CALIFORNIA STATE UNIVERSITY CHICO
FINANCIAL SERVICES

ACCOUNTS PAYABLE
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www.csuchico.edu/ap

# Procurement Credit Card Reconciliation Procedures

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## Overview

California State University Chico participates in a CSU Systemwide Procurement Credit Card program.

A ProCard module in the CFS PeopleSoft system will be used by the cardholder (and/or designee) to perform their monthly reconciliation. This module is used to make adjustments to the transactions expense (Chartfield distribution string), record detail descriptions for each transaction, and review historical billing statement information.

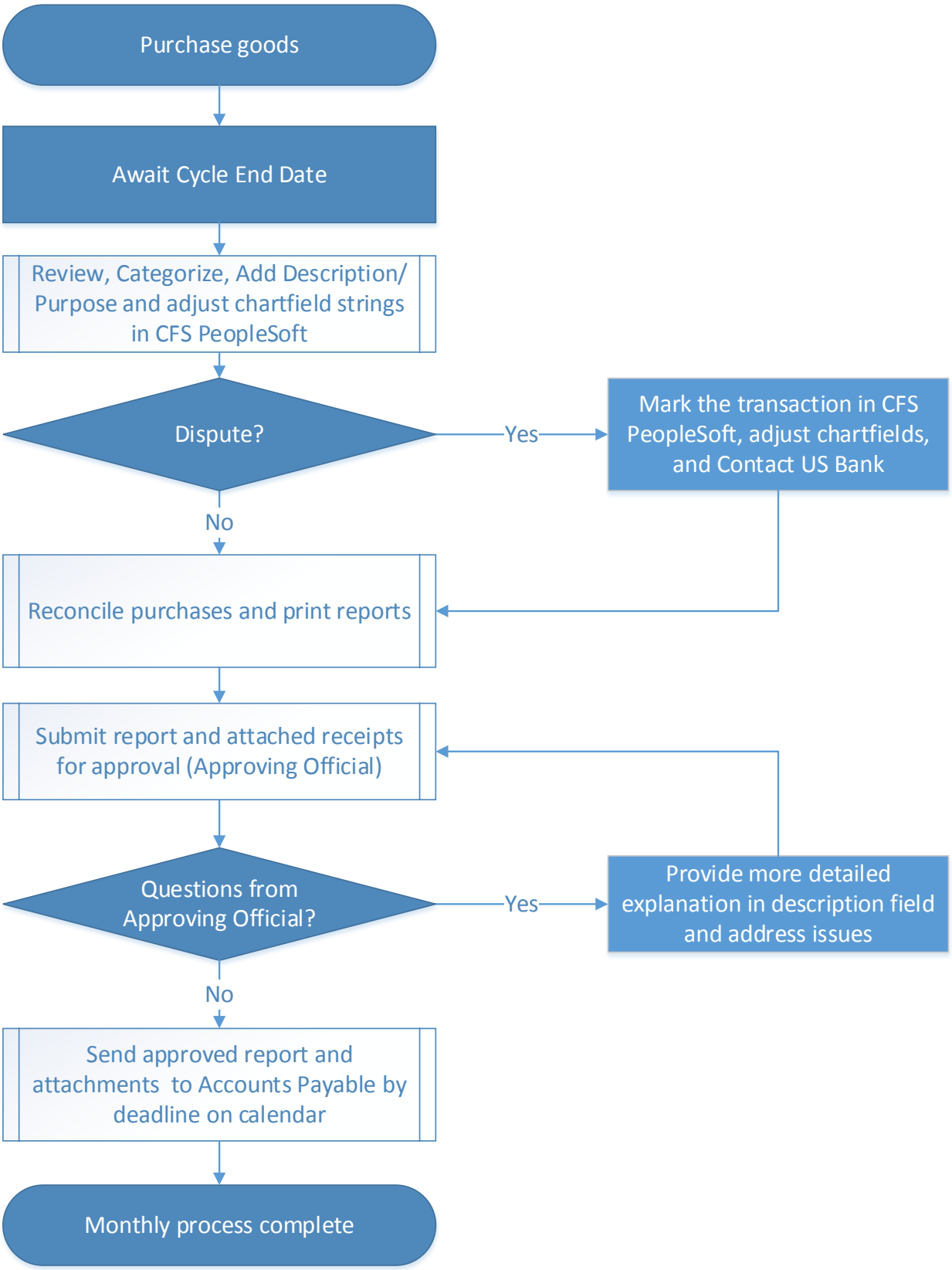
Once a month, the bank will produce a monthly file reflecting transactions for all of the ProCard account holders. Once the file has been received by Accounts Payable (AP), the following will occur:

- The ProCard bank file will be loaded into the PeopleSoft ProCard module. Upon completion, the Procurement Cardholder email group will be notified.
- The Procurement cardholder/designee will modify/redistribute the chartfield expense and complete the description of the purchase. They will have a period of time to reconcile the charges per the procurement credit card reconciliation cycle calendar.
- After the reconciliation window is closed the billing cycle will be finalized in CFS.
- ProCard statement history will be available in both CFS PeopleSoft and Data Warehouse systems.

To determine the appropriate guidelines for the various types of transactions as well as what can/cannot be purchased using the ProCard, refer to the Purchasing Procurement Credit Card Guideline.

**Objectives:**
In this guide you will learn how to:
- Make adjustments to your current month ProCard Statement.
- Obtain an understanding of the ProCard processes.
- Obtain an understanding of how to inquire and report on the ProCard history.
- Navigate Access Online US Bank resource.

## 1.0 Procurement Card Monthly Process Flow



## 2.0 ProCard Month End Reconciliation & Adjustments

At each billing cycle end date, cardholders have a responsibility to reconcile their monthly statement. This includes making adjustments to the transaction expense (Chartfield distribution string), recording detailed descriptions for each transaction and providing AP a signed and approved CFS report along with all necessary documentation (as per the Procurement Credit Card Guideline ).

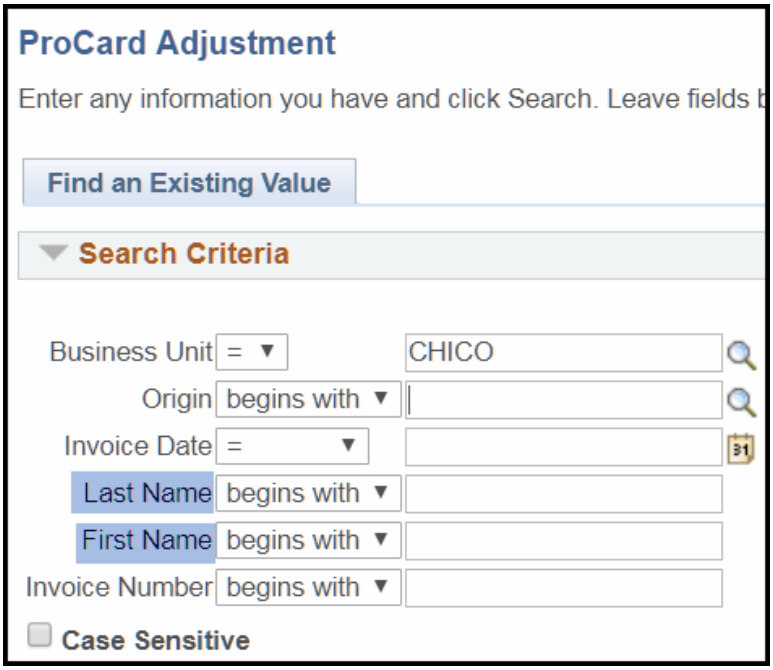
**Billing Cycle Schedule**

A current Procurement Credit Card Reconciliation calendar with monthly cycle dates is available at https://www.csuchico.edu/fin/resources/policies.shtml.

### 2.1 ProCard Adjustments

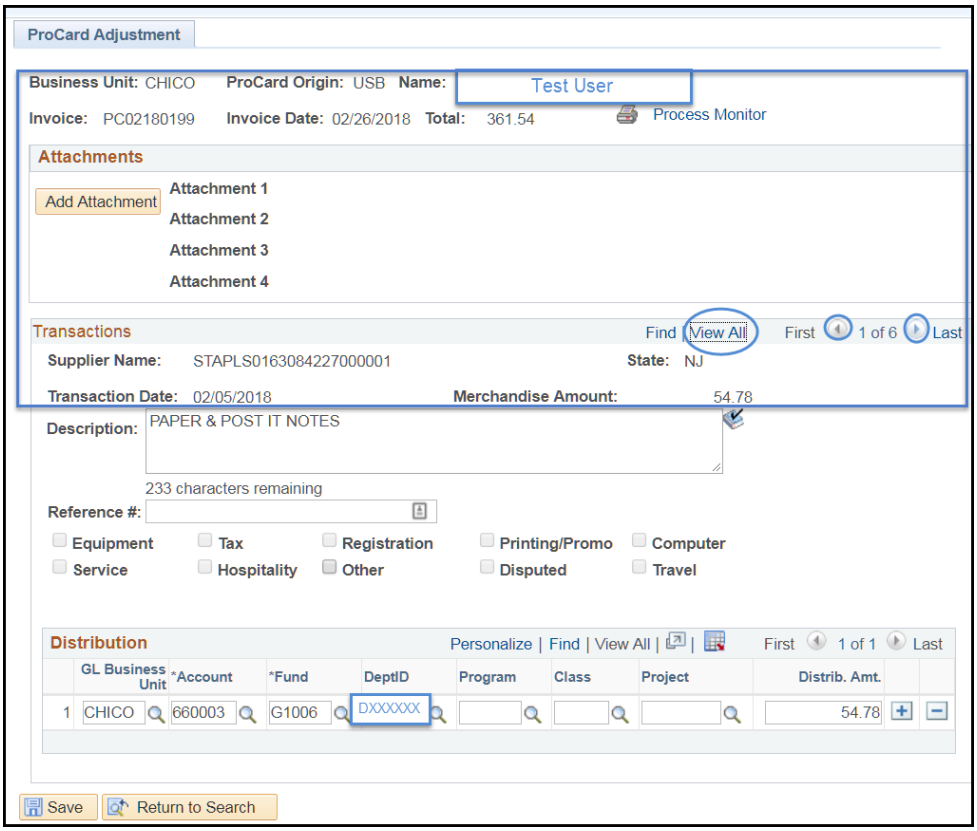
Once a month, a ProCard transaction file will be received from the bank. Once AP loads the file into the CFS PeopleSoft ProCard module (generally the next business morning after the cycle close date), the Procard group will receive a courtesy email stating that the statement is ready for reconciliation. At that point the person performing the monthly reconciliation can adjust chartfields and add the description/purpose for their charges. The following navigation is used to make updates to your monthly statement:

**Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment**

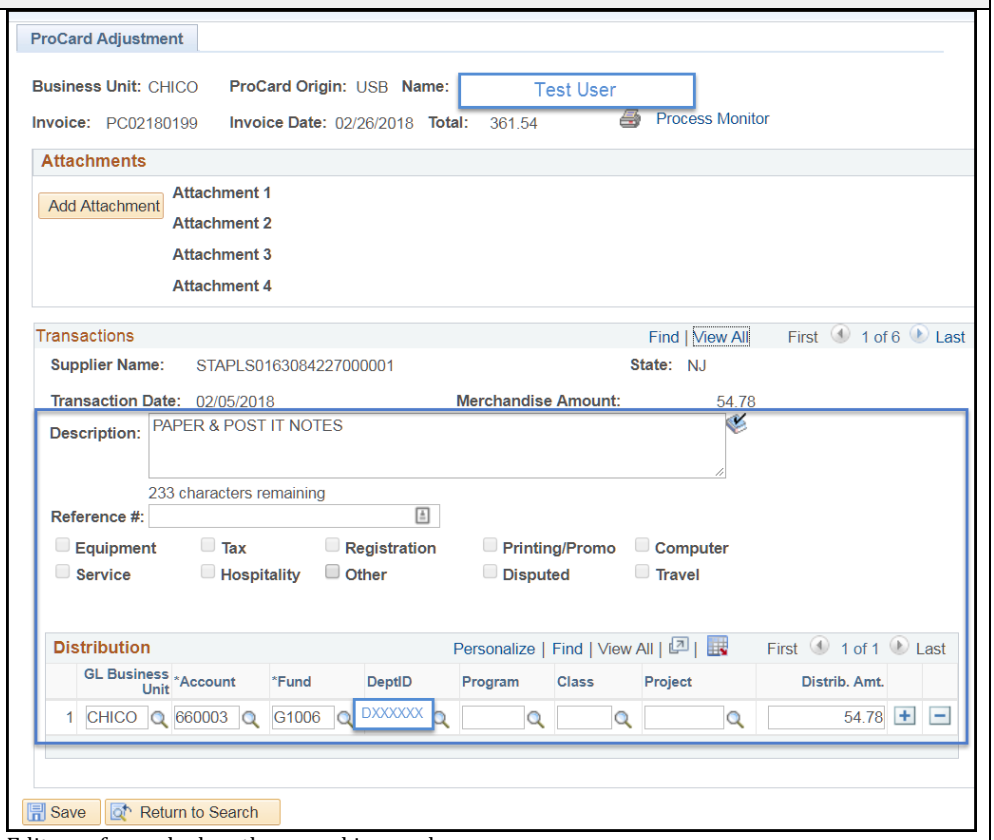
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Enter the following information:**<br><br>**Business Unit:** The business unit is CHICO. **Required.**<br><br>**Origin:** Enter USB.<br><br>**Invoice Date:** Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.<br><br>**Last Name:** Enter the cardholder's last name. **Required.**<br><br>**First Name:** Enter the cardholder's first name. (Not required, but will narrow the search).<br><br>**Invoice Number:** System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).<br><br>Select the **Search** button. |  |

### 2.1.1 ProCard Adjustment Page – Display Only Fields

All of the transactions that were processed during the billing cycle will display. You can see them one at a time using the single arrow or to view all transactions/charges select View All.

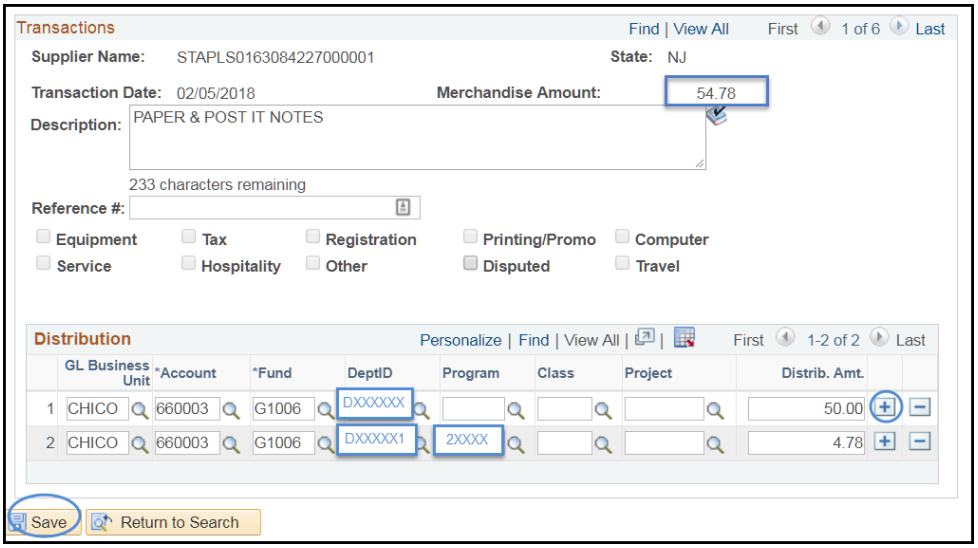
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Business Unit**: The business unit from which the credit card has been issued.<br><br>**Origin:** Represents the Credit Card Program you are enrolled in, which is USB.<br><br>**Name:** Cardholders name.<br><br>**Invoice**: System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers.<br><br>**Invoice Date**: The billing cycle statement date.<br><br>**Total**: The total amount for the card for this billing cycle.<br><br>**Supplier Name**: The Vendor name the charge was from.<br><br>**State:** The state the purchase was made from.<br><br>**Transaction Date**: The date of the charge.<br><br>**Merchandise Amt**: The amount of the charge. |  <br><br>Navigate to the next transaction using the single arrow or to view all transactions/charges for the billing cycle, select the **View All**. |

### 2.1.2 ProCard Adjustment Page – Updatable Fields

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Enter the following information:**<br>**Description**:<br><br>Information downloaded from the bank may not be descriptive but should include invoice/order number reference when available. At a minimum, enter a more detailed explanation of what was purchased and/or purpose. Additional information can be added if desired. **Required.**<br><br>**Reference #:** You can choose to enter a department reference number or another note for your department. This field carries through to Data Warehouse.<br><br>**Transaction Categories:** N/A other than disputed.<br><br>**Distribution**: The Chartfield string to which the charge will be distributed. These values default from the setup of the Cardholder. Update accordingly. **Required.**<br><br>**GL Business Unit:** CHICO<br>When you have completed your updates, select the **Save** button. If you receive an error message, the error must be corrected before you can Save your changes. |  <br><br>Edits performed when the record is saved:<br>• The total Distrib Amt must sum to the Merchandise Amt.<br>• All Chartfields and combo edits are validated. |

### 2.1.3 Split Distribution

If applicable, you can split the transaction/charge to multiple Chartfields and/or GL Business Units.

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| If you want to split the distribution, select the plus sign at the end of the distribution line to insert a new row.<br><br>Update the Distrib. Amt and Chartfield string accordingly. When you are finished, select the **Save** button.<br><br>The following Edits are performed when the record is saved:<br>• The total Distrib Amt must sum to the Merchandise Amt.<br>• All Chartfields and combo edits are validated at the save. |  |

The person performing the monthly reconciliation will have approximately five to seven (except in June) business days to complete the reconciliation. Upon the 8th to 9th day, the person reconciling will no longer be able to make changes. Accounts Payable will perform their validations and then process the file into the Accounts Payable System.

