SERVICES

Use of the procurement card for the goods and services listed in this section is generally prohibited unless pre-approval in writing, which was granted by the Director of Procurement, or when he or she is not available, his or her designee:

- Construction, minor capital outlay projects or special repairs
- Modifications, alterations, and/or repairs to any state owned or "leased" facility
- Carpeting
- Animals
- Amazon Prime Membership
- Camp sites, amusement and recreational service
- Personal Purchases of any kind
- Cash Advances or Cash Equivalents (Disney Money, gift cards, etc.)
- Firearms & ammunition
- Food Items, unless pre-approve in writing with the required forms (i.e. hospitality form, food permit)
- Leases or building rentals
- Alcohol
- Narcotics and other controlled substances
- Maintenance and/or Service Repair Agreements (individual one-time repairs under \$500.00 are acceptable if supported by insurance) and approved prior to work by Director of Procurement and Contracts or designee
- Medical Services

- Sensitive Equipment over \$500
- Non-Sensitive Equipment over \$2,500
- Computers and some related hardware components
- Software and Site Licenses over \$5000 per single purchase
- Travel (Airline, hotel, rental cars, meals, off Campus workshop registration and entertainment). See University Travel Procedures for further information
- **SPLITTING PURCHASES TO CIRCUMVENT THE SINGLE PURCHASE LIMIT**

ITS PROHIBITED ITEMS

- Computer, server, laptop and tablets
- Network switch, router, Ethernet-hub, wireless access point, router, bridge, gateway and network patch cables
- Software and software maintenance
- IT-based hosted services (Software as a Service(SaaS), Infrastructure as a Service (IaaS), Platform as a Service (Paas))
- Printers
- IT-contracted services
- Apple TV
- Multi-function Devices (MFDs)
- Multi-media equipment
- IT Maintenance Agreements
- IT Installation Services
- Software over \$5,000 per occurrence

RESTRICTIONS

Exceptions may be made in special circumstances, but only with prior written approval from the Director of Procurement and Contracts, or his or her designee.

Chemicals and hazardous materials: may be purchased with the procurement card provided Risk Management and Environmental, Health and Safety has approved prior to order placement. **Approval must be obtained prior to the purchase.** Attach all approvals with your invoice/receipts to your cardholder monthly account statement.

ITS prohibited items may be purchased if preapproved with a duly approved E & IT form. Attach approval to cardholder monthly account statement.

If you have any questions regarding prohibited purchases, please contact Marina Jauregui, Procurement Card Administrator, in Procurement and Contracts at extension 3487 or via e-mail at: ProcurementCard@calstatela.edu or Thomas Johnson, Director of Procurement and Contracts at extension 3488 or via e-mail at: tjohnson@calstatela.edu.

UNIVERSITY BUSINESS GOALS

Disabled Veterans Business Enterprise Requirements (DVBE)

- The State of California has a three (3%) percent goal. Please solicit California certified DVBEs whenever possible. Procurement is available at all times to assist.

Small Business

- The State of California has a twenty-five (25%) percent goal. Please solicit California certified small businesses whenever possible. Procurement is available at all times to assist.

Recycle

- The CSU Buy Recycled Campaign is a joint effort between the campuses and the administrative offices of the CSU in support of the State Agency Buy Recycled Campaign (SABRC). The CSU Buy Recycled Campaign was developed to comply with State laws requiring the procurement of recycled content products.

ORDERING AND SHIPPING OF GOODS

Obtaining Goods

The cardholder may place orders by phone, facsimile, mail, internet, or walk-in. In all cases, the cardholder shall require the vendor to itemize the receipt/invoice/packing slip with the following information:

- Vendor name and address
- Description of items purchased
- Quantity ordered
- Price per item
- Amount of sales tax or out of state use tax
- Shipping charges, if applicable

Shipping Instructions

- Shipping and mailing address instructions to the vendor are very important to ensure the cardholder receives the order. **All orders must have the following information:**

Cal State LA Distribution Center
5151 State University Drive
[Cardholder's Name]
[Department Name (and
room number)]
Los Angeles, CA 90032

(The words) **VISA**

(must appear)

All orders shipped via mail service providers such as UPS and Federal Express will arrive at the Distribution Center. It is crucial that the above information appear on the package.

