

GENERAL INFORMATION ABOUT THE PROCUREMENT CREDIT CARD PROGRAM

A procurement credit card (“procard”) is a method for purchasing low dollar value items not prohibited/restricted under the program or otherwise inappropriate for purchase with University funds. The current card program is U.S. Bank VISA. Usage of individual cards is controlled by the single purchase limit and monthly limit established for the cardholder by the approving official, and by merchant restrictions set up by the University.

To obtain a card:

- the department’s “approving official” (typically the department head) must authorize the individual to have a card by completing and submitting the “*Card Request & Update Form*” to Procurement & Contract Services, zip 244. The form is available on our website <http://www.csuchico.edu/purc/campusUser/creditCard.shtml>
- the individual must attend training sponsored by the Procurement & Contract Services department

After training and receiving a card:

- the individual must complete and submit a “*Statement of Economic Interests*” form (Form 700) to the Human Resources department
- the individual must complete an on-line “Conflict of Interest” ethics training course coordinated through the Human Resources department

Cards are issued in the name of the individual. Issuance of a card, however, is not based on the individual’s personal credit history, and payment of monthly bank statements is not made by the individual (unlike the American Express credit card used for travel expenses).

Along with the privilege of using the card as a convenient method for making purchases, is the responsibility for security of the card, appropriate use of the card, and timely reconciliation of monthly bank statements.

For more information about the program, please review the “Procurement Credit Card Program Policy & Procedures” available on the Procurement & Contract Services website <http://www.csuchico.edu/purc/campusUser/creditCard.shtml> or contact the Procurement Credit Card Program Administrator, Michael McNairn, at x5134.