### 2.1.4 Purchase Transaction Categories

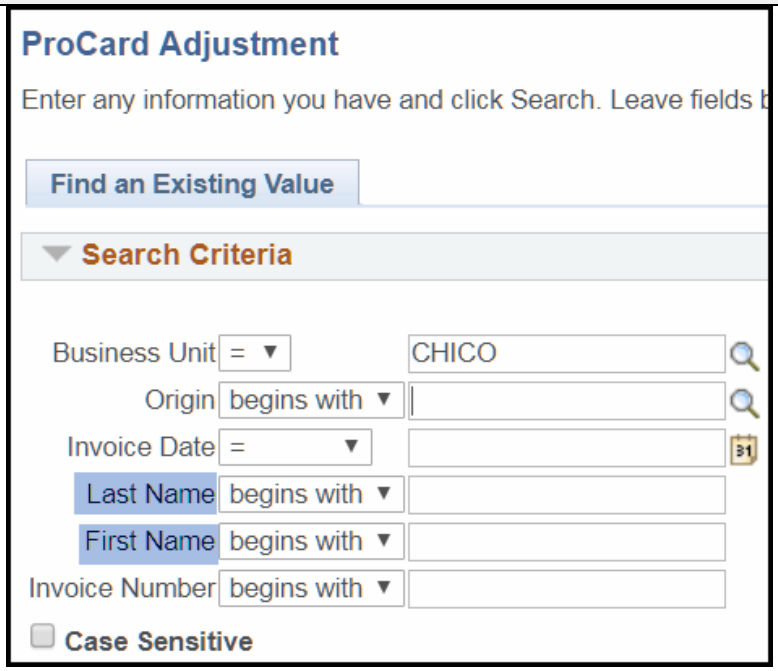
Certain purchases may be made on the ProCard if established approvals and criteria are met as stated in the Procurement Credit Card Procedures. Several of those items are also associated with a category below and require additional forms. As applicable, select the appropriate checkbox within ProCard Adjustment page.

| Category | Description: When you select the box, you are stating that you purchased… | Possible Accounts |
|---|---|---|
| Equipment (E) | N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required. | Refer to Account Codes Matrix – Equipment Software/Hardware/Furniture listing http://www.csuchico.edu/far/chartfields.shtml |
| Tax (T) | A taxable good and Sales Tax **was already included**. Taxable items without this box checked will have tax applied. Services are not taxable. | Not applicable |
| Registration (R) | **Non-Trave**l (i.e. web training at your desk) registration for conferences, seminars, memberships, training, etc. | 660009 -- Professional Development |
| Computer (C) | N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required. | Refer to Account Codes Matrix – Equipment Software/Hardware/Furniture listing http://www.csuchico.edu/far/chartfields.shtml |
| Hospitality (H) | N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required. | 660H54 -- Hospitality Expense |
| Other (O) | N/A for ProCard Adjustment selection. Prohibited or special approval/documentation required. | Refer to CORE & Specialized Expense Accounts listing http://www.csuchico.edu/far/chartfields.shtml |
| Disputed (D) | For all disputed charges, cardholder will contact US Bank. The selected checkbox is for information purposes only. The amount will be charged to your account. Based on the resolution, a credit may or may not be applied to your account. | |

Reference CORE & Specialized Expense Accounts listing http://www.csuchico.edu/far/chartfields.shtml

## 2.2 ProCard – No Purchases

Although a cardholder may not have used their card during the month, the person reconciling must complete the following steps to ensure there are no transactions to be reconciled.
The following navigation is used to confirm:
**Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment**

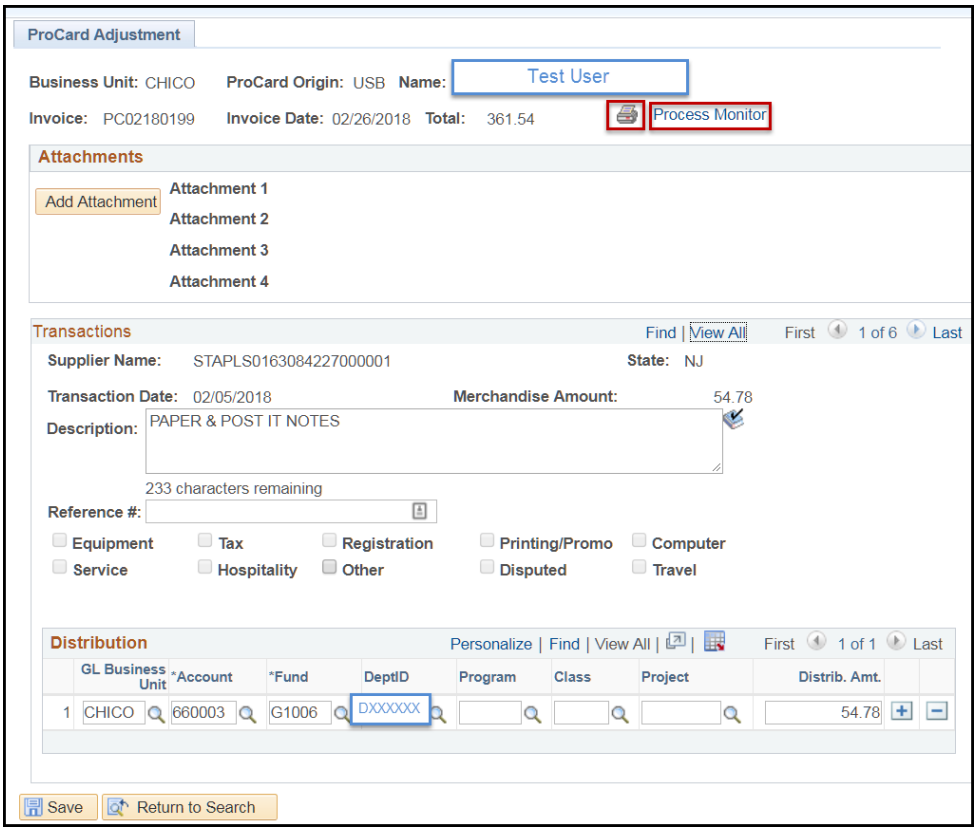
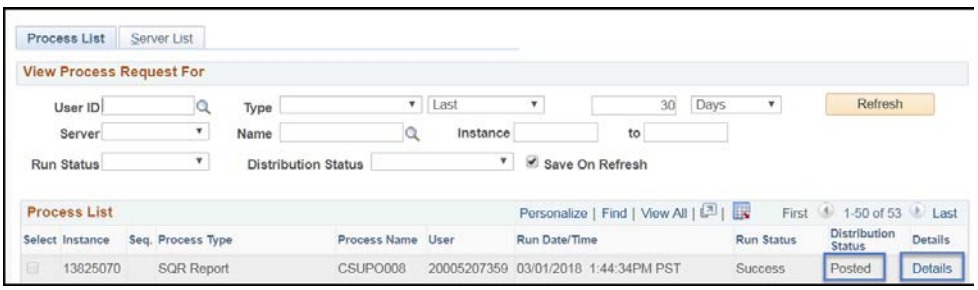
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Enter the following information:**<br><br>**Business Unit:** CHICO. **Required.**<br><br>**Origin:** Represents the Credit Card Program you are enrolled in, which is USB.<br><br>**Invoice Date:** Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.<br><br>**Last Name:** Enter the cardholder's last name. **Required.**<br><br>**First Name:** Enter the cardholder's first name. (Not required, but will narrow the search).<br>Select the **Search** button.<br><br>If no purchases were made for the month you will see the message "No matching values were found". This indicates that there were no purchases recorded for the month you are reconciling.<br><br>You can print/save this page to keep with your ProCard documents and for audit. There is no need to submit documentation to Accounts Payable. |  |

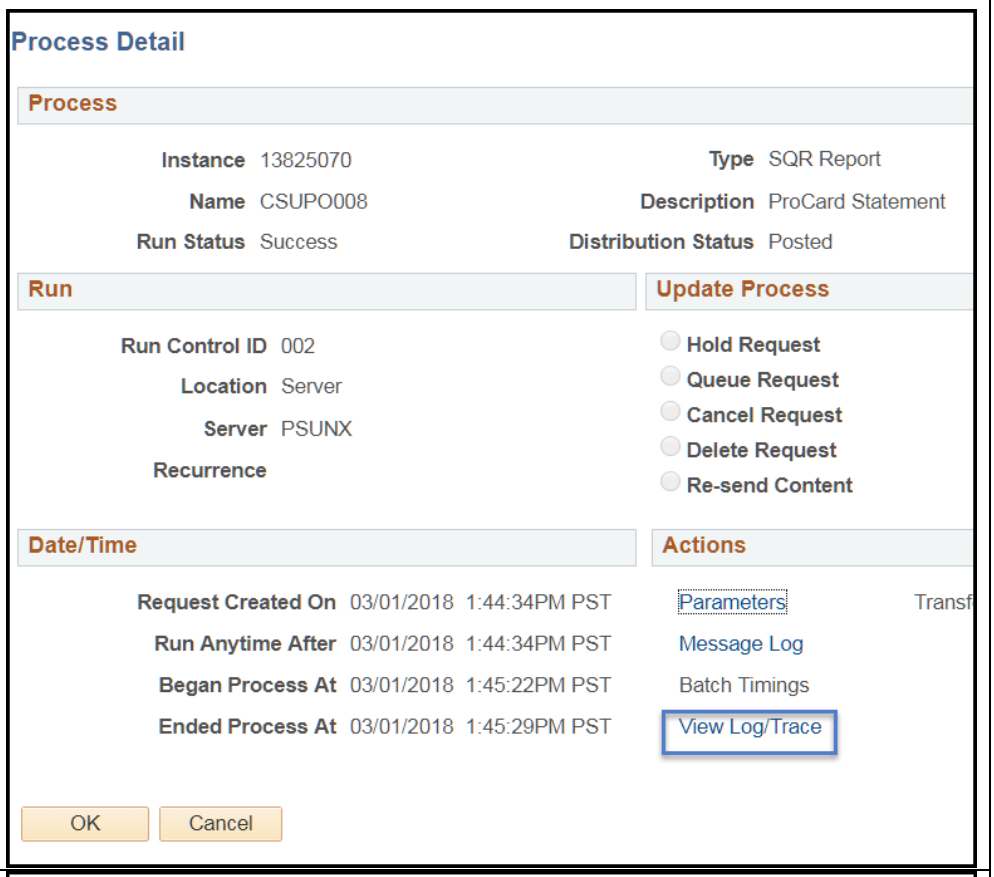
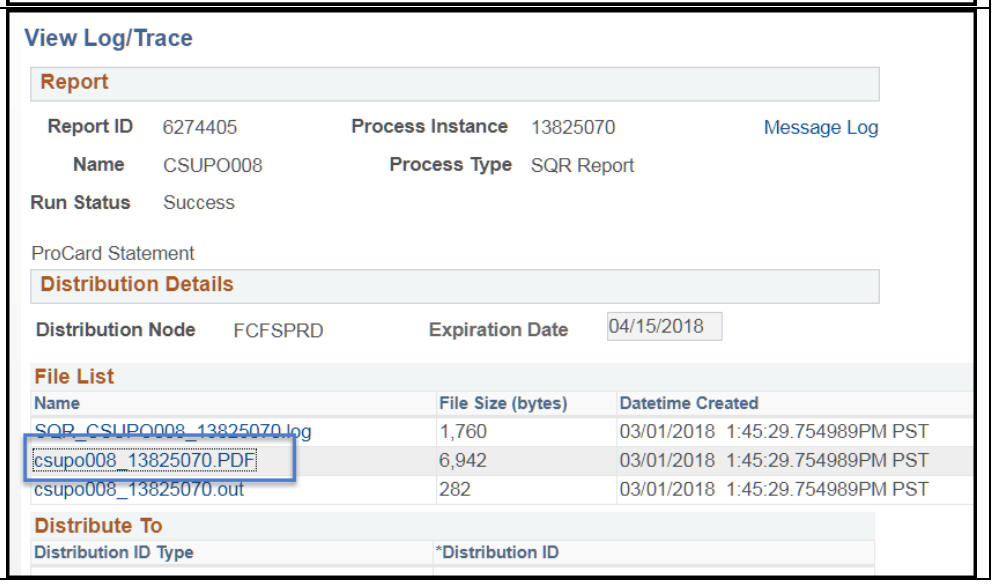
## 3.0 Monthly Procurement Credit Card Statement