ALL orders shipped by vendors must use the primary campus address of the Distribution Center, Cal State LA, 5151 State University Drive, Los Angeles, CA 90032.

Procurement Card Receipt/Invoice or Certification of Receipt of Goods Form.

- When ordering via the Internet, do a "print screen" of the page that includes the description, total cost, and company name and address. If you receive an invoice with the delivered item, forward it to the Business Financial Services with your next month's documents. Please include your name and the month of the original submission.
- If you are unable to obtain invoice/receipt from a vendor complete the certification of receipt of goods Exhibit C. Use Exhibit C if you have exhausted all avenues of obtaining a receipt or invoice from the vendor. If you obtained a receipt/invoice after submitting certification of receipt of goods form forward to Shirley Shin of Business Financial Services reference statement month.

Discrepancies on US Bank Account Statement

- The cardholder is responsible for any discrepancies that appear on the US Bank cardholder account statement.
- If items purchased with the procurement card are found defective, it is the cardholder's responsibility to return the item(s) to the merchant for replacement or credit. If the merchant refuses to replace the defective item, then the purchase of this item will be considered to be in dispute. Cardholders are responsible for charges in dispute receipts/invoices must be submitted on time with your statement.
- Credit receipts shall be kept until the credit transaction appears on the account summary and then attached to the cardholder account statement.

PROCUREMENT CARD MAINTENANCE & REPLACEMENT

Reporting a Lost, Stolen or Suspect Fraud Procurement Card

- The cardholder shall IMMEDIATELY contact US Bank Customer Service. The Customer Service 24-hour number is:

**US Bank Card Services
24 hour number
1-800-344-5696**

- The cardholder shall contact the US Bank Procurement Card Service 24-hour number immediately and report the loss of the Procurement Card, notifying the Approving Official as soon as possible thereafter.
- The cardholder or the Approving Official will immediately notify Marina Jauregui, Procurement Card Program Administrator by telephone (x3487), or by e-mail at ProcurementCard@calstatela.edu.
- US Bank will mail a new procurement card once reported.

Replacement of Worn Out/Defective Procurement Cards

- Replacement of Worn Out/Defective Cards. If a procurement card needs to be replaced because it is worn out or defective, an email from the cardholder or responsible person requesting the replacement must be submitted. The replacement card will be issued within five business days after receipt of request. The worn card needs to be returned when the replacement card is picked up.

Canceling a Procurement Card

- A procurement card may be cancelled by an email sent from the cardholder, Approving Official, College Dean, Division Head, Human Resources or their designee to ProcurementCard@calstatela.edu. An email confirming the cancellation of the card will be sent. The canceled procurement card must be delivered to Procurement in a sealed envelope.
- The Approving Official is responsible to ensure that all documents are submitted, including any outstanding monthly procurement cardholder statement or other documents to the Procurement Department, Admin 501.

Revocation of Procurement Card

1. Cardholder violations of this procedure shall be addressed via an email to the cardholder with informational copies to anyone else considered appropriate by the Director of Procurement and Contracts.

Two emails within a twelve month period may, at the discretion of the Director of Procurement and Contracts, result in the suspension or cancellation of a cardholder's privileges.

PRINTING STATEMENT

Log into <https://access.usbank.com>. Click on view current statement for your cardholder monthly statement. You must have an existing user name before you can log into the US Bank's site. Current statements are available after the billing cycle ends on the 22nd of each month.

Procurement Card Check List

- A. Before making a purchase:
 1. Verify that the service or merchandise is not listed as a prohibited use, see page 9.

