

Chico State Enterprises Announcements

Tuesday, April 18, 2023

New Online Capability and Streamlined Process for Submission of Monthly Procurement Card (P-Card) Packets

Chico State Enterprises (CSE) is pleased to announce a new online capability and streamlined process for submitting monthly procurement card (P-card) packets to Procurement Services. Previously, projects and centers would submit monthly P-card packets via email to csepcard@csuchico.edu.

Effective for the April 2023 cycle, all packets should be submitted using the new [P-card packet drop box](#). The secure drop box can also be accessed from the [Procurement and Purchasing CSE webpage](#). Please read reminders in the drop box submission instructions carefully to help ensure packets are submitted accurately to CSE.

The due date for submitting packets has not changed. April 2023 packets are due by the last business day of the month on April 28, 2023. Per policy, P-card packets submitted after the last business day of the month are considered late and cardholder accounts may be subject to temporary holds until packets are received and marked complete by CSE.

The goal of this new process is to minimize email traffic in the csepcard@csuchico.edu inbox in order for CSE to address questions and urgent requests in a more timely manner, including but not limited to temporary single and monthly credit limit increases, new and updated P-card Request forms, potential fraud, adding new projects to the US Bank data base for allocation purposes, and any follow up communication regarding incomplete packets and missing documentation.

Thank you for your cooperation and patience in implementing these changes. We hope you find this new process more efficient and functional. If you have any questions or need clarification, please feel free to reach out to our team at the following email addresses and we would be happy to help!

P-CARD questions contact: csepcard@csuchico.edu

Carli Forsythe, Procurement Services Manager: cforsythe3@csechico.edu

Manage Email Preferences

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
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