Once reconciliation is complete, print the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Attach all backup documentation (itemized receipts/invoices and any additional required documentation) in the same order as it appears on the report. Send to the AP office no later than the dates specified on the Procurement Credit Card Reconciliation Cycle calendar https://www.csuchico.edu/fin/resources/policies.shtml.

### 3.1 Printing the Procurement Credit Card Statement

The following navigation is used to print the ProCard statement:
**Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment**

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Print:** Select the **Printer** Icon to make a hard copy of your ProCard Statement.<br><br>**Retrieve:** Select the **Process Monitor** link to retrieve the report. |  |
| **<u>Process List Tab</u>**<br>Select the **Details** link to retrieve the Monthly Procurement Credit Card Statement.<br>**Note:** The Distribution Status must be "Posted" prior to selecting the Details link. Select the Refresh button to update this status. |  |

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **<u>Process Detail Page</u>**<br>Select the **View Log/Trace** link. |  <br> |
| **<u>View Log/Trace Page</u>**<br>Select the **PDF file** from the file list.<br><br>The Procurement Credit Card Statement will open.<br>Print, sign, and attach supporting documentation to the printed statement then send to the Delegation of Authority (DOA) Appropriate Administrator for approval.<br><br>The statement must be submitted by the deadline specified on the Procurement Credit Card Reconciliation Cycle calendar |  <br> |

### 3.1.1 ProCard Sample Statement

**California State Univ, Chico**
**US Bank Pro-Card**

**Business Unit:** CHICO
**Account Name:** Test User
**Origin:** USB

**Invoice Number:** PC02180199
**Invoice Date:** February 26, 2018
**Total Amount:** $ 361.54

| | Tran Dt | Supplier | St | Line Amt / Distrib Ln# | Description / BU/GL | Acct | Fund | Dept | Reference / Prgm | Class | Proj | Pur Cat / Amount | Upd By | Upd Dt | Disp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 02/05/18 | STAPLS0163084227000001 | NJ | 54.78 | PAPER & POST IT NOTES | | | | | | | | 20005207359 | 03/01/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 54.78 | | | |
| | | | | | | | | | | Total Distribution | | 54.78 | | | |
| 2 | 02/08/18 | STAPLS0163211616000001 | NJ | 64.31 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 64.31 | | | |
| | | | | | | | | | | Total Distribution | | 64.31 | | | |
| 3 | 02/12/18 | STAPLS0163279696000001 | NJ | 55.12 | PAPER, HIGHLIGHTERS, BINDER CLIPS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 55.12 | | | |
| | | | | | | | | | | Total Distribution | | 55.12 | | | |
| 4 | 02/12/18 | AMAZON.COM | WA | 53.85 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 53.85 | | | |
| | | | | | | | | | | Total Distribution | | 53.85 | | | |
| 5 | 02/12/18 | AMAZON.COM | WA | 99.51 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 99.51 | | | |
| | | | | | | | | | | Total Distribution | | 99.51 | | | |
| 6 | 02/21/18 | STAPLS0163531625000001 | NJ | 33.97 | MISC OFFICE SUPPLIES | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 33.97 | | | |
| | | | | | | | | | | Total Distribution | | 33.97 | | | |

**Purchase Categories:**

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

**Signature of Card Holder,** Test User **Date**

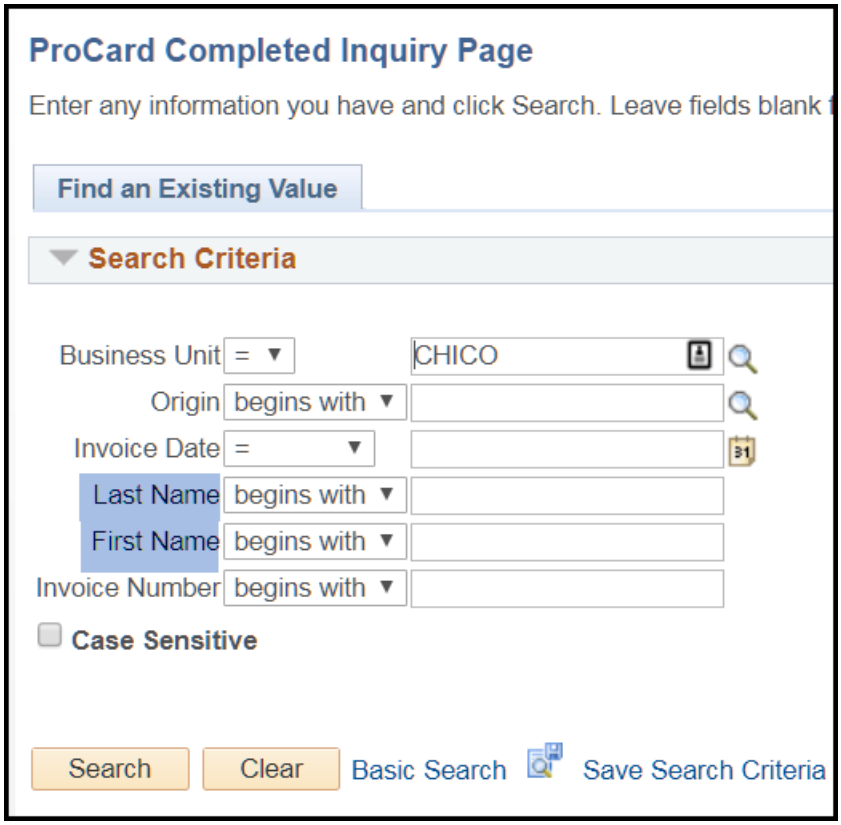
**Signature of Approving Official,** Test Approver **Date**

