

CSULB ProCard Training Guide - CFS 9.2



CALIFORNIA STATE UNIVERSITY
LONG BEACH

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Overview

The Procurement Card Program is offered to the campus as an alternative payment method for low dollar value transactions. California State University Long Beach (LBCMP) and the Research Foundation (LBFDN) business units participate in a CSU Systemwide Procurement Card program. CSULB participants in this program are issued a single card from either the Campus or Foundation Business Unit accounts.

This card may be used for the following 3 Business Units (if approved):

- LBCMP – California University Long Beach Campus
- LBFDN – CSULB Research Foundation
- LB49R – CSULB 49R Foundation

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

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

- The ProCard bank file will be loaded into the PeopleSoft ProCard module. Upon completion, the Procurement Cardholders will receive a courtesy notification.
- The Procurement Cardholders will modify/redistribute the chartfield expense, complete the description of the purchase and select options where applicable. They will have a period of time to reconcile the charges per the procurement card cycle calendar.
- After the reconciliation process is complete, the file will be loaded into Accounts Payable.
- ProCard statement history will be available in both the CFS PeopleSoft and the Data Warehouse systems.

To determine the appropriate guidelines for the various types of transactions as well as what can/cannot be purchased using the ProCard, refer to [How to Purchase and Pay](#). These guidelines, in addition to the appropriate delegations referenced on the [Signature Authority Overview](#) are the foundation for the Procurement Card Program (ProCard). To better understand the ProCard Program and cardholder and approver responsibilities, refer to the Purchasing [Procurement Credit Card Guideline](#).

Objectives:

In this training guide, you will learn how to:

- Make adjustments to your current month ProCard Statement.
- Obtain an understanding of the ProCard processes.
- Obtain an understanding of how to inquire and report on the ProCard history.

1.0 Program Information

1.1 Card Options

Cardholder requests are processed through a Procurement Card Application for one of the following types.

1.1.1 Procurement Credit Card (ProCard issued through LBCMP or LBFDN)

- Selected Goods or Services as defined on How to Purchase and Pay

1.1.2 One Card (only issued through LBCMP)

- Selected Goods or Services as defined on [How to Purchase and Pay](#)
- Frequent Travel (often back to back trips not allowing enough time to be repaid by Accounts Payable before the next trip and as further defined in the 'Qualifications' heading within [Procurement Card Guideline](#))

1.2 Responsibilities

The [Procurement Card Guideline](#) defines both Cardholder and Approving Official Responsibilities. Focus on turning in approved statements with complete support documentation. The [ProCard Credit Card Cycle calendar](#) will help in keeping on schedule.

1.3 Infractions

The Infractions are issued monthly as described in the [Procurement Card Guideline](#).

1.3.1 Infraction Categories are not limited to:

- Late Statement Submission
- Unreconciled Statements
- Personal Purchases
- Prohibited Transactions
- Missing Receipts or Documentation
- Appropriate approvals

