Accounting Technician and Administrative Support
The purpose of this guidebook is to provide general guidance to Lory Student Center (LSC) Accounting and Administrative Support professionals.

University financial guides, manuals, rules, and procedures can be found on the Department of Business and Financial Services (BFS). You can find this website by accessing the University’s main webpage, http://www.colostate.edu/, then narrowing your search by the letter “B” to find Business and Financial Services or by using the following link: http://busfin.colostate.edu/ BFS consists of the following offices; more information regarding these offices can be found on the BFS website as listed above:

• **Accounts Payable** - The Accounts Payable department of Colorado State University acts as an administrative unit to disburse organizational funds in a timely and justifiable manner in compliance with State rules and regulations and University policies and procedures. This enables the University to meet its goals of education, research, and community service through efficiency, quality, and integrity displayed before our University clients, our vendors, our fellow employees, and ourselves.

• **Accounts Receivable**

• **Banking Services**

• **Campus Services** - Your Campus Service Providers will be able to assist you with any questions you might have regarding processes and procedures at the University and will provide guidance in resolving concerns or issues that arise.

• **Cashier’s Office**

• **Cost Accounting**

• **Financial Reporting and Analysis**

• **Financial System Services**

• **Kuali Financial Systems, KFS, Operations**

• **Property Management** - Property Management records and tracks capital assets, calculates depreciation, and issues reports to management and sponsors. They also manage the physical inventory of capital and sponsor-owned assets, which includes meeting with department personnel and scanning all assets. We are the liaison with property auditors and provide guidance to departments, faculty, and staff regarding issues related to property administration and inventory.

• **Special Assets** - Special Assets is the internal collections department for CSU. If you have received an assignment notice from this department, please contact them at 970-491-7058 or contact your individual Collections Representative.

• **Tax Services**

• **Travel Services**

A link to the Universities Financial Guides and Manuals also can be found on the BFS website listed above, the guides and manuals that can be found there are listed below:
The Financial Policy and Procedure Instructions (FPI) Manual is available online through the BFS website. This manual gives staff specific guidelines and can be accessed by topic:

CSU FINANCIAL PROCEDURE INSTRUCTIONS (FPIS)

1. ACCOUNTING
   - Accounts
   - Object and Sub Object Codes
   - Funds and Sub-funds
   - Administration of Agency Funds
   - Journal Entry Corrections
   - Kuali Financial Overview
   - Kuali Financial System Related Systems
   - Administrative System Online Access
   - Distribution of Interest Earnings
   - Financial Statements
   - External Audit
   - Student Short Term Loan Fund

2. EXPENDITURES AND REVENUES
   - Authorized Business Function
   - Educational Business Activities
   - Department of Self-Funded Activities
   - Sales Tax, Lodging Tax, and UBIT
   - Payments to Students
   - Moving Expenses
   - Federal Un-reimbursable Costs
   - Contract Grants Revenue
   - Direct and Indirect Costs
   - Research, Survey, and Other Related Incentives
   - Special Course Fees Technology Fees
   - Continuing Education Disbursement Fund
   - Inventory of Consumables and Merchandise
   - Facilities Rentals
   - Personal Use of Telephones
   - Classification of Revenue as Gifts or Sponsored Agreements
   - Accounts Receivable

3. CONTRACTS
   - Revenue Contracts Research or Service
   - Revenue Contracts Use of Purchase Orders
   - International Agreements Export Control
   - Scope of Work
   - Use of University Marks

4. CAPITAL CONSTRUCTION AND PROPERTY, PLANT & EQUIPMENT
   - Capitalization Thresholds
   - Equipment Loan Return and Renew
   - Acquisition
   - Physical Capital Equipment Inventory
   - Trade-in, Retirement, Cannibalization, and Surplus
   - Non-Capital Assets
   - Work in Process & Equipment Fabrication
   - Classification of external lease agreements, rent, and use charges
   - CSURF Lease Program
   - LT Debt

5. TRAVEL
   - Travel

6. CASH AND CREDIT
   - Receipt and Deposit of Cash and Checks
   - Petty Cash and Change Funds
   - Credit Card Merchant Accounts
   - Incoming Electronic Payments
   - Wire Transfers
   - PCI Compliance Program
   - FPI 6-7 ACH Enrollment has been retracted.
   - Special Operations Imprest Account

CSU Financial Rules (Revised 5/1/2013)
Campus Administrative Portal (CAP) is the gateway to accessing the University’s financial and human resources systems and applications. CAP can be accessed through the University’s main webpage, http://www.colostate.edu/, then narrowing your search by the letter “C” to find Campus Administrative Portal (CAP) or using the following link: https://cap.is.colostate.edu.

Once you are logged into CAP, you will have options available to you based on your access. The University’s financial system of record is Kuali Financial Systems (KFS). A summary of the KFS account structure for the LSC is as follows:

The LSC is an Auxiliary, AUX, within the Division of Student Affairs. The LSC consists of the following Organization Codes in KFS, organization codes have a maximum of 4 digits:
- 8030 Dining Services
- 8033 Lory Student Center
- 8035 Bookstore

The LSC also governs the following:
- 8036 Student Orgs
- 8040 Student Leadership, Involvement, & Community Engagement (SLiCE)

Within these KFS organization codes, there are individual accounts. KFS account numbers consist of 7 digits. AUX accounts within the LSC generally begin with 26XXXXX. Student Organization accounts begin with 23XXXXX.

Object Codes in KFS are used for reporting the individual income/expense transactions within each account. Object Codes are 4 digits in length. Descriptions of how to report your income/expense properly within KFS object codes can be found on the BFS website, using LINKS, KFS Information, and then KFS Object Codes & Descriptions – Full Listing under Guides and Documentation.

Balances in KFS are shown as positive if the balance is showing a normal balance within the object code. A short description of object codes, including whether their normal balance is Debit or Credit, is below:
<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Normal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXX</td>
<td>Assets</td>
<td>Debit</td>
</tr>
<tr>
<td>2XXX</td>
<td>Liabilities</td>
<td>Credit</td>
</tr>
<tr>
<td>3XXX</td>
<td>Fund Balance</td>
<td>Credit</td>
</tr>
<tr>
<td>4XXX</td>
<td>Revenue</td>
<td>Credit</td>
</tr>
<tr>
<td>5XXX</td>
<td>Personnel Expense</td>
<td>Debit</td>
</tr>
<tr>
<td>6XXX</td>
<td>Travel/General/Supplies/Services</td>
<td>Debit</td>
</tr>
<tr>
<td>7XXX</td>
<td>Cost of Sales/Freight/Utilities</td>
<td>Debit</td>
</tr>
<tr>
<td>8XXX</td>
<td>Capital Equipment</td>
<td>Debit</td>
</tr>
<tr>
<td>9XXX</td>
<td>Support/Transfers/Bond Payments</td>
<td>Depends on individual object code</td>
</tr>
</tbody>
</table>

Some of the more frequently used KFS documents are as follows; see Appendix 1 for more details regarding these documents:

- Adjustment/Accrual Voucher (AV)
- Cash Receipt (CR)
- Disbursement Voucher (DV)
- Distribution of Income and Expense (DI)
- Internal Billing (IB)
- Internal Order (IO)
- General Error Correction (GEC)
- Transfer of Funds (TF)
- Work Order Authorization (WOA)
- Requisition (REQ)

The DI, GEC, and TF documents in KFS use a TO/FROM format instead of using DEBITS and CREDITS to generate an entry. This format requires your entry to use “TO” when you are increasing the normal balance and “FROM” when the normal balance is being decreased. To verify that your debits and credits are correct, the document can be saved and you can show your General Ledger Pending Entries in the document. This section converts your TO/FROM entry to DEBITS and CREDITS.

KFS routes documents for approvals within the system. Once a document is submitted, the document appears in the action list of the lowest level of approval needed. Once this level of approval is complete, the document appears in the next level of approval until the document becomes final. To view the approval route for a KFS document, open the document and find the section labeled “Route Log,” (see below). Click on the show button and then continue to drill down into the “Actions Taken,” Pending Action Requests,” and “Future Action Requests” for additional approval information. For additional details regarding Fiscal Roles, see Appendix 2.

The hierarchy of fiscal roles within KFS is as follows:

- Fiscal Staff
- Fiscal Officers
- Account Managers
- Account Supervisors

Financial reports can be found using Vista Plus. One of the more widely used Vista Plus reports is:

- KFSX_Account_Balance_94, which show an Income Statement at the Organization level

Access to Kuali and Vista Plus can be obtained via the BFS website by accessing the Forms option within Documents and Tools:

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![Documents and Tools](image-url)
Oracle is currently the University’s system for payroll and human resources. From CAP, you can access Oracle using the Human Resources application option. Once in Oracle, your options will depend on your job responsibilities. At a minimum, you will be able to access CSU Employee Self Service. This option is for viewing your personal information, employee information, direct deposit information, pay advices, W-4 tax form, year-end W-2 statement, and CSU benefits information.

The site for Procurement Services can be accessed through the University’s main webpage, http://www.colostate.edu/, then narrowing your search by the letter “P” to find Procurement Services or by accessing the following link: http://www.purchasing.colostate.edu/.

Procurement Services assists departments in obtaining the best value for every dollar while complying with applicable rules.