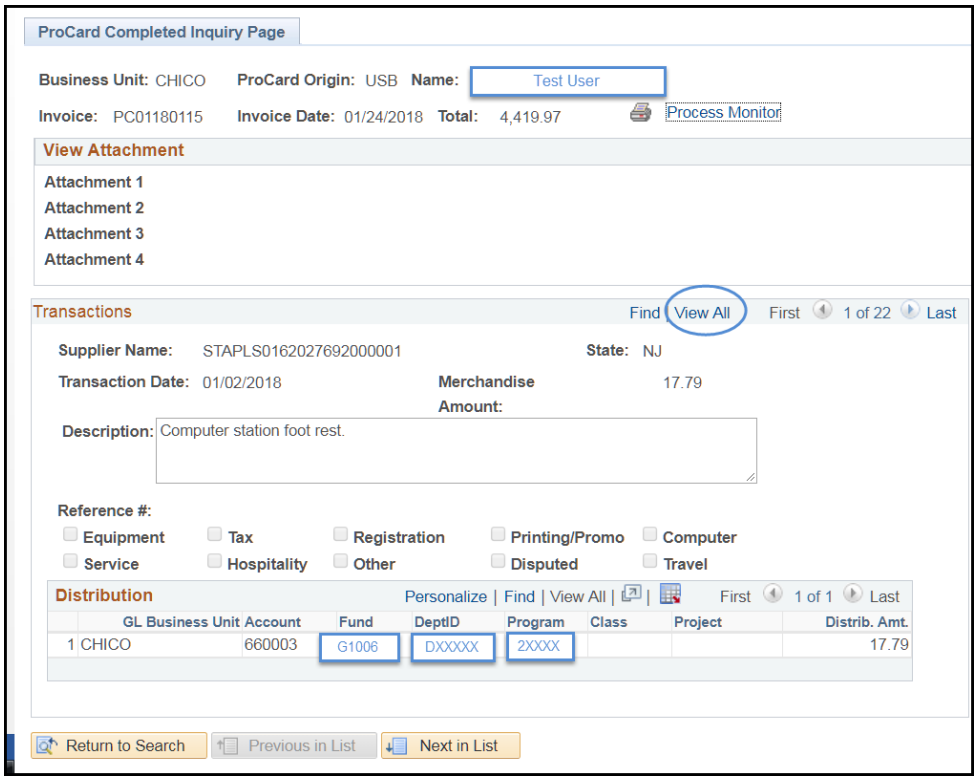
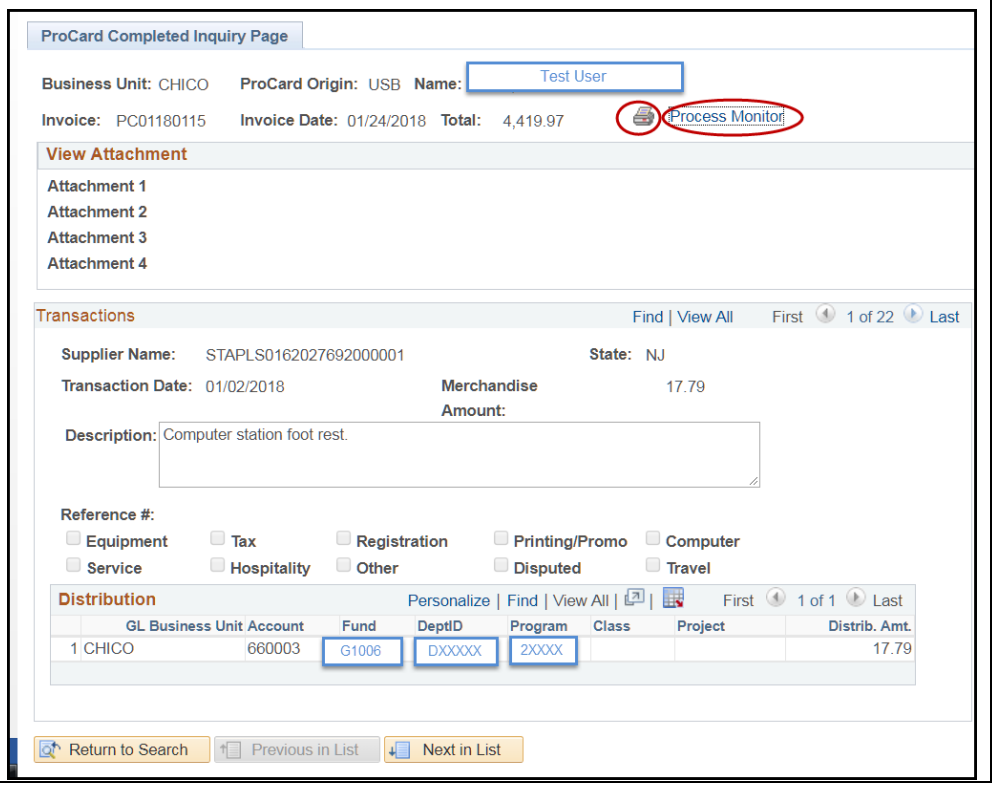
## 4.0 Review ProCard History

### 4.1 ProCard Completed Inquiry

Once the ProCard Billing statements have been loaded into the Accounts Payable system, the person reconciling will no longer be able to update/adjust the transaction details for the month. To view historical information, use the ProCard Completed Inquiry page.

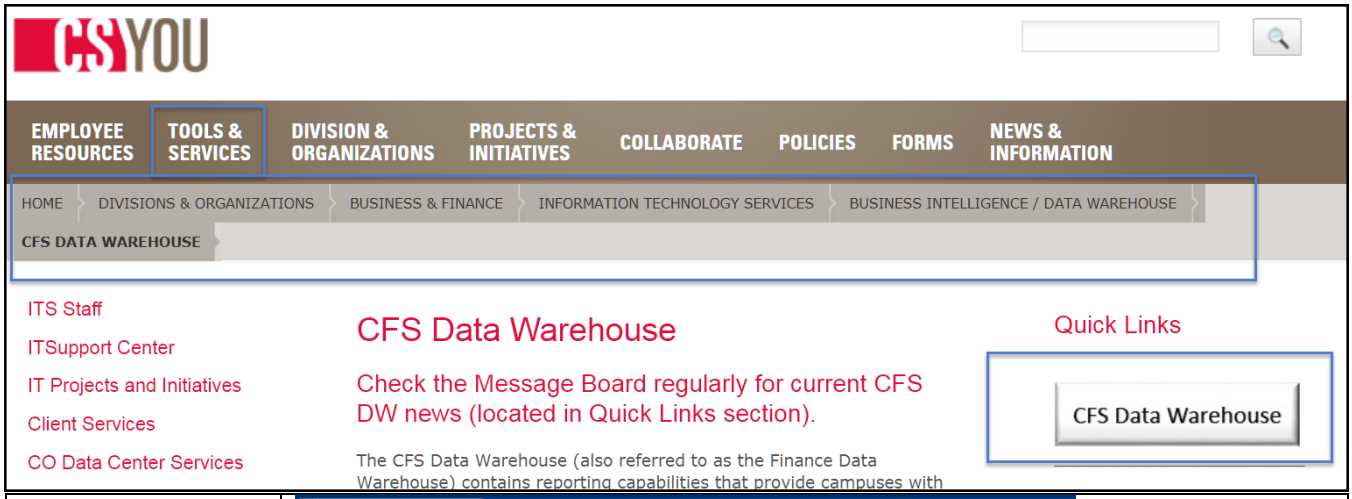
The following navigation is used to view your ProCard Transaction history:
**Navigation: CSU ProCard > Use & Inquiry > ProCard Completed Inquiry**

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Business Unit:** CHICO. **Required.**<br>**Origin:** Represents the Credit Card Program you are enrolled in, which is USB.<br><br>**Invoice Date:** Billing Statement Date (not required, but will narrow the search). This will be provided in the email from Accounts Payable.<br><br>**Last Name:** Enter the cardholder's last name. **Required.**<br><br>**First Name:** Enter the cardholder's first name. (Not required, but will narrow the search).<br><br>**Invoice Number:** System generated. The first two characters are PC, the next four characters are MMYY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).<br><br>Select the **Search** button. All previous statements will display. Select accordingly. |  |

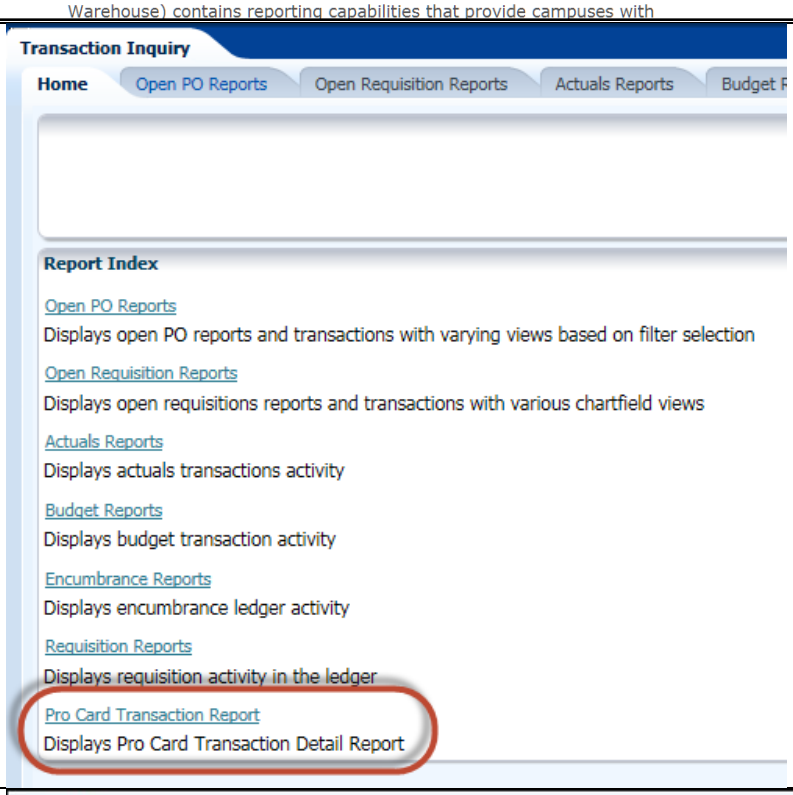
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| Select **View All** option at the top of the transaction list to see all transactions for this statement and related information, including descriptions and distributions for each transaction.<br><br>To return to one transaction at a time, select the **View 1** option at the top of the transaction list. |  |
| Select the **Printer** Icon if you wish to make a hard copy of your transaction details and distributions.<br><br>Select the **Process Monitor** link to retrieve the report.<br><br>See the above section, Printing the Procurement Credit Card Statement, for details on how to retrieve your report. |  |

## 4.2 Data Warehouse Reports

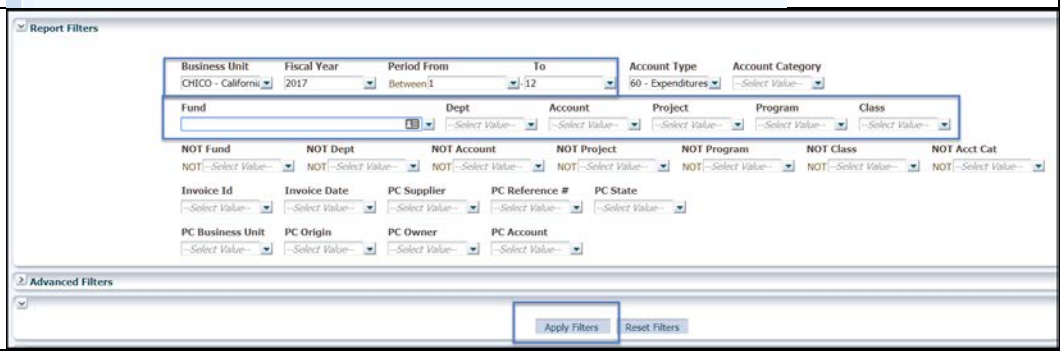
Once logged into CSYou (where you connect to CFS) navigate to Tools & Services > Financial Tools > CFS Data Warehouse. Alternatively, you can use the breadcrumbs below and then click on the "CFS Data Warehouse" button.