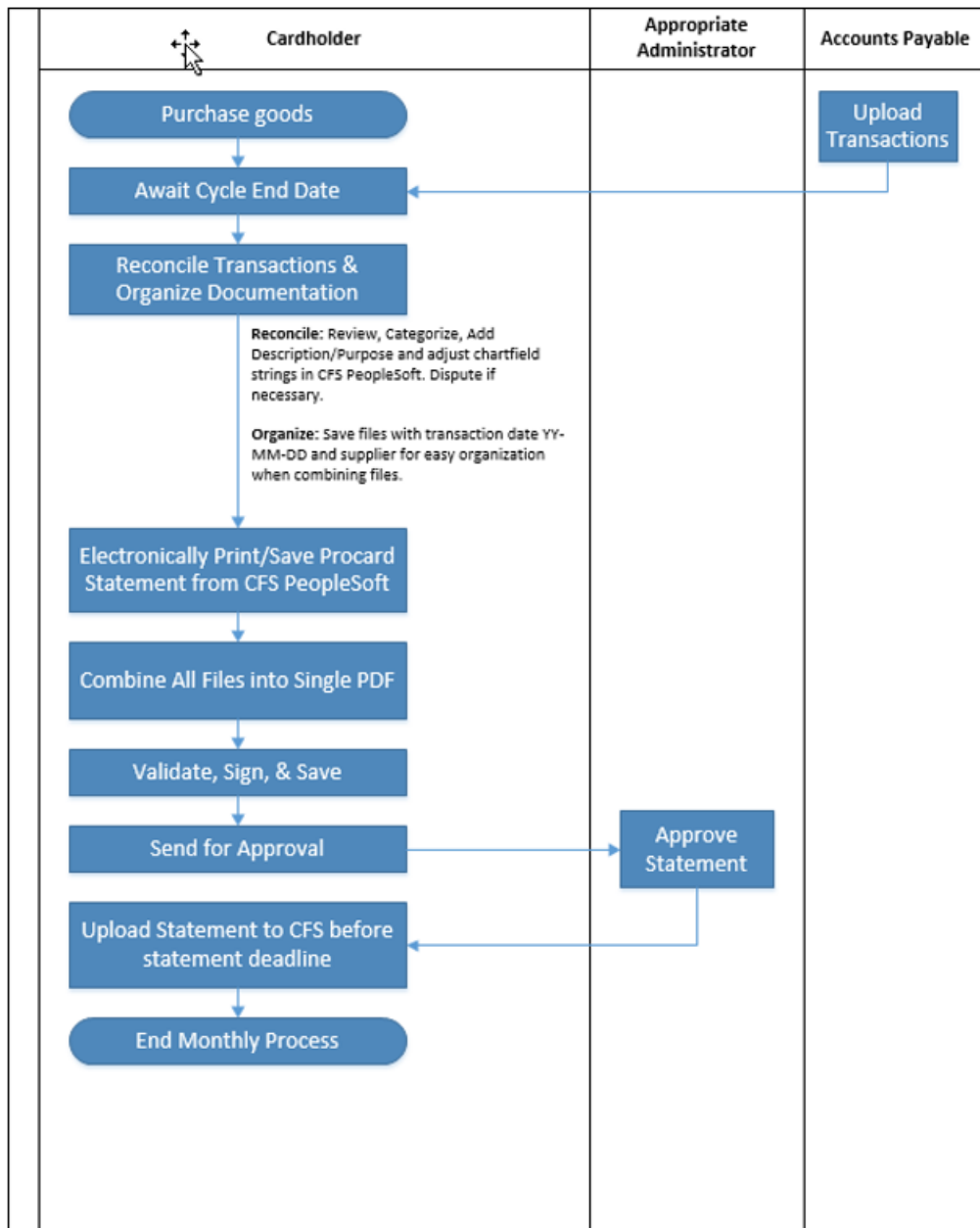
1.3.2 Incomplete Submission

Cardholders with an incomplete submission uploaded to CFS ProCard module, regardless of the documents provided after the deadline, will receive an infraction.

- Please note that you must have COMPLETE documentation by the AP Reports deadline.
- Accounts Payable may request missing documents from you during their audit process.

2.0 Procurement Card Monthly Process Flow

2.0 Procurement Card Monthly Process Flow



3.0 ProCard Month End Reconciliation & Adjustments

At each billing cycle end date, cardholders have a responsibility to reconcile their monthly statement. This includes adjusting the transaction expense (Chartfield distribution string), recording detailed descriptions for each transaction and uploading a Signed and Approved Statement along with all necessary documentation to the CFS PeopleSoft ProCard module (as per the [Procurement Credit Card Guideline](#)).

Billing Cycle Schedule

A current Procurement Card Cycle Table is available at <https://www.csulb.edu/financial-management/controllers-office/procard-cycle-calendar>.