Procurement Services manages general procurement and strategic sourcing, Kuali Shop Catalogs, Procurement Card (PCARD), and the University’s Small Business Program.

This site contains policies, procedures, rules, and guidelines for purchasing goods and services at CSU. Some general information regarding procurement at CSU is as follows:

Procurement Services’ responsibility for University expenditures are governed by the Colorado State University Procurement Rules. While each purchase is initiated by a requisition in the financial system, the course it follows will vary depending upon the anticipated cost, complexity, or legalities of the buy. Early involvement of Procurement Services is highly recommended to better guide you through the process. Below is a quick glance of Procurement Services’ dollar thresholds.

CSU employees are not authorized to sign contracts on behalf of the University unless this authorization is delegated to them. Advance deposits are not permitted by the University; contact Procurement when deposits of any amount are requested by a vendor. The University requires vendors to provide proof of insurance before executing contracts. See Delegated Contract Signature Authority, available on the Contracting Services site, for details regarding contracts.

The Procurement Card (PCARD) is used by authorized University employees to make small dollar purchases, generally $3,000 or less, from approved merchants. Cardholders are required to complete an online PCARD Cardholder Training Certification course and...
Authority Authorized Business Functions

Cash Receipts Handling Procedures

PCARD is used for the purchase of both goods and services when the use of an Automatic Purchase Order (APO) or Disbursement Voucher (DV) is not viable. Employee use of the Procurement Card is governed by the Procurement Card Program Handbook. See Appendix 3 for the PCARD program handbook.

PCARD transactions are fed into KFS with a default account and object code that is chosen when the card application is completed. KFS sends an email notification of each transaction to the cardholder as well as the designated reallocator.

The reallocator is responsible for accepting receipts and maintaining all documentation that relates to the transaction. The reallocator works with the cardholder and the approving official to determine if a transaction complies with the PCARD program rules and procedures when an issue arises. Reallocators also are responsible for reallocating transactions to the correct account and object code. Reallocators use KFS to allocate the transaction to the correct account and object code. See the “Reallocator Roles and Responsibilities” section of the Procurement Card Program Handbook for details regarding reallocator responsibilities.

Travel

Travel charged to the University, regardless of the funding source, shall be for the benefit of the University and shall be completed using the most economical means available, which will satisfactorily accomplish the University’s business.

A Travel Request Form, Appendix 4, should be used to obtain approval from the appropriate Director and the Executive Director prior to making travel plans and reservations. This form can be found on the LSC Staff Portal within Personnel Forms. The LSC Staff Portal can be accessed from the LSC home page. A pre-trip voucher must be completed and approved by a department higher authority and account approver before travel occurs. Resources, including instructions for completing the pre-trip and post-trip travel vouchers, are available on the Travel Services website at http://busfin.colostate.edu/trv.aspx.

Authorized Business Functions

An authorized business function form must be completed for an event or function that is not classified as travel, where food, beverages, or entertainment expenses are incurred for the net primary benefit of the University in connection with one or more of the following: working meetings; training/professional development; guest/student hospitality; employee/student recruiting; promotion and advancement; recognition events and awards; or educational outreach.

Detailed information regarding this topic can be found in FPI 2-1, Appendix 5. The Authorized Business Function form can be found at http://busfin.colostate.edu/forms/AuthorizedBusinessFunction.pdf.

Cash Receipts Handling Procedures

Checks should be endorsed immediately upon receipt. As soon as a check is tendered to a University employee (i.e. handed across the counter or in the case of mailed in payments when the envelope is opened), the check should be restrictively endorsed "For Deposit Only" as per section 6B of FPI 6-1, Point 2, sub point c. This limits the risk of payments made to the University being mishandled and therefore subject to theft or alteration.

Timely deposit of cash (and check) receipts is required. Once a department has receipts totaling $500.00, a deposit must be made to the University Cashier’s Office. Deposit receipts totaling under $500.00 at least once per month.

Departments should not hold cash and checks until a time when it is convenient for them to deliver the receipts to the Cashier’s Office. Holding cash at the departmental level not only costs the university in lost interest revenue, but also increases the risk of funds being lost or stolen and can cause checks received to become “stale dated” and dishonored by the bank on which they are drawn.
Please review FPI 6-1, which can be found on the Business and Financial Services website under “Documents and Tools / Revised, Financial Rules and Procedures” for more detailed instructions or call the Banking Services Office or Cashier’s Office if you have any questions.

Areas that accept payments via credit cards are required to reconcile these amounts on a monthly basis. When a sale is made on a credit card, the receivable is recorded into your account using object code 6684. Banking Services, a department in BFS, records the cash receipt to the same account and object code. These amounts should clear to a zero balance, except for timing differences. At year end, object code 6684 MUST be at a zero balance. If timing differences do not clear this balance at year end, an entry must be made using either a DI or a GEC to record the receivable in the correct object code. See Appendix 6, Kuali Financial System (KFS) Credit Card Clearing (Object Code 6684) for more details.

Areas that accept payments via RamCash are required to reconcile these amounts with the RamCard office on a monthly basis. When a sale is made using RamCash, a receivable is recorded to object code 1439, Credit Card Delay Receivable. This receivable account should accumulate each month until the amount is reconciled with the RamCard office. At this time, the RamCard office will initiate an entry for payment of this receivable. Any amounts not clearing should be investigated immediately and adjusted as needed.

Although KFS is the University’s system of record, departments within the University also utilize other systems based on their needs. For example, KFS does not provide a point of sale option for recording sales transactions so departments must utilize a separate system for these transactions. The data from these other systems must be recorded in KFS and reconciled on a regular basis.
**ADJUSTMENT/ACCRUAL VOUCHER**
The Adjustment Voucher (AV) is to recognize revenues in the period in which they are earned and expenses in the period in which they incurred. This does NOT have a reversal date. The Accrual Voucher (AV) is to post an accrual entry that will reverse in a designated month.

**CASH RECEIPT**
The Cash Receipt document is used to deposit cash or checks. The Cash Receipt document is completed based on the amount that needs to be deposited. Once submitted it routes to the Cashiers for approval. When the checks and/or cash is brought to the cashier’s the document number is also given and if the amounts match then the cashier approves the Kuali document and revenue is deposited into your account.

**DISBURSEMENT VOUCHER**
If a check needs to be cut or a wire needs to be sent a Disbursement Voucher (DV) needs to be filled out.

**DISTRIBUTION OF INCOME AND EXPENSE**
This document is used to distribute income, expenses, assets or liabilities from a holding account to one or more appropriate accounts when one account has incurred expenses or received income on behalf of other accounts.

**GENERAL ERROR CORRECTION**
This document is used to correct a posting error when the wrong account was used, the wrong object code was used, or the wrong amount was entered.

**INTERNAL BILLING**
The Internal Billing (IB) document is used to bill for repetitive goods or services provided by one university department to another university department, reflecting income to the provider (supplier) and expense to the customer (buyer). The customer is billed based on a pre-arranged agreement. The document creator (supplier) needs to know both income and expense accounts and object codes. This document can be used to record credit between departments or colleges. It cannot be used to record the transfer of capital equipment between university accounts, and cannot be used to make a correction to an account/object code or object code mistake. Negative accounting lines are allowed on this document.

**INTERNAL ORDER**
Internal Orders (IO) are used for one-time purchases or revenue received for other CSU departments. This document is initiated by the purchaser who only fills out the expense side.

**TRANSFER OF FUNDS**
The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF can be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment. The two kinds of transfer transactions are mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Non-mandatory transfers are not required by any external agreements and are the most commonly used throughout the university.
Fiscal Roles and Responsibilities

INTRODUCTION
University operations are organized into Organizational Units that develop and execute strategic and tactical plans to carry out the University's mission and achieve its objectives. These units obtain and utilize resources, the financial impact of which is accumulated and summarized in the University's financial records. Financial records are an important management tool, used to both measure and monitor the acquisition and use of resources.

Sound financial management practices, the State of Colorado statutes and fiscal rules, and federal regulations require the University to implement fiscal policies and procedures that:

- Reasonably ensure the fiscal impact of University operations is planned, controlled, and accurately accounted for in the University's financial records;
- Reasonably ensure Fiscal Transactions comply with applicable policies, laws, regulations, and rules; contracts, grants, and donor restrictions; and generally accepted accounting principles; and
- Require an Internal Control environment to accomplish the above two objectives.

This policy statement establishes the Fiscal Roles and responsibilities of Employees by providing additional clarification and guidance regarding the framework within which financial management occurs. Accordingly, this policy applies to all University funds and to all Employees.

DEFINITIONS
Italicized terms used in this Administrative Policy Statement are defined in the Administrative Policy Statement Dictionary.