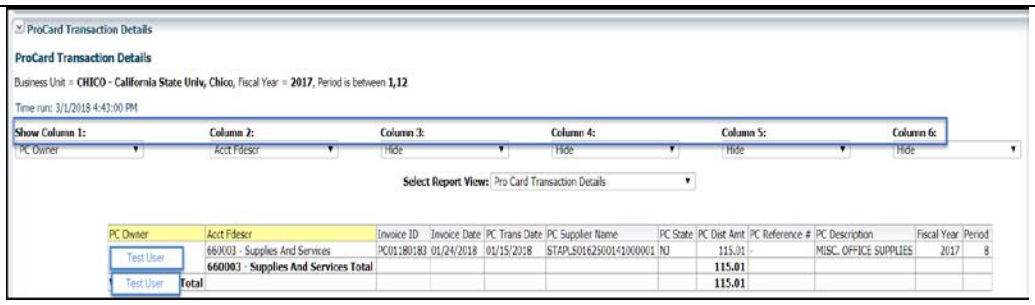



Reports are available in Data Warehouse Transaction Inquiry section. You can choose Dashboards menu and then Transaction Inquiry. Choose the ProCard Transaction Report.




Business Unit: CHICO
Make necessary selections for Fiscal year, period, chartfields and then click Apply Filters

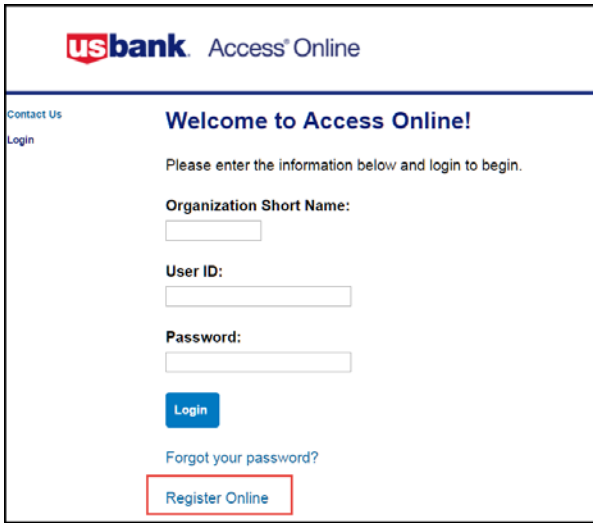
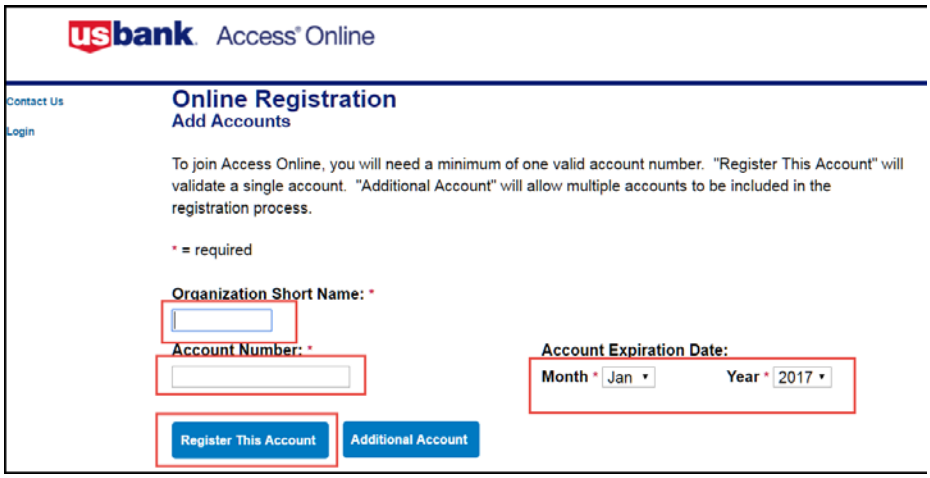


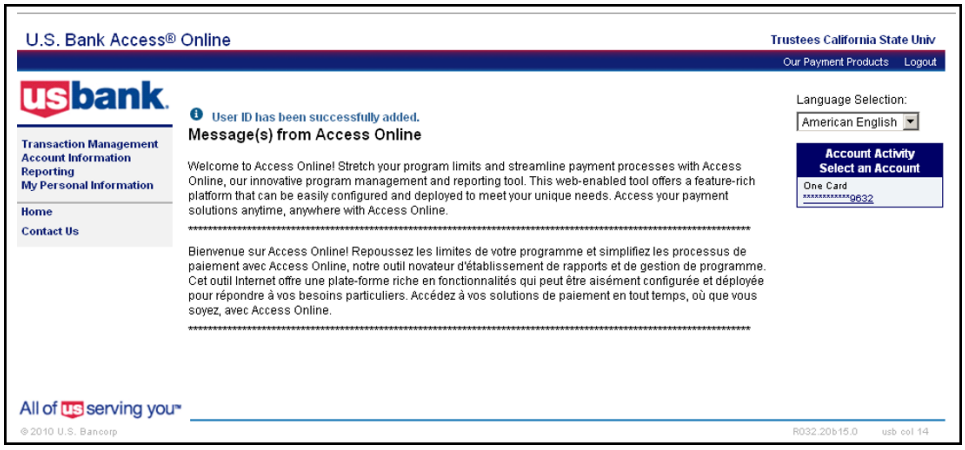
| | |
|---|---|
| Refine report output to contain the fields that you are interested in. You can also choose the drop down at "Select report view" and export to Excel. |  |

## 5.0 US Bank Access Online

### 5.1 Registering US Bank ProCard

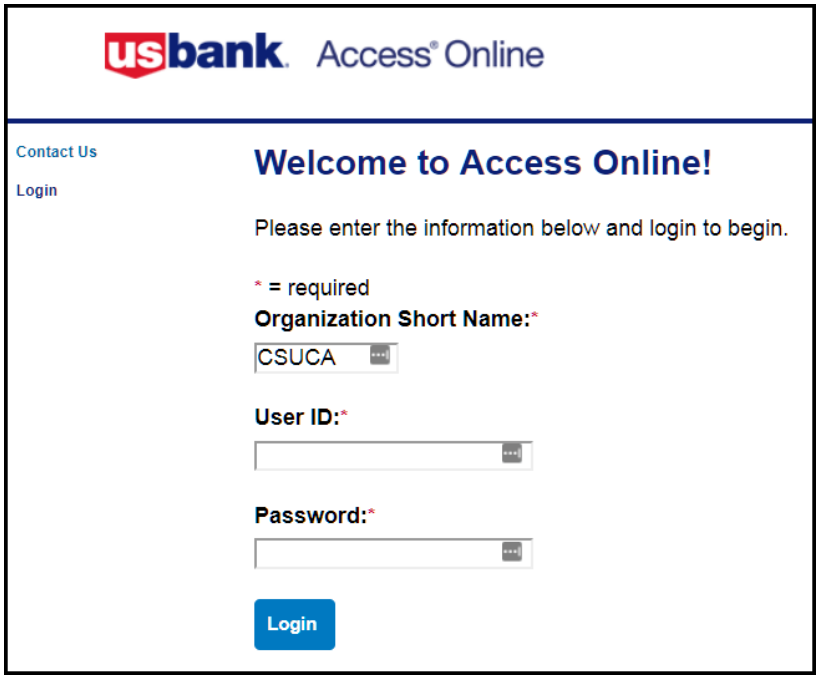
Navigate to the US Bank Access Online platform at **https://access.usbank.com/**

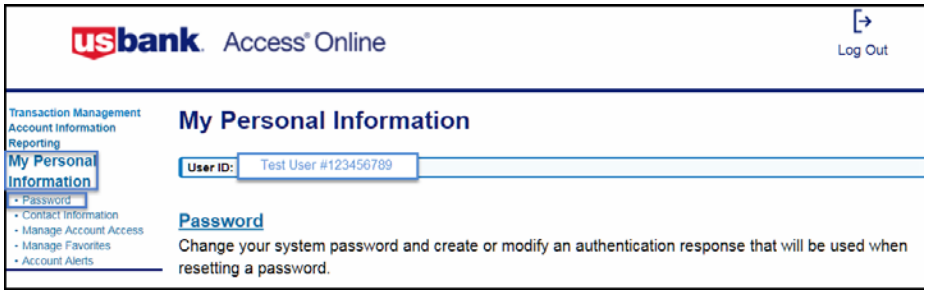
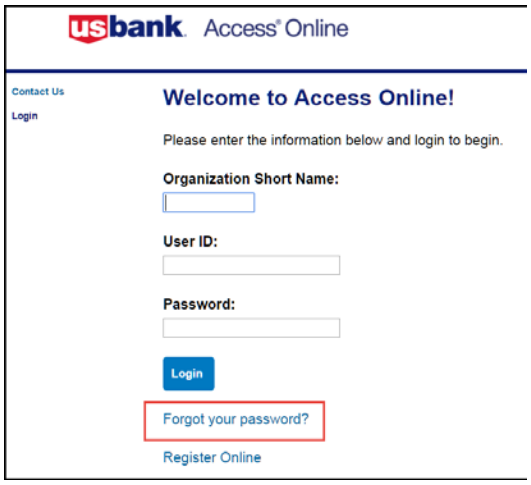
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| Click on the Register Online link. |  |
| **Organization Short Name:** CSUCA. **Required.**<br><br>**Account Number:** Enter your 16 digit account number and select the expiration date on your card. **Required.**<br><br>Click on **Register This Account**<br><br>**User ID:** Use your campus portal ID (first part of your campus email address, jsmith@csuchico.edu)<br><br>**Password:** Enter password of your choice that meets criteria. |  |