3.1 ProCard Adjustments

Once a month, a ProCard transaction file will be received from the bank. Accounts Payable (AP) loads the file into the CFS PeopleSoft ProCard module (the next business morning after the cycle close date). The cardholder then receives a courtesy email from AP stating that the statement is ready for reconciliation. At that point the person performing the monthly reconciliation can adjust chartfields, add the description/business purpose for their charges, and identify additional information required. To make the adjustments, the user logs into PeopleSoft CFS using the icon at sso.csulb.edu.



The following navigation is used to make updates to your monthly statement:

Navigation: CFS End User > ProCard > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description																								
<p>Enter the following information:</p> <p>Business Unit: The business unit where your card was issued - LBCMP or LBFDN. Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Represents the Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable.</p> <p>Last Name: Enter the cardholder's last name. Required.</p> <p>First Name: Enter the cardholder's first name. (Not required, however this will narrow the search).</p> <p>Invoice Number: This is system generated. The first two characters are PC for ProCard or OC for One Card, the next four characters are MMY (month and year of billing statement), the last</p>	<div><div>ProCard Adjustment</div><div>Find an Existing Value</div><div><div>Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Recent Searches</div><div>Choose from recent searches</div><div>Saved Searches</div><div>Choose from saved searches</div></div><div><div>Business Unit</div><div>=</div><div>LBCMP</div><div>Origin</div><div>begins with</div><div>USB</div><div>Invoice Date</div><div>=</div><div>Last Name</div><div>begins with</div><div>BROWN</div><div>First Name</div><div>begins with</div><div>BEN</div><div>Invoice Number</div><div>begins with</div></div><div><div>Show fewer options</div><div>Case Sensitive</div><div>Search</div><div>Clear</div><div>Save Search</div></div></div><div><div>Search Results</div><div>2 results Business Unit "LBCMP", Origin "USB" +2 more</div><div><div>1-2 of 2</div><div>View All</div></div><table><tr><th>Business Unit</th><th>Origin</th><th>Invoice Date</th><th>Last Name</th><th>First Name</th><th>Invoice Number</th><th>Cardmember Number</th><th></th></tr><tr><td>LBCMP</td><td>USB</td><td>04/21/2025</td><td>BROWN</td><td>BEN</td><td>PC04250077</td><td>002280146</td><td>></td></tr><tr><td>LBCMP</td><td>USB</td><td>05/20/2025</td><td>BROWN</td><td>BEN</td><td>PC05250015</td><td>002280146</td><td>></td></tr></table></div></div>	Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number		LBCMP	USB	04/21/2025	BROWN	BEN	PC04250077	002280146	>	LBCMP	USB	05/20/2025	BROWN	BEN	PC05250015	002280146	>
Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number																			
LBCMP	USB	04/21/2025	BROWN	BEN	PC04250077	002280146	>																		
LBCMP	USB	05/20/2025	BROWN	BEN	PC05250015	002280146	>																		

Processing Steps / Field Name	Screenshot / Description
4 are sequential numbers. (Not required). Select the Search button.	

3.1.1 ProCard Adjustment Page – Display Only Fields

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

Processing Steps / Field Name

Business Unit: The business unit from which the credit card has been issued.

ProCard Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card.

Name: Cardholders' name and ID number.

Invoice: System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. Make note of the **Invoice** for this will be used to cross reference the voucher created in CFS Accounts Payable module.

Invoice Date: The billing cycle statement date.

Total: The total amount for the card for this billing cycle.

Navigate to the next transaction using the single arrow or to view all transactions/charges for the billing cycle, select **View All**.

Screenshot / Description

ProCard Adjustment

ProCard Adjustment

Business Unit: LBCMP ProCard Origin: USB Name: BROWN, BEN #002280146
Invoice: PC05250015 Invoice Date: 05/20/2025 Total: 2,427.08 [Process Monitor](#)

Attachments

[Add Attachment](#)

Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions

1 of 10

>

>>

View All

Supplier Name: PY *JAYS CATERING State: CA ☐ Reconciled
Transaction Date: 04/21/2025 Merchandise Amount: 964.69
Description: CATERERS/68065fc0ee6bfff3d
228 characters remaining
Reference #:

☐ Equipment ☐ Tax ☐ Registration ☐ Printing/Promo ☐ Computer
☐ Service ☐ Hospitality ☐ Other ☐ Disputed ☐ Travel

Distribution

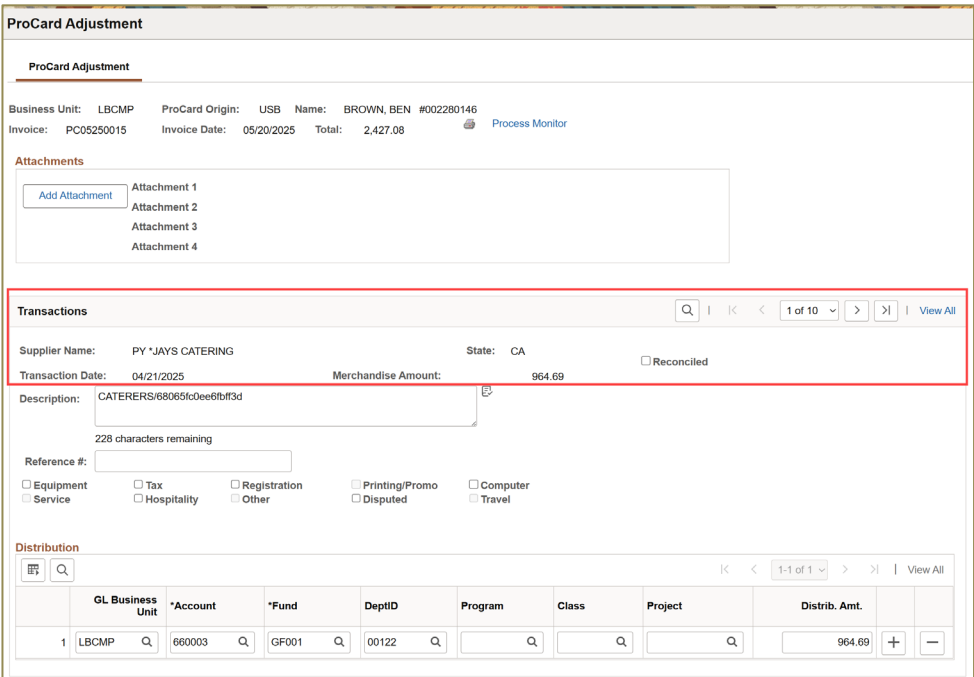
1-1 of 1

>

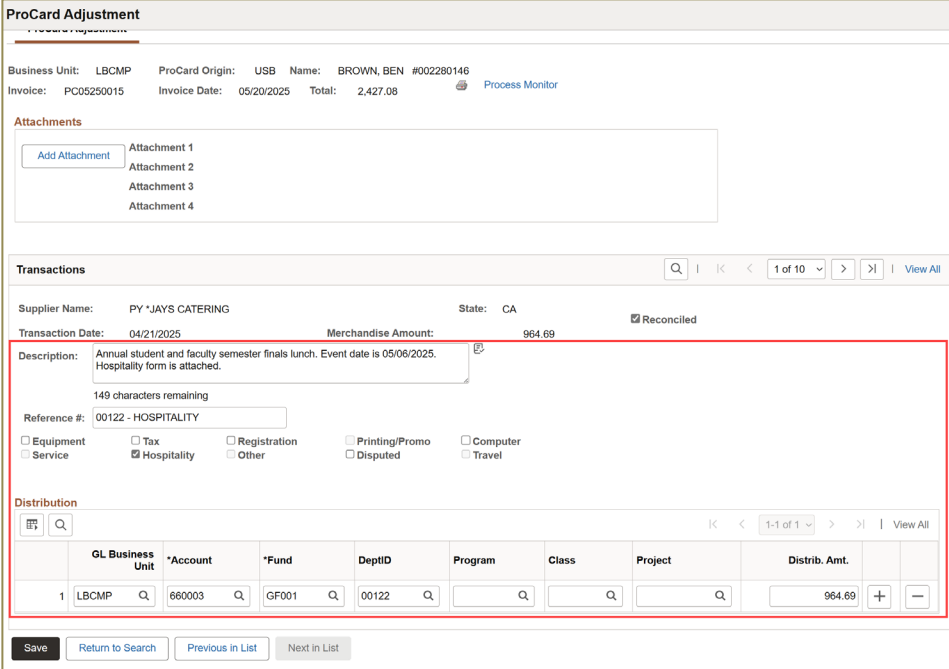
>>

View All

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	LBCMP	660003	GF001	00122				964.69	+	-