POLICY STATEMENTS
The University has a fiduciary responsibility to fulfill its overall mission ethically and in compliance with applicable policies, laws, regulations, and rules, and contracts, grants, and donor restrictions. Accordingly, the University is obligated to take reasonable actions to ensure that:

- University funds are used only for official University business;
- University funds are accounted for accurately in the University's financial records; and
- The University maintains Internal Controls, which strive to accomplish the following objectives:
  - Protection of assets, such as facilities, data, equipment, supplies, inventory, accounts receivables, and cash (including checks and credit card payments), from unauthorized access or theft;
  - Adequate authorization and record-keeping procedures to achieve accuracy and reliability of accounting data and other management information;
  - Promotion of operational efficiency and effectiveness;
- Reasonable compliance with all applicable policies, laws, regulations, and rules, as well as contracts, grants, or donor restrictions;
- Proper segregation of duties so that no one controls all phases of a transaction (except, in rare instances, where a waiver of segregation has been granted in writing by the appropriate campus Controller due to the implementation of adequate compensating controls); and
- An effective process of continuous assessment and adjustment for any changes in conditions that affect the Internal Controls.

To facilitate the successful fulfillment of this obligation, all Employees are required to:

- Complete, within a reasonable time frame, the training program provided by the University on the types and hierarchy of the Fiscal Roles and responsibilities defined in this policy;
- Carry out the fiscal responsibilities, as defined in this policy, of their assigned Fiscal Roles; and
- Comply with the following interrelated Administrative Policy Statements:
  - Controller Function Decentralization
  - Fiscal Code of Ethics
  - Officer Disclosure of Interests
  - Fiscal Certification
  - Fiscal Misconduct Reporting
**Fiscal Roles**
The following figure illustrates the types and related hierarchy of *Fiscal Roles* within University management.

![Figure – Hierarchy of Fiscal Roles](image)

1 In approved instances, certain employees of Affiliates are authorized to conduct University Fiscal Transactions; these employees of Affiliates are also referred to as Fiscal Staff.

**Officers**

The term Officers refers to the President, other Officers of the University, and Officers of the Administration.
President
The President is the chief Officer of the University responsible for compliance of all University fiscal matters with applicable policies, laws, and regulations.

Officers of the University
Other Officers of the University include the secretary, treasurer, and university counsel. Each of these positions has specific functional reporting responsibilities to the Board. These positions are entrusted with fiscal responsibility to the President for their assigned Organizational Units as well as for their Functional Area of Responsibility.

Officers of the Administration
Officers of the Administration are those individuals who hold the title or interim/acting title of vice president, provost, associate vice president, assistant vice president, vice provost, associate vice provost, associate university counsel, and deans of the schools, colleges, and libraries. Further, on written request, the President may designate other Officers of the Administration, which will be recorded in the respective letter of offer and also in the University’s official personnel roster. A current listing of Officers of the Administration may be found at {insert weblink}. These positions are entrusted with fiscal responsibility to the President or appropriate organizational supervisor for their assigned Organizational Units as well as for their Functional Area of Responsibility.

Within the Officers of the Administration, the President has delegated to the positions of Vice President of Finance and University Controller the overall staff responsibility for the development and implementation of the financial management guidelines. Specifically, as detailed in the Administrative Policy Statement, Controller Function Decentralization, the University Controller has the authority over and responsibility for the compliance with University fiscal policies, external fiscal rules and regulations, and generally accepted accounting principles.

Account Supervisors
Department Heads (or equivalent position titles) are the principal administrators of the school or college’s departments, and are accountable to the Deans. Directors (or equivalent position titles) are the principal administrators of Organizational Units, such as institutes, centers, and administrative departments, accountable to an Officer of the Administration (or other Fiscal Principal). With these appointments, Chairs and Directors (or equivalent position titles) are entrusted with fiscal responsibility for their assigned Organizational Units.

Under federal regulations, each Sponsored Project has an identified Principal Investigator or faculty member charged with the responsibility for the administration and fiscal oversight of the Sponsored Project. With these appointments, Principal Investigators (or other faculty members) are entrusted with fiscal responsibility for their assigned Sponsored Project.

Kuali Role - To emphasize the fiscal responsibility, these positions are designated as Account Supervisors accountable to the designated Officer (or other Fiscal Principal). These individual provide a leadership role as a supervisor in providing oversight for account
management at a higher level than the fiscal officer, but rarely receives any direct requests for action from the Kuali Financial System. Account supervisor cannot be the same as the fiscal officer or the account manager.

**Account Managers**

Facilitates the accomplishment of financial management objectives, an Officer or, where delegated by an Officer or Account Supervisor, may designate employee(s) within the Officer’s Functional Area of Responsibility (such as Departmental Administrators or other position titles) as key employee(s) with the authority and responsibility for Fiscal Transactions. To emphasize the fiscal responsibility of these positions, these positions are designated as Account Managers.

**Kuali Role** – This is an operation role which has responsibility for ensuring that funds are spent and managed according to the goals, objective and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. Fiscal Officer and Account Manager may be the same individual.

**Fiscal Officers**

**Kuali Role** – Oversight role assigned at the account level which must be an individual, not a workgroup. Each document requires a Fiscal Officer approval. Fiscal Officers may delegate approval authority to a single primary delegate or to multiple secondary delegate(s). The delegation may be for all document types, or only specific document types. A dollar range (minimum, maximum) may also be designated and the delegation may be for a specific period of time (annual leave, etc.). When delegations are in place, the Fiscal Officer and delegates may need to apply a filter to retrieve the documents they have authority for.

**Fiscal Staff**

Many other Employees of the University are involved in University Fiscal Transactions, such as initiating purchases, receiving cash or other negotiables, entering or reviewing transactions into the University’s Finance System, monitoring contractors, or verifying compliance. These Employees are referred to as Fiscal Staff. In addition, in approved instances, certain Employees of Affiliates are authorized to conduct University financial transactions. These Employees of Affiliates are also referred to as Fiscal Staff.

All other Employees are hereafter referred to as Non-Fiscal Employees in this policy.
Colorado State University

PROCUREMENT CARD PROGRAM

PROGRAM HANDBOOK

July 2012
I. KEY CONTACTS

CSU PCARD Help Desk  
Purchasing Department  
Campus Mail Address: PCARD, 6010 Campus Delivery  
Phone: (970) 491-5752  
Fax: (970) 491-5523  
E-mail: purch_acard_help_desk@Mail.Colostate.edu

JPMorgan Chase Customer Service:  
Phone: (800) 316-6056 (Lost or Stolen Card)*

LOST OR STOLEN CARDS MUST BE REPORTED IMMEDIATELY!

Cardholders must contact the issuing bank, JPMorgan Chase, at 1-800-316-6056 to report a lost or stolen card. Your department has full liability for all purchases made before a card is reported lost or stolen. A new card will be issued by the bank, and sent to the PCARD office for pick-up by the Cardholder. After contacting JPMorgan Chase about a lost or stolen card, also notify the CSU PCARD Help Desk at (970) 491-5752.

REPORT DISPUTED TRANSACTIONS IMMEDIATELY!

The Cardholder is responsible for contacting JPMorgan Chase to initiate the dispute process. A dispute can be processed via the phone. JPMorgan Chase Phone: 1-800-316-6056 or 1-888-297-0768. An attempt should always be made to resolve the dispute with the merchant, if possible, prior to reporting the dispute or compromised card to the bank. Please notify the PCARD Help Desk of the dispute (970-491-5752).

II. INTERNET RESOURCES / DOCUMENTATION

PCARD Web Site: http://www.purchasing.colostate.edu/pages/acard.asp  
- Procurement Card Forms: www.Purchasing.colostate.edu/pages/acforms.asp  
- PCARD Tips: http://www.purchasing.colostate.edu/pages/documents/PCARDtips.doc  
- Training: www.ramct.colostate.edu (must be set up as student to view class)

Business and Financial Services Web Site: www.busfin.colostate.edu  
- Expenses for University Promotion & Development (Official Function/Hospitality): BFS FPI Expenses for University Promotion and Development Quick Guide  
- Propriety of Expenditures: BFS FPI D-2 Propriety of Expenditures  
- Reporting of Fiscal Misconduct: BFS FPI J-3 Reporting of Fiscal Misconduct
III. PROCUREMENT CARD (PCARD) INTRODUCTION

The Procurement Card Program (PCARD) is a purchasing method whereby Colorado State University staff, faculty and student employees are issued a commercial MasterCard through JPMorgan Chase to make small dollar, non-recurring purchases totaling $3,000.00 or less (depending upon individual card limit) for official University business use. The PCARD may be used for small dollar non-recurring purchases totaling $3,000.00 or less when the use of a Shop Catalogs vendor, Automatic Purchase Order (APO), or a Disbursement Voucher (DV) is not viable. The authorized cardholder is able to purchase directly on behalf of CSU, thereby allowing tax-exempt use.

Small dollar purchases are defined as follows: Small dollar purchases are purchases within the card limit where it is NOT anticipated that future purchases (in same the fiscal year) of like or similar goods or services will be needed, OR, if further purchases are anticipated, then all such purchases will remain cumulatively $5,000 or less per fiscal year. The reasoning behind this rule is that small transactions that are recurring can add up to large purchases that would be subject to competitive bidding in order to comply with procurement and fiscal rules and to assure maximum value to the University.