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Authentication Questions:** Choose questions and enter related answers.<br><br>**Contact Information:**<br>• First Name<br>• Last Name<br>• Address – 400 W First St, Chico CA 95929-XXXX (Campus Zip)<br>• Country – US<br>• Phone – 530-898-XXXX (Campus Ext.)<br>• Email address – campus email (must be @csuchico.edu address)<br><br>Click **Continue** and will receive message to the right confirming your account has been saved. |  |

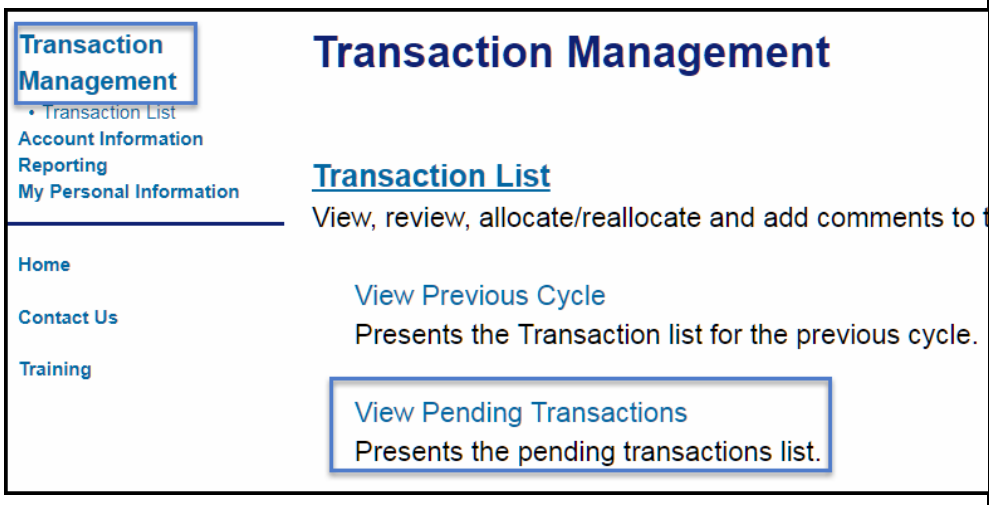
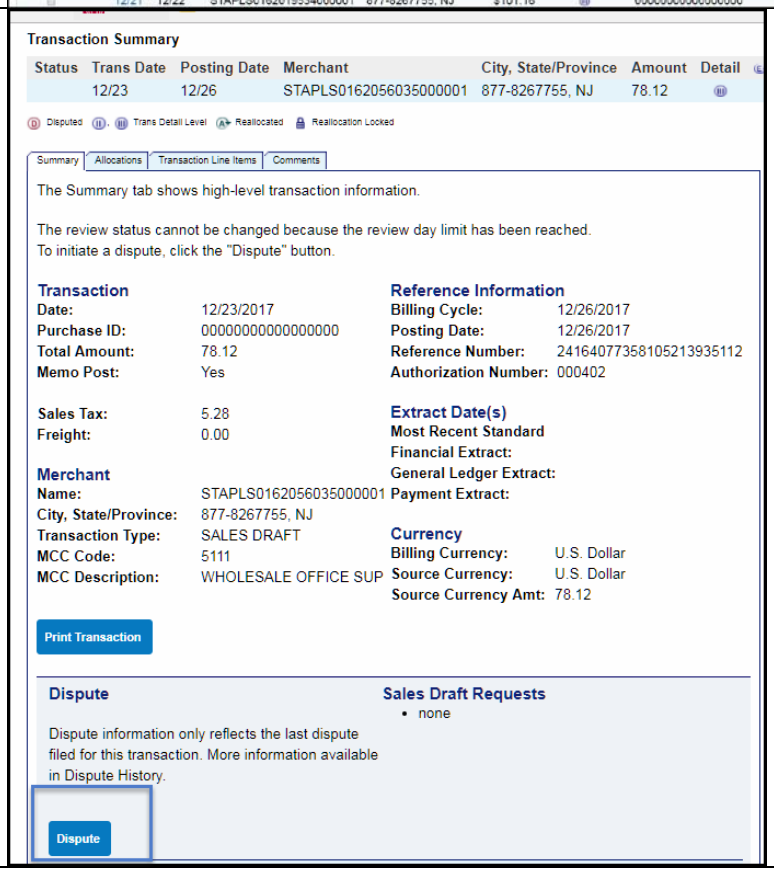
## 5.2 Logging In and Changing/Forgotten Password

You can log in to the US Bank Access Online platform by visiting **https://access.usbank.com/**

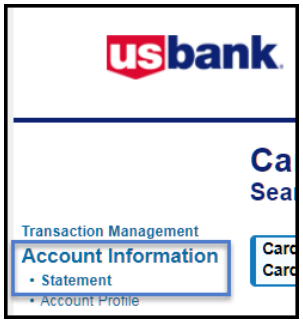
| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| **Organization Short Name:** CSUCA. **Required.**<br><br>**User ID:** Enter the User ID value that was given to you by AP & Procurement team.<br><br>**Password:** Enter the password you created, OR if this is the first time you are logging in use the temporary password given to you and you will be prompted to set up a new password and security authentication questions<br><br>Select the **Login** button. |  |

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| To change password, choose **My Personal Information** and choose **Select Password**<br><br>**Forgotten Password**<br><br>Choose the Forgot your password link and follow instructions. You will receive an email with a temporary password once the request is processed. |  <br>  |

## 5.3 Review and/or Dispute Transactions

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| Choose **Transaction Management** and **View Pending Transactions** |  |
| Scroll down to the **Transaction List** section and to review activity. |  |
| To dispute a transaction choose **Add allocation** link.<br>Click on the Dispute button.<br>Choose a dispute reason and click Save.<br>Click on the Transaction Detail link to return to the Summary Tab. You will now see a **D** icon displayed under the status column of that transaction.<br>You can cancel the dispute by clicking **Cancel Dispute** in the same place where you initiated the dispute. |  |

### 5.4 Review Monthly Statement

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| Choose **Account Infomration** and **Statement.**<br><br>Choose statement for billing cycle of your choice. |  |

## 6.0 Appendix A – Contacts/Resources

### 6.1 Contacts

Contacts are available for questions regarding Procurement Credit Card Program.

1. For all Procurement card questions, contact the Procurement Credit Card Coordinator
   Cindy Reiswig, x 5137, creiswig@csuchico.edu

2. For questions regarding Procurement Credit Card Reconcilation contact the Accounts Payable Coordinator
   Janita Pierce, x 3163, japierce@csuchico.edu

3. For disputes or to report a lost card, contact US Bank 24 hour Customer Service
   800-344-5696

4. For property/asset tagging, contact Property Management Office at x5176

5. For questions regarding the CFS data warehouse contact fincfs@csuchico.edu

### 6.2 Resources

Procurement Credit Card Guideline https://www.csuchico.edu/fin/resources/policies.shtml
Procurement Credit Card Cycle Dates https://www.csuchico.edu/fin/resources/policies.shtml
Procurement Credit Card related forms https://www.csuchico.edu/fin/resources/forms.shtml
ProCard Training Classes http://www.csuchico.edu/ehs/
Commonly Used Account numbers http://www.csuchico.edu/far/chartfields.shtml

# 7.0 Appendix B: Sample Monthly Report Package

**California State Univ, Chico**
**US Bank Pro-Card**

**Business Unit:** CHICO
**Account Name:** Test User
**Origin:** USB

**Invoice Number:** PC02180199
**Invoice Date:** February 26, 2018
**Total Amount:** $ 361.54

| | Tran Dt | Supplier | St | Line Amt / Distrib Ln# | Description / BU/GL | Acct | Fund | Dept | Reference / Prgm | Class | Proj | Pur Cat / Amount | Upd By | Upd Dt | Disp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 02/05/18 | STAPLS0163084227000001 | NJ | 54.78 | PAPER & POST IT NOTES | | | | | | | | 20005207359 | 03/01/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 54.78 | | | |
| | | | | | | | | | | | | Total Distribution 54.78 | | | |
| 2 | 02/08/18 | STAPLS0163211616000001 | NJ | 64.31 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 64.31 | | | |
| | | | | | | | | | | | | Total Distribution 64.31 | | | |
| 3 | 02/12/18 | STAPLS0163279696000001 | NJ | 55.12 | PAPER, HIGHLIGHTERS, BINDER CLIPS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 55.12 | | | |
| | | | | | | | | | | | | Total Distribution 55.12 | | | |
| 4 | 02/12/18 | AMAZON.COM | WA | 53.85 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 53.85 | | | |
| | | | | | | | | | | | | Total Distribution 53.85 | | | |
| 5 | 02/12/18 | AMAZON.COM | WA | 99.51 | CLASSIFICATION FOLDERS | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 99.51 | | | |
| | | | | | | | | | | | | Total Distribution 99.51 | | | |
| 6 | 02/21/18 | STAPLS0163531625000001 | NJ | 33.97 | MISC OFFICE SUPPLIES | | | | | | | | 20008562282 | 02/27/18 | |
| | | | | 1 | CHICO | 660003 | G1006 | DXXXXX | | | | 33.97 | | | |
| | | | | | | | | | | | | Total Distribution 33.97 | | | |

**Purchase Categories:**

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

**Signature of Card Holder,** Test User **Date**

**Signature of Approving Official,** Test Approver **Date**

STAPLES MAKE more HAPPEN

To reach Customer Service, please dial (877)826-7755.