2. If merchandise is being purchased by fax, remember to use a cover sheet.
3. If merchandise is purchased by telephone, see page 11.
4. When placing an order via the Internet, remember to print the order confirmation and use if cost matches.

The billing cycle begins on the 23rd day of the month through the 22nd day of the following month (electronic account statement is available online for downloading approximately on the 23rd through the 27th).

- B. Upon printing the account statement, the cardholder
1. Reviews the transaction(s) at the US Bank website.
 2. Ensures that the back-up documentation is prepared in the same order as the cardholder account statement.
 3. Assembles original, itemized receipts/invoices in the same order as the account statement, making sure that receipts/invoices smaller than 4-1/4" x 5-1/2" are taped to an 8-1/2" x 11" sheet of paper.
 4. Must attach a completed "Certification of Receipt of Goods" form (Exhibit C) if the cardholder has lost an original, itemized receipt/invoice and a duplicate copy cannot be obtained from the vendor.
 5. Responsible to follow-up and resolve any disputed items with the vendor.
- C. Payment Process -The cardholder shall forward the completed account statement with back-up documentation to Business Financial Services by last business day of the month.
1. The procurement cardholder account statement should be: original, itemized receipts/invoices, and backup documentation (in order as listed on account statement).
 2. Approving Official or alternate shall have approved, signed, and dated the account statement.
 3. The cardholder shall sign and date the account statement.
 4. PeopleSoft chartfields should be included on the account statement.
- D. Approval Process - After receipt of the cardholder account statement and documentation, the Approving Official shall:
1. Review charges to ensure that purchases are appropriate;
 2. Review the account statement and back-up documentation to make sure that all original, itemized receipts/invoices are attached in the proper order;
 3. Ensure that the package is forwarded to the Business Financial Services, Attn: Shirley Shin, by the last business day of the month. There shall be one set of original documents in the following order:
 - Procurement cardholder account statement.
 - Original, itemized receipts/invoices, and back-up documentation (in order as listed on the statement).

EXHIBIT A



PROCUREMENT CARD APPLICATION

EMPLOYEE INFORMATION

Last Name First Name Middle Initial

5151 State University Dr.

Los Angeles CA 90032-
City State Zip

Department Business Phone

Email Address Employee ID

COMPANY INFORMATION

California State University, Los Angeles

5151 State University Dr., ADM-514

Company Address

Los Angeles CA 90032
City State Zip

Monthly Credit Limit Single Transaction Limit

Name of Approving Official Name of Alternate Approving Official

CHARTFIELD

EMPLOYEE / ALTERNATE/APPROVAL SIGNATURE

Signature of Applicant / Date Signature of Approving Official / Date Signature of Alternate Approving Official /Date

*PLEASE RETURN TO OFFICE OF PROCUREMENT AND CONTRACTS, ADM-501. PLEASE CONTACT 323/343-3487 MARINA JAUREGUI, PROGRAM ADMINISTRATOR, IF YOU HAVE QUESTIONS. YOUR CARD SHOULD ARRIVE WITHIN 5 BUSINESS DAYS, AT WHICH TIME YOU WILL BE CONTACTED. (Rev. 2017)

EXHIBIT B

CALIFORNIA STATE UNIVERSITY, LOS ANGELES PROCUREMENT VISA CARD PROGRAM ACKNOWLEDGMENT AND RESPONSIBILITY

To: Program Administrator
Procurement & Contracts Office, Adm. 501

The US Bank Procurement Card VISA card has been assigned to me. I hereby acknowledge that I am responsible for the security of the card and for the appropriate use of this card for department purchases. Furthermore, I will attend training; and will review the Procurement Card Program user's manual. I Understand and Agree to the following:

I, the cardholder, agree to provide the necessary documentation (i.e. original receipts/invoices) and reconciliation of the monthly card holder account statement for each billing cycle in a timely manner to the Approving Official to forward appropriate documents to Business Financial Services **by the last day of the month or the Friday preceding when the last day falls on nonbusiness day**. I understand that a late submittal of statement and receipts/invoices may result in late fees. I will make provisions if I and/or my Approving Official are to be absent during this period.