OVERVIEW OF PROGRAM:

- Each MasterCard has CSU name/logo plus the name of the cardholder (faculty/staff/student employee)
- Cardholder buys something with the card and gets a receipt
- Merchant sends transaction to bank (electronically) for collection.
- Bank sends transaction data to CSU daily.
- Transactions are fed into the Kuali Financial System as an eDoc (with default account/object code).
- The Kuali Financial System sends email notification of each transaction to the cardholder and assigned “reallocator”.
- Cardholder notes accounting info on receipt and gives it to the assigned reallocator.
- Reallocator reviews transactions on the Kuali Financial System and receipt information to change account number/object code if necessary.
- Reallocated transactions are sent to Fiscal Officer for approval. Fiscal Officer approves Kuali eDoc.
- Transactions not reallocated and approved within 21 days will auto post to the default account/object code.
Reallocator prints monthly statements, attaches receipt documentation, and forwards to Cardholder for review and signature
Cardholder receives monthly statement, reviews, signs, and forwards to the Approving Official for review.
Approving Official reviews and signs.
All Signatures must be by the 30th of the following month. Statements are filed in department.

IV. STAKEHOLDERS, ROLES AND RESPONSIBILITIES

There are four primary stakeholders in the PCARD program: the Cardholder, the Reallocator, the Approving Official, and the PCARD Office. Each stakeholder plays an important role in the success of the program. Each stakeholder should refer to this program handbook for details concerning their responsibilities under program rules.

A. CARDHOLDER ROLES AND RESPONSIBILITIES

The role of a Cardholder is to make purchases in accordance with the regulations established by Colorado State University, as well as all federal and state rules, to ensure accountability to the public and fairness to vendors.

Cardholders are responsible for:

- Completing required online PCARD Cardholder Training Certification course, including review of all course materials, lecture presentation, and successful completion of quiz. Access is granted for the training once PCARD Office receives application for card.

- Knowing and applying all of the rules related to the PCARD program as stated in this handbook and contained in the on-line training course.

- Reporting a lost or stolen card IMMEDIATELY to JPMorgan Chase at 1-800-316-6056. The Cardholder’s department has full liability for all purchases made before a card is reported lost or stolen. The Cardholder is also responsible for disputing any charges that are incorrect or not theirs, or when there is a dispute with the merchant over the amount charged. Lost or stolen cards and disputed transactions must also be reported to the PCARD help desk.

- Making purchases within the most current policies of the PCARD program as well as the CSU System (CSUS) Fiscal Rules, University Procurement Rules, and the University’s Financial Procedures.
• Reviewing daily notification emails for unauthorized transactions. Emails are generated from the financial system.

• Ensuring merchant documentation is complete and available for every transaction and giving that documentation to the Reallocator immediately after the transaction, or, if the documentation is not immediately available, then the Cardholder must provide transaction documentation within 15 days of the purchase.

• Signing the KFS Cardholder Monthly Statement, by the 30th of the following month, for each cycle that had transactions.

• Protecting the card at all times to prevent unauthorized use, and not sharing or authorizing others to use the card.

• Returning the PCARD to the Approving Official upon termination of employment with either the department or CSU, OR upon request of the department authority or the PCARD Office.

B. APPROVING OFFICIAL ROLES AND RESPONSIBILITIES

The appointment as an Approving Official represents the trust bestowed upon that individual by the University to protect its assets and integrity. Through their oversight, Approving Officials provide the key point of control to maintain appropriate spending activities for their Cardholders and to protect their department’s funds. An efficient and effective approval process requires commitment, coordination, and cooperation between the Cardholder, the Reallocator, and the Approving Official. An Approving Official, based upon the level of his or her position, may delegate some administrative tasks involved in the approval process; however, final authority and responsibility ultimately rests with the Approving Official.

Approving Officials are responsible for ensuring the integrity of the PCARD program by:

• Completing required Approving Official Training Certification on-line course, including review of all course materials, lecture presentation, and successful completion of quiz. Approving Official should contact the PCARD Office to take training.

• Knowing and enforcing compliance of the rules of the PCARD program as stated in the PCARD Program Handbook.

• Approving a PCARD application by determining that the applicant has a true business need to purchase small-dollar goods or services.

• Reviewing and approving purchases on behalf of the department within the most current policies of the PCARD program as well as CSUS Fiscal Rules, University Procurement Rules, and the University’s Financial Procedures.
Ensuring that merchant documentation is complete and available for every transaction, or if the documentation is not immediately available, the Cardholder must provide transaction documentation.

Ensuring that every Statement of Account is reviewed and signed, by the 30th of the following month, for each cycle that had transactions.

Determining if there were PCARD violations and ensuring appropriate action is taken by the department if violations are found.

Ensuring, if applicable, that purchases are allowable under the terms of the sponsored program account for which the purchase was made.

Notifying the PCARD Help Desk immediately should any Cardholder under his or her approving authority leave the employment of the department or the University, or for any other reason regarding change of cardholder status. In addition, the Approving Official must collect and destroy all cards from such cardholders.

C. REALLOCATOR ROLES AND RESPONSIBILITIES

The Reallocator is responsible for accepting receipts and maintaining all documentation that relates to the transaction. The Reallocator works with the Cardholder and the Approving Official to determine if a transaction complies with the PCARD program rules and procedures when an issue arises. Reallocators also are responsible for reallocating transactions to the correct account and object code. Reallocators use the Kuali Financial System to allocate the transaction to the correct account and object code.

Reallocator responsibilities include:

- Reallocating transactions to the appropriate account and object code within the Kuali Financial System. (Note: the Reallocator and Fiscal Officer have 21 days (from eDoc creation) to allocate and approve the eDoc. After 21 days the transaction will auto post to the default account and object code if not approved by both the Reallocator and Fiscal Officer). After the transaction has posted to the default account, it cannot be reallocated, but must be modified by General Error Correction.

- Assisting Approving Officials and Fiscal Officers, as needed, to ensure the integrity of the PCARD program by reviewing transactions for compliance.

- Receiving and taking action on email notifications from the Kuali Financial System (KFS) alerting them of an eDoc awaiting reallocation.

- Promptly retrieving receipts from cardholder.

- Reallocator retrieves the PCARD transaction from their Action List in KFS.

- Allocates to the correct funding source (account and object code).
• Attaching any receipts, signed hospitality forms, or other required documentation to the Kuali PCARD eDoc transaction.

• Submitting eDoc into Account Approval Workflow.

• Sending hard copy receipts to Fiscal Officer if not scanned.

• Maintaining cardholder files in a secure location for auditing purposes

• Informing the PCARD Office and Fiscal Officer/Approver of transfers or terminations.

• Sending copies of completed and signed Violation forms to the PCARD Administrator to be logged.

• Working with PCARD Office regarding any changes to existing cardholder accounts or creation of new accounts.

• Printing the KFS Monthly Cardholder Statements and forwarding the cycle packet to the Cardholder prior to the 30th of the following month. Reallocators will receive an email with an attachment informing them when the monthly Cardholder Statements are available and can print the PDF to disburse. This email generally will be sent by the 30th of each month.

D. PCARD OFFICE ROLES AND RESPONSIBILITIES

The PCARD Office, located in the Purchasing Department, is responsible for providing oversight of the program and maintaining Cardholder records (issuing new cards, making changes, and deleting accounts) for active Cardholders at CSU. The PCARD Office provides information and support to Internal Audit, Business & Financial Services, and Purchasing Agents as needed.

PCARD staff regularly review transactions for compliance with PCARD program rules, State of Colorado, Federal and University rules and regulations. The PCARD Office also provides email and phone support to Cardholders, Reallocators, and Approvers via a help desk. The PCARD Administrator works daily with the issuing bank in dealing with compromised cards, program updates, and reporting through the MasterCard network.

The PCARD Office reviews open accounts on at least a semi-annual basis and will close accounts with limited use, not used at least once per quarter, or no activity in order to reduce the risk to the University. It is the responsibility of the cardholder’s department head to determine if an employee has a true business need to open an account; however, if the card is not used, the PCARD Office reserves the right to cancel the card. Notification will be given to both the Cardholder and Approving Official.

The PCARD Help Desk can assist in providing reports to the departments, assist with monthly statements, changing Approving Official permissions, and Reallocator changes. The PCARD help desk can be reached at 491-5752 or via email at purch_acard_help_desk@Mail.Colostate.edu.
V. THE PCARD PROCESS (KUALI TRANSACTION WORKFLOW)

The current process of a PCARD transaction in Kuali is shown below. After a merchant settles with their bank, CSU receives a daily feed from JP Morgan Chase and Kuali eDocs are created for reallocation purposes. When an eDoc is created, a notification is sent to both the cardholder and reallocator alerting them of activity on the card. The cardholder will review the transaction in Kuali and click the FYI button to acknowledge the transaction and the reallocator has permission to reallocate the charge to the appropriate account and object code.