REFER TO THIS ORDER NO. FOR ALL INQUIRIES

| CUSTOMER NO. | SHIP DATE | ORDER NO. |
|---|---|---|
| 0001826707 | 2/02/18 | 0163084227-000001 |
| PURCHASE ORDER NO. | | RELEASE NO. |
| 69775 | | |
| COST CENTER | | REQUISITIONER |

Staples Business Advantage

SHIPPING LOCATION: Stockton, CA FC

CARRIER ROUTE: MEN/COU /SA

SHIP TO: CSU CHICO RECEIVING DEPT Test User

SOLD TO: CALIFORNIA STATE UNIVERSITY CHICO
400 WEST 1ST ST
CHICO, CA 959290244

TOTAL PACKAGES: 2

PAGE: 1

SPECIAL INSTRUCTIONS

| Line | ITEM NUMBER | ITEM DESCRIPTION / MODEL NUMBER | UNIT of MEAS | QTY ORDERED | QTY SHIPPED | B/O QTY | Your Price | Extended Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | 135848 | STAPLES COPY PAPER; RECYCLED, /113350/461757 | CT | 1 | 1 | 0 | 29.99 | 29.99 |
| 2 | MMM653RPA | POST-IT GREENER NOTES, 1 1/2" /653RPA | PK | 1 | 1 | 0 | 5.84 | 5.84 |
| | | Material Safety Data Sheets (MSDS) may be found by visiting http://sds.staples.com/msds/356654.pdf | | | | | | |
| 3 | 421818 | POST-IT NOTES, 1 1/2" X 2", CA/653AN | PK | 1 | 1 | 0 | 5.26 | 5.26 |
| 4 | 576153 | STAPLES STICKIES NOTES, BLANK,/17762 | DZ | 1 | 1 | 0 | 9.99 | 9.99 |

Merchandise Total..... 51.08
Delivery..... .00
Tax..... 3.70

Check your order status online by selecting My Order Status from the My Orders drop down.

PAYMENT METHOD:

TOTAL VALUE OF ORDER: 54.78

2002 078 001 Thank You For Your Order! Staples, Inc. *THIS IS NOT AN INVOICE*

STAPLES MAKE more HAPPEN

To reach Customer Service, please dial (877)826-7755.

REFER TO THIS ORDER NO. FOR ALL INQUIRIES

| CUSTOMER NO. | SHIP DATE | ORDER NO. |
|---|---|---|
| 0001826707 | 2/06/18 | 016321616-000001 |
| PURCHASE ORDER NO. | | RELEASE NO. |
| 70282 | | |
| COST CENTER | | REQUISITIONER |

Staples Business Advantage

SHIPPING LOCATION: Stockton, CA FC

CARRIER ROUTE: MEN/COU /SA

SHIP TO: CSU CHICO RECEIVING DEPT Test User

SOLD TO: CALIFORNIA STATE UNIVERSITY CHICO
400 WEST 1ST ST
CHICO, CA 959290244

TOTAL PACKAGES: 1

PAGE: 1

SPECIAL INSTRUCTIONS

| Line | ITEM NUMBER | ITEM DESCRIPTION / MODEL NUMBER | UNIT of MEAS | QTY ORDERED | QTY SHIPPED | B/O QTY | Your Price | Extended Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | SMD12940 | SMEAD TOP-TAB COLORED FASTENER/12940 | BX | 1 | 1 | 0 | 29.98 | 29.98 |
| 2 | 781674 | SMEAD FASTENER FILE FOLDER, 2 /12740 | BX | 1 | 1 | 0 | 29.98 | 29.98 |

Merchandise Total..... 59.96
Delivery..... .00
Tax..... 4.35

Check your order status online by selecting My Order Status from the My Orders drop down.

PAYMENT METHOD:

TOTAL VALUE OF ORDER: 64.31

0224 017 001 Thank You For Your Order! Staples, Inc. *THIS IS NOT AN INVOICE*

APLES
: more HAPPEN

| Order# | Ship Date | Order Date | Master Number |
|---|---|---|---|
| 0163279696-000-001 | 02/09/2018 | 02/08/2018 | 0001826707 |
| Deliver to | Phone# | Ordered by | |
| | | Test User | |
| Budget Center | Purchase Order# | | |
| | 70525 | | |

**Ship to 651315:** CSU CHICO RECEIVING DEPT
940 W 1ST ST
RECEIVING
CHICO, CA 95929

## CREDIT CARD RECEIPT

| SKU | Product Description | Budget Center | Order UOM | Qty Ord | Qty Ship | Unit Price | Extended Price |
|---|---|---|---|---|---|---|---|
| 133848 | STAPLES COPY PAPER, RECYCLED, | | CT | 1 | 1 | $29.99 | $29.99 |
| 438167 | SHARPIE LIQUID ACCENT HIGHLIGH | | DZ | 1 | 1 | $9.51 | $9.51 |
| 395230 | STAPLES MULTIPACK BINDER CLIPS | | PK | 1 | 1 | $6.99 | $6.99 |
| 480114 | STAPLES SMALL METAL BINDER CLI | | PK | 1 | 1 | $3.21 | $3.21 |
| 831610 | STAPLES LARGE BINDER CLIPS, 2" | | PK | 1 | 1 | $1.69 | $1.69 |
| | | | | | | Subtotal | $51.39 |
| | | | | | | Freight/Misc Charges | $0.00 |
| | | | | | | Tax | $3.73 |

| Last 4 Digits of Credit Card: | Amount Paid via Credit Card | $55.12 |
|---|---|---|

amazon.com

**Final Details for Order #112-3146925-3405824**
Print this page for your records.

**Order Placed:** February 9, 2018
**Amazon.com order number:** 112-3146925-3405824
**Order Total: $53.85**

**Shipped on February 10, 2018**

**Items Ordered** — **Price**
2 of: *Smead Pressboard Classification Folder with SafeSHIELD Fasteners, 1 Divider, 2" Expansion, Letter, Bright Red,10 per box (13731)* — $26.99
Sold by: Amazon.com Services, Inc.
Condition: New

**Shipping Address:**
Test User

Item(s) Subtotal: $53.98
Shipping & Handling: $0.00
Your Coupon Savings: -$4.05
Total before tax: $49.93
Sales Tax: $3.92
**Total for This Shipment:$53.85**

**Shipping Speed:**
Two-Day Shipping

**Payment information**

**Payment Method:**
Visa | Last digits:

**Billing address**
400 W FIRST STREET
CHICO, CA 95929-0001
United States

Item(s) Subtotal: $53.98
Shipping & Handling: $0.00
Your Coupon Savings: -$4.05
Total before tax: $49.93
Estimated tax to be collected: $3.92
**Grand Total:$53.85**

**Credit Card transactions** Visa ending i 5: February 10, 2018:$53.85

To view the status of your order, return to Order Summary.

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amazon.com

**Final Details for Order #112-9815213-9376210**
Print this page for your records.

**Order Placed:** February 9, 2018
**Amazon.com order number:** 112-9815213-9376210
**Order Total: $99.51**

**Shipped on February 10, 2018**

**Items Ordered** — **Price**
1 of: *Smead Pressboard Fastener Folder with SafeSHIELD Fasteners, 2 Fasteners, 1/3-Cut Tab, 2" Expansion, Letter Size, Yellow, 25 per Box (14939)* — $45.04
Sold by: Amazon.com Services, Inc.
Condition: New
1 of: *Smead Pressboard Fastener Folder with SafeSHIELD Fasteners, 2 Fasteners, 1/3-Cut Tab, 2" Expansion, Letter Size, Bright Red, 25 per Box (14936)* — $47.74
Sold by: Amazon.com Services, Inc.
Condition: New

**Shipping Address:**
Test User

Item(s) Subtotal: $92.78
Shipping & Handling: $0.00
Total before tax: $92.78
Sales Tax: $6.73
**Total for This Shipment:$99.51**

**Shipping Speed:**
Two-Day Shipping

**Payment information**

**Payment Method:**
Visa | Last digits:

**Billing address**
400 W FIRST STREET
CHICO, CA 95929-0001
United States

Item(s) Subtotal: $92.78
Shipping & Handling: $0.00
Total before tax: $92.78
Estimated tax to be collected: $6.73
**Grand Total:$99.51**

**Credit Card transactions** Visa ending i 5: February 10, 2018:$99.51

To view the status of your order, return to Order Summary.

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APLES
: more HAPPEN

| Order# | Ship Date | Order Date | Master Number |
|---|---|---|---|
| 0163531625-000-001 | 02/19/2018 | 02/18/2018 | 0001826707 |
| Deliver to | Phone# | Ordered by | |
| | | | |
| Budget Center | Purchase Order# | Release# | |
| | 71410 | | |

**Ship to 651315:** CSU CHICO RECEIVING DEPT
940 W 1ST ST
RECEIVING
CHICO, CA 95929

## CREDIT CARD RECEIPT

| SKU | Product Description | Budget Center | Order UOM | Qty Ord | Qty Ship | Unit Price | Extended Price |
|---|---|---|---|---|---|---|---|
| 462515 | EXPO TOWELETTES (81850) | | PK | 1 | 1 | $5.03 | $5.03 |
| ACI1110 | PAPERPRO INPOWER+ 28 PREMIUM D | | EA | 1 | 1 | $18.23 | $18.23 |
| 674106 | LYSOL DISINFECTING WIPES, LEMO | | PK | 1 | 1 | $4.62 | $4.62 |
| 560517 | PILOT DR. GRIP CENTER OF GRAVI | | PK | 1 | 1 | $3.79 | $3.79 |
| | | | | | | Subtotal | $31.67 |
| | | | | | | Freight/Misc Charges | $0.00 |
| | | | | | | Tax | $2.30 |

| Last 4 Digits of Credit Card: | Amount Paid via Credit Card | $33.97 |
|---|---|---|