- All State purchasing guidelines still apply, and orders shall not be split to circumvent purchasing procedures.
- I will ensure vendor is supplied with proper shipping / mailing information including cardholder's name, department location, and that the words "**VISA CARD ORDER**" appear on the package to ensure proper delivery on campus.
- I am responsible for submitting all **original receipts / invoices** which will be used in the reconciliation of the cardholder account statement. To avoid receipt(s) or invoice(s) disputes I will ensure the vendor can provide an adequate receipt(s) or invoice(s) prior to placing orders.
- I am responsible for completing and submitting any needed dispute forms so that the monthly statement may be adjusted accordingly.
- **I understand that late statement submission will be assessed a \$25 late fee.**

Any unauthorized use, misuse of the card, or violations of the procedures may result in the suspension or cancellation of the card. The use of the card for personal gain may result in the termination of employment. Unauthorized use is allowing someone else to use my card. Misuse is the use of the card for any personal benefit (including using discounts for personal gain) or for the intentional purchase of any prohibited item or service. The card is not to be used for any cash advances, firearms, food items (unless instructional related and pre-approved), property, services by individuals, or travel, (i.e. airfare, hotel, rental cars, meals, and entertainment) even on state business. Any such use may result in the card being revoked.

I understand that this card is valid only while I am employed in this department and that if I transfer to another department I will contact the Procurement & Contracts Department immediately. If my employment is terminated I must relinquish this card to the Program Administrator; Procurement & Contracts Director or my Approving Official.

I, the Cardholder, have **the last day of the month or the Friday preceding when the last day falls on nonbusiness day** to approve, sign and forward all required documentation and the card holder account statement, including Approving Official authorization, to Business Financial Services ADM 514, Attn: Shirley Shin.

(Rev. 03/15)

EXHIBIT C

Certification of Receipt of Goods
California State University, Los Angeles

I CERTIFY THAT I HAVE MADE EVERY ATTEMPT TO OBTAIN AN ORIGINAL RECEIPT/INVOICE FOR THE FOLLOWING ITEMS:

_____ AND RECEIVED ON _____
(Name of Vendor) (Date)

Item No.	Qty.	Description	Unit Price	Extension
_____			\$ _____	\$ _____
_____			\$ _____	\$ _____
_____			\$ _____	\$ _____
_____			\$ _____	\$ _____
_____			\$ _____	\$ _____
_____			\$ _____	\$ _____
			Subtotal	\$ _____
			Sales Tax	\$ _____
			Shipping/ Handling	\$ _____
			TOTAL	\$ _____

Reason(s) original, itemized receipt/invoice was not obtained for this order:

Cardholder Signature Date

Approving Official Signature Date

ADDENDUM

PROCUREMENT CARD PHONE ORDER INSTRUCTIONS

1. Hello, this is _____ from California State University, Los Angeles _____ department, and I would like to make a purchase using my University Procurement Card. (make certain vendor can provide you an original, itemized receipt/invoice before you place the order or you will not be able to make the purchase by Procurement card with the vendor.)
2. Instruct the vendor that the “Bill to” and “Ship to” instructions are the same and are as follows:

California State University, Los Angeles Distribution Center Corporate Yard Attention: Cardholder's Name Department's name and room number 5151 State University Drive Los Angeles, CA 90032

Note: Do not use any pre-establish Cal State LA account number as this will delay delivery to you or item being returned and payment disputed.

3. Verify prices including shipping.
4. Place the order.
5. Ask when delivery can be expected.
6. Ask for confirmation number, and request the vendor to mail the original, itemized receipt/invoice directly to you.