![Diagram of the PCARD process in Kuali transaction workflow]
VI. THE PCARD EDOC IN THE KUALI FINANCIAL SYSTEM

The Kuali eDoc is the document used in reallocating and approving transactions made with the PCARD. The eDoc is located in the reallocator’s action list and can be opened by clicking the document number. The eDoc information is as follows:

**KFS eDOC of PCARD TRANSACTIONS**

**Transaction Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Nbr</td>
<td>KFS eDOC reference number. Used for routing in KFS</td>
</tr>
<tr>
<td>Transaction Credit Card Number</td>
<td>Cardholder’s account number (will be masked)</td>
</tr>
<tr>
<td>Cardholder Name</td>
<td>Name of Active Cardholder as it appears with the bank</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date that the merchant settled on card</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Name as it appears at the merchant’s issuing bank</td>
</tr>
<tr>
<td>Transaction Total Amount</td>
<td>Dollar amount that merchant settled on</td>
</tr>
<tr>
<td>Transaction Reference Number</td>
<td>MasterCard identification number of the transaction</td>
</tr>
</tbody>
</table>

![Image of Kuali eDoc interface]

PCARD Program - Program Handbook
Page 9

Appendix 3
VII. CARD AUTHORIZATION AND HOW TO MAKE PURCHASES

A. Obtaining Authorization to Purchase

1. **Departmental Rules.** The Approving Official and/or department head may set departmental guidelines for card use (such as potential requirements for prior approvals, special forms, etc.). The department also sets a single transaction ceiling, no greater than $3000 per purchase, for each Cardholder. In addition, there are limits set for (i) the dollar amount a Cardholder can purchase within a cycle, (ii) the number of transactions allowed per day, and (iii) the number of transactions allowed per cycle. These were all established when the card was ordered. All cycles end on the 24th day of each month.

   **NOTE:** Cardholders from registered student organizations should call the SLiCE office for additional instructions on PCARD use.

2. **Sharing a card or card account number is strictly prohibited!**

3. **Expenses Related to Official Functions, Training and Recruiting**, such as Hospitality, Training, Recruiting or official functions: see the following website to recognize and understand the requirements and restrictions for any expenses related to these activities: BFS FPI Expenses for University Promotion and Development Guide

   a. Three status levels exist for Expenses Related to Official Functions, Training and Recruiting:

      i. **No authority:** the PCARD may not be used to purchase food, beverages, entertainment, lodging, training, awards, or recruiting expenses.

         ii. **Limited authority:** purchases may be made as departmental rules allow, using those limited merchants where the card is not blocked -- such as grocery and department stores. Restaurants, hotels, and entertainment expenses are prohibited.

         iii. **Full authority:** purchases can be opened up to restaurants and hotels for promotion and development use such as official functions and recruiting (NOT travel). This status is obtained via the Official Function Request Form, submitted to the PCARD Program Administrator on behalf of a specific Cardholder. (NOTE: liquor store purchases are not included with this or any PCARD status).

   b. Any such purchases must comply with University Financial Procedures, as amended from time to time (see the website referenced above). Specifically, the following must be provided and kept with the receipt to document:

      i. Completed **Documentation for Expenses Related to Official Functions, Training and Recruiting Form** below (or customized form approved by Business and Financial Services; and
ii. Signature approval from an authorized official function approver, which should be obtained in advance of the expenditure whenever possible.

Documentation for Expenses Related to Official Functions, Training and Recruiting

**FOOD, BEVERAGE, AND EVENT RELATED PURCHASES (I.E. MOVIE THEATRE, ATHLETIC TICKETS, RESTAURANT, MEETING ROOMS, ETC.) REQUIRE COMPLETION OF THE DOCUMENTATION FOR EXPENSES RELATED TO OFFICIAL FUNCTIONS, TRAINING, AND RECRUITING FORM TO DOCUMENT THE PURCHASE REGARDLESS OF THE FUNDING SOURCE OR OBJECT CODE. THE CARDHOLDER WILL BE PERSONALLY RESPONSIBLE FOR SUCH PURCHASES IF SUCH APPROVAL IS NOT OBTAINED, AND CARD REVOCATION AND OTHER PENALTIES MAY APPLY.**

4. **Charges to Sponsored Programs (53) Accounts.** If the Cardholder is making purchases against a sponsored program account, it is the Cardholder’s responsibility to make purchases that are allowable under the terms of the sponsored program award. Always check with your research administrator in Sponsored Programs if unsure about what costs are allowed to be charged to the account.

B. **Selecting the Merchant**

1. Is the product available from any merchant in the CSU Marketplace Shop Catalogs? If yes, use the Shop Catalogs link in the Kuali Financial System to shop and create an order. The PCARD should not be used for these purchases.

   - The University has provided a procurement avenue for campus users called the CSU Marketplace (e-procurement system) within the Kuali Financial System. The catalogs found in the CSU Marketplace represent some of the University’s prime vendors for office supplies, lab supplies, computer and IT related equipment, and MRO supplies. It is the University’s preference to limit PCARD spend with these suppliers and transition procurements to Shop Catalogs vendors. PCARD is not needed for this purchase application.

   - To access the CSU Marketplace click on the Shop Catalogs link in the Purchasing/AP menu on the Kuali Financial System main page. Training for the CSU Marketplace can be obtained at the department level or via online training. Please contact Purchasing Department for more information. A list of current vendors located in the CSU Marketplace who have catalogs available to use can be found by clicking on the following link to the Purchasing website for details

   ![SHOP CATALOGS](https://example.com)

2. Is there a minority or women-owned business that can meet your needs? If so, the use of MBE/WBE vendors is encouraged, especially for sponsored project related
procurements. Please see the University’s Small Business Program link or contact Purchasing for assistance.

**Colorado State University Small Business Program**

3. Are there vendors that offer discounts to the University? Always ask the vendor if they offer educational discounts, or contact a Purchasing Agent for assistance.

C. **Placing the Order**

The PCARD is a point of sale transaction process. This means that the Cardholder should be giving the card information to the supplier at the time of sale. **PCARD should not be used to pay invoices for goods/services that have already been delivered or rendered.** Cardholders may place orders in person, by phone, fax, mail or internet. Cardholders should use caution when submitting their card number over the internet or fax. Use “secured connections” on the internet and be familiar with the vendor’s reputation.

1. Inform the merchant that the purchase is tax-exempt. The tax-exempt number (98-02381) is printed on the card. Remind the merchant that this is a Colorado State University purchase and should be accorded any applicable tax exemption. If the vendor needs the University’s Tax Exempt Certificate, it can be found on the Business and Financial Services website:

   [http://busfin.colostate.edu/tax/taxw9ltr.pdf](http://busfin.colostate.edu/tax/taxw9ltr.pdf)

2. Cardholder must give his or her name as it appears on the card.

3. Give accurate delivery information, including department name and the **four-digit Campus Delivery code**. (This number is important for Central Receiving to promptly deliver goods received.)

4. Do not make cash-on-delivery (COD) purchases; Central Receiving will refuse such deliveries.

5. Do not photocopy the credit card, due to potential increase of identity theft. If a vendor states that they require a photocopy of the card, do not complete the transactions. A Purchase Order will need to be created instead of using PCARD.

6. Request documentation showing description and cost of each item.

7. If the vendor requests a “billing address”, the vendor may be attempting to verify the card by matching information on file at the bank with the information provided by the Cardholder. The transaction may be declined if the **exact** address is not given. ***Give the exact billing address information as it appears on the card (on file at the bank) or contact the PCARD Office at 491-5752 for assistance.***
D. Receiving the Goods

Inspect all goods promptly upon receipt. If there is a problem with the order, the cardholder must contact the merchant immediately.

VIII. SERVICES, MAINTENANCE, AND RENTAL

A. Authorization to Purchase

Lease agreements cannot be paid using a PCARD. Service, maintenance, and equipment rental transactions may be purchased with the PCARD, provided the following five requirements are met:

- The total cost of the entire service and maintenance commitment CANNOT exceed your single transaction limit. This includes yearly maintenance for equipment such as fax machines, printers, etc. If you are agreeing to pay periodically in installments, and the total of all installments exceeds the single transaction limit, you must use a Purchase Requisition instead of the PCARD.
- Rentals must be less than three months in duration and non-recurring. The total rental contract cost cannot exceed your single transaction limit, as noted above for service/maintenance agreements.
- There is no written agreement requiring the University’s signature. Written contracts must be processed through the Purchasing Department.
- The transaction is reallocated to a proper services object code.
- Departments are responsible for determining the level of risk to the University when using the PCARD for the purchase of services. Unless a waiver has been granted by CSU Risk Management in advance, the department must obtain a Certificate of Insurance from every service provider.

To summarize: Any service, maintenance, or rental agreement whose total contract value is greater than the Cardholder’s single transaction limit, and lease agreements of any amount, can only be purchased via a University Purchase Order (prepared from a purchase requisition).

B. Authorized Signature

Departmental personnel are never authorized to sign written vendor agreements. Any agreement requiring the University’s signature must be processed through Purchasing Department, regardless of dollar amount. Unauthorized signing of vendor contracts without a proper delegation will result in a PCARD violation and possible revocation of the PCARD.

C. Master Rental Agreements
Colorado State University establishes master rental agreements with certain vendors for commonly purchased equipment rentals. The PCARD may be used with these specific vendors. Only the master agreement is applicable to rentals from these vendors – individual contracts are not required. A list of master rental agreements is available on the Purchasing website: http://www.Purchasing.colostate.edu/pages/mastagree.asp

D. Publications & Printing Policy

**University Communications Policy** (including, but not limited to: publications, printing, graphic design, and freelance writing): The Purchasing Office considers the purchase of Graphic Design Services, Printing and Photocopying as the purchase of services, not a commodity. In accordance, the procedure for procuring these services is subject to the following general guidelines.