Processing Steps / Field Name	Screenshot / Description
<p>Supplier Name: The Vendor name the charge was from.</p> <p>State: The state the purchase was made from.</p> <p>Transaction Date: The date of the charge.</p> <p>Merchandise Amt: The amount of the charge.</p>	

3.1.2 ProCard Adjustment Page – Updatable Fields

Processing Steps / Field Name	Screenshot / Description
<p>Enter the following information:</p> <p>Description: Information downloaded from the bank is not descriptive. First, delete the bank information. Then, enter a more detailed explanation of what was purchased and the business purposes. Additional information can be added if desired.</p> <p>Required.</p> <p>Reference #: You can choose to enter a department reference number, or another note for your department. This field carries through to Data Warehouse.</p> <p>Transaction Categories: See Purchase Transaction Categories section below.</p> <p>Distribution: The Chartfield string to which the charge will be distributed. These values default from the setup of the Cardholder. Update accordingly. Required.</p>	

Processing Steps / Field Name	Screenshot / Description
<p>GL Business Unit: If the expense is being charged to a different business unit (LBCMP, LBFDN or LB49R), enter the GL business unit to narrow the remaining chartfield options. Include/validate the GL Business Unit, Account, Fund and Department CF values. For Inter Unit distributions, use the correct GL Business Unit.</p> <p>When you have completed your updates, check the Reconciled box to indicate the transaction is reconciled and does not need to be reviewed again. Then, select the Save button. If you receive an error message, the error must be corrected before you can Save your changes.</p> <p>Edits performed when the record is saved:</p> <ul style="list-style-type: none"> The total Distrib Amt must sum to the Merchandise Amt. All Chartfields and combo edits are validated. 	<p>The screenshot shows the 'ProCard Adjustment' form. At the top, it displays 'Business Unit: LBCMP', 'ProCard Origin: USB', 'Name: BROWN, BEN #002280146', 'Invoice: PC05250015', 'Invoice Date: 05/20/2025', and 'Total: 2,427.08'. Below this is the 'Attachments' section with a list of Attachment 1 through Attachment 4. The 'Transactions' section shows 'Supplier Name: PY *JAYS CATERING', 'State: CA', 'Transaction Date: 04/21/2025', 'Merchandise Amount: 964.69', and a description: 'Annual student and faculty semester finals lunch. Event date is 05/06/2025. Hospitality form is attached.' A red box highlights the 'Reconciled' checkbox, which is checked. Below the transaction details is the 'Distribution' table with columns: GL Business Unit, *Account, *Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table has one row with values: LBCMP, 660003, GF001, 00122, and a Distrib. Amt of 964.69. A red box highlights the 'Save' button at the bottom left of the form.</p>

3.1.3 Split Distribution

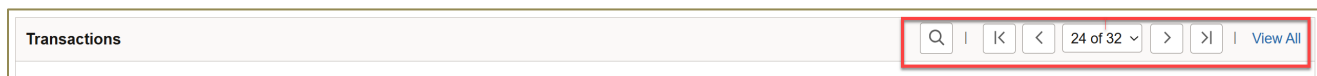
If applicable, you can split the transaction/charge to multiple Chartfields and/or GL Business Units.