The following University policy applies to all University communications purchases made with APOs, POs, or PCARD. Purchasing Department will assist with the enforcement of this policy by monitoring purchase requests for advertising and printing services and referring all such requests to Communication and Creative Services (CCS) for policy compliance. CCS will contact each user and will assist in as expeditious a manner as possible. This will include random audits by the PCARD office and findings will be forwarded to CCS.

**POLICY**

*University Communications Policy (originally approved July 2, 2002 by EBC)*  
This policy requires a review by Communications and Creative Services (CCS) of all communications as defined above, regardless of amount, **before** they are produced. This includes communications to both internal and external audiences. Elements of this review include: 1) adherence to University graphic standards; 2) proper use of copyright, logo, and branding; 3) consistency with University marketing goals; 4) production quality improvement recommendations; and 5) cost effective pricing. Contact CCS, 1-6432 for additional questions and requirements. CCS will have first right of refusal of all communication work – as defined above - that is purchased with University funds.

E. Logo Licensing Information—Information for Ordering Departments:

To produce items bearing the University name, trademarks, or logos, vendors must be officially licensed. Unlicensed vendors that produce Colorado State items are in violation of state and federal trademark law. T-shirts, novelties and other specialty items produced by or on behalf of University entities for events, identification, marketing, or fund-raising purposes must display the official "Colorado State University" logo, in addition to any other logos or designs. Items intended for internal use (e.g. uniform shirts, giveaways or organization/club T-shirts) are exempt from royalties. Items intended to be sold externally (e.g. T-shirts for fund raising) are subject to royalties. All external ("for sale") items must be produced by an existing licensee. The Purchasing Department or the Logo Licensing Department can provide a list of current licensees. See www.graphicstandards.colostate.edu for more information.
F. Non-Employee Travel Expenses

Due to stringent University requirements, use of PCARD for non-employee hotel lodging and shuttle expenses (for visitors, recruits, etc.) is highly discouraged. However, it is allowed provided the following criteria are all **FULLY** met:

- Cardholder must have full Hospitality/Official Function privileges on the card.
- Cardholder must have pre-approval from supervisor.
- The use of the card is for hotel charges and transportation to and from airport for on-campus events only. (Examples include guest speakers, campus visitors, recruits, etc.).
- Car rentals are **not** allowed. No moving expenses or U-Haul type rentals are allowed.
- A proper, fully itemized receipt ("folio") is obtained for the charges.
- All charges comply with University policy and are for the direct benefit of the University (i.e. no movie, gift shop, spa charges, valet, phone, alcoholic beverages, personal phone calls, etc.).
- The State of Colorado tax exemption is applied.
- Completed **Documentation for Expenses Related to Official Functions, Training and Recruiting Form** (below) and approval (physical signature from an official function approver) is provided.

**NOTE:** This permission pertains to on campus type events. PCARD should not be used for any extended stay lodging, house rentals, or student travel expense.

IX. PCARD DOCUMENTATION GUIDELINES

**Transaction Documentation** - The following items are required to document each transaction (every transaction must have valid and complete documentation from the merchant):

Valid source documentation may be:
- Receipt and/or card transactions slip from the merchant.
- An order form for dues, subscriptions, registrations, or similar items.
- An invoice showing credit card payment.
- E-mail confirmation from the merchant for internet transaction.
All documentation must include the following information (you must hand write if not printed on the documentation):

Vendor identification (merchant name).
- Date the purchase was made.
- Description and quantity of each item purchased.
- Per item cost, if available from the merchant.
- Total cost of the order.
- Cardholder name.

**NOTE:** If the original documentation has been lost or if the merchant did not provide documentation, contact the merchant directly to obtain a replacement. If suitable documentation is not obtainable, the Cardholder must complete an Unavailable Transaction Documentation Form which must be signed by the Approving Official.


Lack of original documentation due to willful or negligent default may be considered a violation under the program rules.

**X. DISPUTED TRANSACTIONS**

The Cardholder is responsible for contacting JPMorgan Chase to initiate the dispute process and notifying his or her Reallocator. A dispute can be processed via phone. An attempt should always be made to resolve the dispute with the merchant, if possible, prior to reporting the dispute to the bank. The Dispute Department can be contacted by calling the 800# on the back of the card and giving them the last 4 digits of your CSU ID#. The bank should immediately issue a credit for the dispute, pending correspondence with the merchant.

Reasons for Disputes – The following may be formally disputed with JP Morgan Chase.

- Unauthorized charges and unrecognized charges, including phone or mail order charges.
- Difference between dollar amount authorized and dollar amount charged.
- Duplicate charges.
- Un-received goods.
- Defective merchandise.
- Altered Charges

Both the charge and the credit need to be reallocated in the Kuali Financial System and will be listed as separate eDocs. There is no mechanism in the PCARD eDoc to code a transaction as a disputed transaction. Reallocators and/or Cardholders may add a note in the notes section for future reference.
XI. EXCLUDED MERCHANT TYPES

All MasterCard merchants have chosen a four-digit Merchant Category Code (MCC) that identifies the types of goods or services they provide. CSU has elected to block purchases from merchants with MCCs related to certain kinds of transactions. An attempt to purchase anything from these types of merchants will be declined.

- Banks, ATMs, financial institutions, insurance companies, legal services.
- Travel related merchants – airlines, railroads, bus lines, taxis, cruise lines, car rental companies, hotels, motels, travel agencies.
- Automotive merchants – automobile dealers, U-Haul type merchants, gas stations, and repair shops.
- Eating places (except full official function status) – restaurants, bars, cocktail lounges, nightclubs, and fast-food restaurants.
- Packaged liquor stores, duty free stores, tobacco stores.
- Furniture merchants – furniture stores, repair shops, and part stores.
- Dating and escort services, counseling services, massage parlors, health and beauty spas, computer-dating services, gambling establishments, and other such personal uses.
- Construction related contractors-including heating, electrical, and plumbing related services.

XII. TAX EXEMPT STATUS

Colorado State University should receive tax exempt status if purchased goods or services are billed and delivered within the state of Colorado. PCARD transactions that result in goods or services delivered outside of the state of Colorado may be subject to that state’s sale tax. Please remind merchants of your tax exempt status when completing your transaction. The Colorado State Tax Exempt Number is embossed on the cardholder’s card. If the merchant requires additional information regarding Colorado State University’s tax exempt status, the following links provide the CSU tax information letter and certificate. Tax Services (Business and Financial Services) can assist with any questions regarding tax exempt status.

[CSU Tax Information Letter](#)
[CSU Sales Tax Exemption Certificate](#)

If a cardholder is charged tax, an attempt must be made to recover the tax. If successful, the merchant shall credit the card for the amount of the tax charged. No cash refunds or store credit shall be accepted. If unsuccessful or merchant refuses to credit tax back to the card, written documentation of the attempt should be attached to the receipt. Cardholder/ Reallocator may handwrite on the receipt if needed. Tax being charged on cardholder’s purchase(s), where tax
exemption should have applied, may be deemed a violation by the Approving Official/PCARD Office if it is suspected that there is willful negligence by the cardholder or if there is no documentation to support an attempt to recover the tax.

XIII. PCARD VIOLATIONS POLICY

All Procurement Card Program participants including Cardholders, Reallocators, and Approving Officials are required to know and follow the Procurement Card Program Policies, including those defining violations and their consequences. It is the responsibility of the Cardholder, Approving Official and the Reallocator to review documentation for each transaction in order to identify violations in card use. The review must be conducted for ALL transactions in each billing cycle.

If an Approving Official or Reallocator determines that a violation has occurred, he or she must issue a Violation Warning Form to the Cardholder. An Approving Official or Reallocator may also contact the PCARD Office directly and confidentially to discuss a potential violation before issuing a violation warning to the Cardholder.

Violation Warning Form

Violation Warning Instructions

The PCARD Office will regularly review transactions for possible violations and may request specific documentation to determine if a violation has occurred. The PCARD Office will contact the Approving Official to discuss the violation. The PCARD Office will also work in conjunction with Internal Auditing in reviewing procurement card transactions and will provide assistance in gathering information and offering recommendations for violations.

The Violation Warning Form must be completed and signed by the Cardholder and Approving Official and:

1. One copy of the violation form shall be sent to the PCARD office.
2. One copy of the violation form shall be retained in the department files with receipt documentation and shall also be scanned and attached to the Kuali eDoc.

Transactions categorized as Violations (except fraudulent purchases, which will result in an immediate cancellation of the card) will result in revocation of the card for one full year (12 months) upon the 3rd documented violation. Issuance of a new card may occur after department head/director provides justification for new card, new card application, and successful completion of PCARD training by applicant.
XIIV. VIOLATIONS

A Violation Warning form is to be completed by the Cardholder and signed by their Approving Official for any of the following violations. The Approving Official and the PCARD Administrator will determine the future status of the card, requirements for additional training, or other possible consequences to regain compliance. Approving Officials will send a copy of the signed Violation Warning Form to the PCARD administrator.

Cardholders are expected to exercise sound business judgment and to make inquiries to Purchasing Department and/or Business & Financial Services before making any purchase that may be construed as inappropriate, or which the Cardholder does not know to be reasonable and necessary for the official business purposes of the University. Transactions that will be deemed violations include:

1. **Personal Purchases** – Personal purchases are never permissible, even if the Cardholder intends to reimburse CSU later. A personal purchase must be reported immediately upon discovery to the Approving Official and the PCARD Program Administrator. The Cardholder must immediately reimburse the University or arrange for an immediate credit transaction from the merchant. A personal purchase is a PCARD Violation and may be suspected fiscal misconduct (see BFS FPI J-3 Reporting of Fiscal Misconduct). A personal purchase may be cause for cancellation of the PCARD upon the first violation, and may result in termination and possible employment disciplinary action, criminal and civil prosecution. Any suspected fiscal misconduct or abuse of the card for personal purchases must be reported immediately to the PCARD Administrator by any person who becomes aware of it.

2. **Cash or Cash-Type Transactions** – Examples are additional cash with purchase, cash refunds, cash tips, travelers’ checks, gift cards, donations, money orders and gift certificates. A cash or cash type transaction is a PCARD Violation and may be considered fiscal misconduct as noted above. A cash type purchase will be cause for cancellation of the PCARD.

3. **Splitting the Transaction**– A split purchase occurs when a Cardholder’s transactions exceed $3,000 (or their single purchase limit) for a single purchase (including shipping). A single purchase over $3,000 must be purchased through the Kuali Financial System using a purchase requisition. A cardholder should use good judgment when determining their purchase needs. Contact Purchasing Department if there is any question in defining a single purchase.

   A single purchase need identifies a group of items that are similar enough in nature to be purchased from a single source and that are all known to be needed at the time of the first purchase transaction. Purchases cannot be split based on different project or program numbers, different recipients, different delivery locations, differing functionality of the items, etc.

   For example, a Cardholder shall not purchase two $2000 pumps from a single source using two separate transactions if both pumps are known to be needed at the time of the purchase (and, therefore, the total purchase need is known to be $4000). A Cardholder shall not split purchases over time or over sources with the intent to circumvent his/her single purchase limit).
4. **Employee Travel and Travel-Related Expenses** - Cardholders cannot use their PCARD for employee travel and related expenses. Examples are airfare, vehicle rental (including the rental of moving trucks), parking fees/permits or services, meals, and employee lodging. Cardholders using PCARD for employee travel expenses will be reported to the University Controller and the PCARD may be revoked.

5. **Card Sharing** - Cardholders should NEVER share their card or card number with other individuals for use. Only the designated Cardholder is allowed to use his or her PCARD.

6. **Improper Transactions** - These types of transactions go against University and state policies due to the nature of the transaction or business rule. Improper purchases will require completion of a Violation Warning Form to be signed by the Cardholder and Approving Official and forwarded to the PCARD Office. Waivers may be granted in a case by case basis.

- Parking charges (fees, employee parking permits, services, and fines)
- Vehicle expenses – examples are vehicle rental, E-470 tolls, toll ways, fuel, and repairs.
- Pre-Paid Phones or Phone Cards, long distance, and pay-phone calls.
- Drug Enforcement Agency licensed substances, medical drugs, narcotics.
- Radioactive materials and restricted chemicals.
- Materials to construct or remodel a University owned or leased facility.
- Construction Contractors to construct or remodel a University owned or leased facility.
- Guns and ammunition.
- EBay or online auction transactions
- Printing services without a waiver from Communication and Creative Services during CSU business hours. *Exception: Copy Rite located on campus is allowed.*
- Sprint cell-phone air time charges. *(Please contact Telecommunications).*
- Willful negligence, determined by the Approving Official/PCARD Office, with non-compliance of turning in receipts or providing valid and complete receipt documentation
- Willful negligence, determined by the Approving Official/PCARD Office, with non-compliance of University tax exempt status. *(See Section XII)*
- Non-compliance with the completion of Expense Documentation Related to Official Functions form when required.

Cardholders must adhere to the policies set forth by the State of Colorado, CSU, and any additional internal policies at the department level. If a department has additional controls, it is the department’s responsibility to communicate to their cardholders these policies and enforce them consistently. Failure to comply with the current PCARD program policies set forth in the cardholder agreement will constitute a violation and possible revocation of the card.
XV. CARDHOLDER MONTHLY REPORTS

The current PCARD cycle with JP Morgan Chase runs from the 25th of each month to the 24th of the following month. Around the 30th of each month, the designated reallocator for the cardholder will receive a system generated email that will contain an attachment listing the cardholder’s transactions for the cycle. Transactions will appear whether they have been reallocated to “final” or “enroute”. If a cardholder had no transactions for the cycle, a report will not be generated.

Reallocator responsibilities include:
- Prints Cardholder Monthly Statement from system generated email for each cardholder that they are assigned to.
- Verify that all receipts have been obtained for the transactions
- Attaches receipt documentation to Cardholder Monthly Statement
- Routes Cardholder Monthly Statement to Cardholder and Approving Official for review and signature.

Cardholder responsibilities include:
- Cardholder’s signature by the 30th of the following month
- Verify that all receipts have been obtained for the transactions
- Verify that all transactions are yours and were made for CSU business purposes only.

Approving Official responsibilities include:
- Approving Official signature by the 30th of the following month
- Verify that all receipts and documentation are included
- Verify that all transactions were for CSU business purposes only and were within the PCARD program rules.

The signed cardholder monthly report along with the receipt documentation will serve as the official record for audit purposes. Failure to provide receipts or signed signatures by the 30th will result in an audit finding. Cardholder and Approving Official signatures by the 30th of the month are a key component in maintaining the integrity of the program.

*Example: A Cardholder Monthly Statement for November (October 25 through November 24) would need to have both Cardholder and Approving Official signatures by December 30th.*

XVI. COMPLIANCE REPORTING HOTLINE

Colorado State University is committed to conducting its affairs transparently, ethically and in compliance with all laws, regulations, and University policies. All members of the University community are expected to share in this responsibility and to help prevent, detect, and address violations. Consistent with this commitment, the University provides the Compliance Reporting Hotline for employees, students, and constituents to report issues, in good faith, regarding
compliance with laws, regulations, and substantive University policies. This reporting mechanism allows people to report issues anonymously if they wish to do so. The issues reported will be reviewed by the appropriate University officials to determine if further investigation and actions are warranted. The University takes every allegation of illegal or unethical conduct seriously.

There may be instances when you suspect that a University employee's conduct is not in compliance with applicable laws, rules, regulations, or policies. To report suspected compliance violations of any kind, including violations related to ethics policy, financial reporting, internal accounting controls, or audit matters, please go to the Compliance Reporting Hotline page.

What is Reportable?

Members of the campus community may use the Reporting and Compliance Hotline mechanisms to report the following types of issues:

- Fiscal misconduct by University employees
- Abuse of time and other resources
- Violations of federal or state law or regulations
- Serious or recurring violations of University policy in the performance of University duties
- Research or scientific misconduct
- Waste of University resources, funds or property
- Serious or recurring abuse of University authority
- Public safety issues
Lory Student Center
Training and Travel Requests

1. Name:

2. Department:

3. Travel/Training requested:

4. Cost Estimate:

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Name:</th>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Registration fee:</td>
<td></td>
<td>Deadline:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Costs</th>
<th>Plane Fare:</th>
<th>Shuttle Fare:</th>
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</thead>
<tbody>
<tr>
<td>Mileage:</td>
<td>Rental Car:</td>
<td></td>
</tr>
<tr>
<td>Total Hotel Cost:</td>
<td>Total Meal Cost:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $

5. Please indicate how this benefits you and your department:

Director ____________________________________________ Date _________________

Executive Director ________________________________ Date _________________

When applicable please attach copy of registration material
1. **Procedure Title:** Expenses for Authorized Business Functions

2. **Procedure Purpose and Effect:** The purpose is to define the procedures of authorized business functions.

3. **Application of Procedure:** This procedure applies to all expenditures made with university funds for authorized business functions.

4. **Exemptions:** There are no exemptions from this policy.

5. **Definitions:** The following definitions apply to all expenditures of University funds for official business functions:

   A. **Authorized Business Function Representative**
   
   A Senior Administrators as defined in Financial Rule 1.5.2 or other individuals approved by the President’s Office to serve as an authorized business function approver must review and approve all authorized business function activities and their related costs.

   B. **Gifts, Donations or Charitable Contributions**
   
   Goods, funds or services given from University resources without consideration of an act or achievement providing clear, direct and justifiable benefit to the University is strictly disallowed with University funds, unless expressly approved in advance by the University Controller.

   C. **Authorized Business Functions**
   
   An event or function that is not classified as travel, where food, beverages, or entertainment expenses are incurred for the net primary benefit of the university in connection with one or more of the following: working meetings; training/professional development; guest/student hospitality; employee/student recruiting; promotion and advancement; recognition events and awards; or educational outreach.

   D. **Personal or Unofficial Business Expenses**
   
   Costs which recognize personal occasions, or do not produce a primary benefit for the University are unallowable (e.g. gifts; flowers; clothing; birthday parties or cards; food and beverages not associated with authorized business functions, recruiting, training or travel; medicines; club memberships; etc.).

   E. **Primary Benefit to the University**
   
   A financial benefit or advantage provided to the University primarily in support of its mission or goals that can stand alone in its justification to the exclusion of any personal benefit that may accrue to the participants, and that is reasonably calculated to exceed the cost of providing such primary benefit.

   F. **Promotion and Development**
Activities conducted to foster the advancement of University financial and civic responsibilities. All associated costs must be reviewed for reasonableness and prudence to avoid any actual or perceived abuse of University resources.

G. Recognition Events and Awards
Events held for the purpose of recognizing the accomplishments and/or contributions of employees or non-employees to the success of the university and its programs, and awards presented to employees or non-employees in connection with such recognition. Examples include retirement receptions, milestone celebrations and the like.

H. Recruiting - Student or Employee
Activities and expenses related to seeking and securing new students or employees, including travel and reasonable hospitality expenses. This procedure does not cover expenses related to recruiting of student-athletes. Contact the Department of Athletics for more information.

I. Training
Functions conducted to educate University employees or customers in achieving established program objectives of the University. Expenditures may include registration fees, instructor fees, meeting and equipment costs, and refreshments or meals when appropriate. Training sessions must take place in a public place and must have a written agenda, study materials and an identified presenter (use object code 6649-authorized business function for food and beverage portion of a training event. Use object code 6633-professional development for training with no food or beverages). Alcoholic beverages may not be served during the training session. In the case of a training session hosted by a non-university entity, employees may consume alcohol provided as part of the training session only after the training session is complete.

J. Working Meetings
Meetings during which business of the university is being conducted, when, for the sake of time, efficiency and continuity, it is reasonable to furnish food and beverages to the participants during the meeting at university expense; or at a place other than a university facility, when the business reasons for choosing such a venue are documented on the Authorized Business Function Approval form.

6. Procedure Statement:
Any event or activity that does not fall within one of these categories is not an authorized business function, and University funds may not be expended on food, beverages, entertainment, facilities rental, or any other expense in connection with such event unless expressly authorized by these rules.

A. Events

- Working meetings (Object Code 6649)
- Training sessions (Object Code 6649)
- Guest hospitality (Object Code 6649)
- Recruiting (Object Code 6627-Employee Recruiting/Object Code 6626-Student Recruiting)
- Promotion and development (Object Code 6649)
- Recognition events (Object Code 6649)
Authorized Business Function Service Payments (Object Code 6749)-All the events listed above should use object code 6749 if IRS Form 1099-reportable services are performed in connection with the event. If expenses for both authorized business function supplies and authorized business function services are incurred for an event, the expense should be allocated as appropriate between object code 6649 and object code 6749.

Authorized business function reimbursements should be documented using the BFS authorized business function form [http://busfin.colostate.edu/forms/AuthorizedBusinessFunction.pdf](http://busfin.colostate.edu/forms/AuthorizedBusinessFunction.pdf).

**Alcoholic Beverages** - Expenses must be appropriate, normal, reasonable and necessary for the occasion. ONLY allowable with official functions or recruiting activities funded from approved sources:

1. Gift Funds: 6430000-6499999
2. Auxiliary Funds: 2602000-2799999
3. Use object code 6650

### B. Awards

1. **Employee Material Awards** – Non-cash mementos over $100.
   b) All documents submitted for reimbursement of employee material award items must include the recipient's name, employee assignment number and include a written statement approved by the appropriate college dean or vice president, documenting the purpose of the award, criteria for eligibility, and selection process. Copies of the documentation should also be submitted to Payroll for employee awards for taxation purposes.
   c) Use object code 6659.

2. **Employee Cash Awards** – For all awards of cash or cash equivalents such as gift certificates or gift cards.
   a) Payment. For all awards of cash – either check or ACH payment, submit a memo to the Payroll Office.
      i. The award’s amount will be added to the employee’s regular salary, subjected to normal withholding, and paid on the next standard payday.
      ii. If a special check is required, the sponsoring department must notify Payroll at least two weeks in advance.
   b) Documentation. The memo submitted to Payroll must include: the recipient’s name, employee’s assignment number and a written statement approved by the appropriate college dean or vice president, documenting the purpose of the award, criteria for eligibility, and selection process.
   c) Use object code 6659.

3. **Employee Retirement Awards** – Tangible property up to $400 in value may be given as an employee retirement award if approved by the responsible Senior Administrator.
a) Cash and cash equivalents (such as gift certificates) are unallowable.
b) Account for presentation ceremonies separately as official functions.
c) Use object code 6659.

4. **Employee Token Awards** – Non-cash mementos limited to plaques, trophies and similar engraved mementos unless purchased with appropriate gift ("64") funds under $50 in value.
   
a) Must be established and presented through a formal process.
b) Gift Certificates or gift cards are not allowed, as they are considered by the IRS to be a cash equivalent subject to income tax and withholding requirements.
c) Use object code 6659.

5. **Non-Employee Award** – Non-cash mementos (limited to plaques, trophies and similar engraved mementos unless purchased with appropriate gift ("64") funds which formally recognize non-employees for efforts or accomplishments directly benefiting the University.
   
a) Subject to IRS 1099 reporting requirements.
b) Use object code 6660.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** Authorized Business Function Form
   
http://busfin.colostate.edu/forms/AuthorizedBusinessFunction.pdf
Kuali Financial System (KFS)
Credit Card Clearing (Object Code 6684)

Each area that charges internal/external customers via use of a merchant account is required to review/reconcile their credit card clearing object code.

Merchant payments (credit/debit card payments) are distributed on a daily basis and will be reflected in KFS in object code 6684.

A merchant account is required in order to accept credit and debit card payments as a form of payment. To establish a merchant account, or make changes to an existing merchant account, the first step is to contact Banking Services within the Business and Financial Services department (BFS). (Banking Services contact information can be found on the Business and Financial Services website). Object code 6684 (credit card clearing) is a clearing object code and is required to be adjusted monthly.

The following process applies:

1. A credit/debit purchase is made using a terminal. A terminal is a stand-alone piece of electronic equipment that allows a merchant to swipe or key-enter a credit/debit card’s information as well as additional information required to process a credit card transaction.

2. At the close of each business day, the terminal is closed by the terminal user designated within the department. (For instructions on closing a terminal, please contact Banking Services). Closing of the terminal allows that day’s payment card transaction information to be electronically sent to the bank.

3. The bank processes the payment card transactions.

4. The merchant payments are then distributed to Banking Services on a daily basis. See the ACH timeframe table below* (information obtained from FPI 6-3):

<table>
<thead>
<tr>
<th>Day of transaction</th>
<th>Bank processing</th>
<th>Deposit into KFS account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
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<td>Tuesday</td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

*Federal holidays will delay payments

5. Banking Services reviews the merchant payments and credits the appropriate KFS account (provided by the department on the merchant form) using expense object code 6684, Credit Card Clearing. This is done using an Advance Deposit document, also known as an AD. (See below)
6. Once the funds have been received in the department account, as a *credit* to expense object code 6684, it is the responsibility of the department to reconcile the account and move the funds to revenue. Object code 6684, Credit Card Clearing, should balance to $0 at each month end.

Due to timing, accounts that have activity during the last few days of the month may not balance to $0 at month end. In this case, the account should be cleared to $0 by the 10th of the following month.

**Clearing object code 6684**

To clear an amount in object code 6684, Credit Card Clearing, use either a Distribution of Income and Expense document (DI) or a General Error Correction document (GEC). These documents can be found in the Main Menu tab of KFS, under the menu group ‘Transactions’, and the sub-menu group ‘Financial Processing’
Appendix 6

Distribution of Income and Expense (DI)

Once you have the document open, start by filling out the ‘Document Overview’ tab by entering in the document Description, Explanation (optional) and Organization Document Number (optional). The Total Amount will auto populate as you fill in other tabs of the document. The Accounting Period will default to the current accounting period. (See below)

![Distribution Of Income And Expense](image)

The next step is to fill out the ‘Accounting Lines’ tab. This is the step that will debit object code 6684 - clearing it to $0, and credit revenue – recognizing the revenue in the proper account. In order to get the journal entries to balance, both accounting lines will go in the ‘To’ section.

You can choose to put the revenue to the same account, or move it to another appropriate account. In the below example, the department is allocating the revenue to a different account (from 1322020 to 2292200), and using revenue object code 4380 (Other Sales+Services-Auxiliary/Self-Fund). (See below)
The remaining tab is the ‘Notes and Attachments’ tab. This tab is optional, however support of the payment card transactions should be provided. Below is an example of a settlement report and a batch detail report that is attached for support.
Once you have the document open, start by filling out the ‘Document Overview’ tab by entering in the document Description, Explanation (optional) and Organization Document Number (optional). The Total Amount will auto populate as you fill in other tabs of the document. The Accounting Period will default to the current accounting period.

The next step is to fill out the ‘Accounting Lines’ tab. This is the step that will debit object code 6684 - clearing it to $0, and credit revenue – recognizing the revenue in the proper account. In order to get the journal entries to balance, both accounting lines will go in the ‘To’ section. You can choose to put the revenue to the same account, or move it to another appropriate account or accounts. In the below example, the department is allocating the revenue to different accounts (from 2600340 to 2601330 & 2600870), using revenue object code 4380 (Other Sales+Services-Auxiliary/Self-Fund), and Sub-Object code 09. (See below)
The remaining tab is the ‘Notes and Attachments’ tab. This tab is optional, however support of the payment card transactions should be provided (i.e. settlement reports, batch detail, and/or credit/debit receipts). See the above DI document for an example of the ‘Notes and Attachments’ tab.