Processing Steps / Field Name	Screenshot / Description
<p>If you want to split the distribution, select the plus sign at the end of the distribution line to insert a new row.</p> <p>Update the Distrib. Amt and Chartfield string accordingly.</p> <p>When you are finished, select the Save button.</p> <p>The following Edits are performed when the record is saved:</p> <ul style="list-style-type: none"> The total Distrib Amt must sum to the Merchandise Amt. All Chartfields and combo edits are validated at the save. 	<p>The screenshot shows the 'ProCard Adjustment' form for a different transaction. It displays 'Supplier Name: DMI* DELL K-12/GOVT', 'State: TX', 'Transaction Date: 04/11/2025', 'Merchandise Amount: 2,632.69', and a description: 'Student assistant laptop for Project Ocean student assistants to use during drop in spaces, outreach and other needs for Project Ocean'. A red box highlights the 'Reconciled' checkbox, which is unchecked. Below the transaction details is the 'Distribution' table with columns: GL Business Unit, *Account, *Fund, DeptID, Program, Class, Project, and Distrib. Amt. The table has two rows: Row 1 with LBCMP, 616002, GF001, 00135, Program 10132, and Distrib. Amt 2,248.16; Row 2 with LBCMP, 616002, GF001, 00135, Program 10567, and Distrib. Amt 384.53. Red boxes highlight the 'Program' column for both rows and the plus sign at the end of the second row. A red box highlights the 'Save' button at the bottom left of the form.</p>

The person performing the monthly reconciliation will have approximately five business days to complete the reconciliation. Upon the 6th day, the person reconciling will no longer be able to make changes. Accounts Payable will perform their validations and then process the file into the Accounts Payable System.

3.1.4 ProCard Transaction Navigation

To navigate to a different record, utilize the options in the top right of the Transaction table.



Select the right arrow to navigate to the next transaction, left arrow to navigate to the previous transaction or use the magnifying glass to “Find” and type in the vendor/supplier's name to quickly locate the record. After making modifications on a record, be sure to select “Save”.

We recommend navigating one record at a time instead of using the View All feature.

3.1.5 Purchase Transaction Categories

Certain purchases may be made on the Procurement Credit Card if established approvals and criteria are met as stated in the Procurement Credit Card guideline. Several of those items are also associated with the category below and require additional forms. The guideline provides a link to all required forms. Select the appropriate checkbox within ProCard Adjustment page when evaluating a transaction and then use one of the associated accounts for the distribution.

- **Equipment (E)** – Use for Laptops, computers or other equipment that may contain or store “Level 1 – Confidential” data per [CSULB Information Classification Standard](#). **Attach pre-approved E&IT checklist.**

Do **NOT** include Sports and maintenance equipment.

- **Tax (T)** – Use when taxable goods and Sales Tax was already included. Taxable items without this box checked will have tax applied. Services are not taxable.
- **Registration (R)** – Use for registration for conferences, seminars, memberships, training, etc. Registration is typically non-taxable.
 - *Accounts:*
660009 – Professional Development
- **Computer (C)** – Use for Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc (ATI). **Follow the ICT Procurement Compliance Review (PCR) process. Include the pre-approved PCR form.**
 - *Accounts:*
616001 – I/T Communication
616002 – I/T Hardware
616003 – I/T Software
616005 – Miscellaneous Costs
- **Hospitality (H)** – Use for Food Service (Hospitality) – Pre-Approved Caterers and Food Trucks and/or Food Service (Hospitality – Self-Catering Option). **Attach the completed and approved hospitality form.**
 - *Accounts:*
660922 – Hospitality Expense
622802 – SP-Research Participant Meals
660042 – Recruitment and Employee Relocation
660838 – Student Athlete Meals Non-Travel
- **Disputed (D)** – Use for all disputed charges. The cardholder must contact US Bank. The selected checkbox is for information purposes only. The amount will be charged to your account. Based on the resolution, credit may or may not be applied to your account.

See the table below for examples of purchase types and common mistakes by end users.

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	COMMON MISTAKES
Conference Registration Fees (R)	Invoice/Purchase Receipt with proof of payment	Unabbreviated name of Conference - Name of employee/student attending conference - Date of Conference - Business purpose	CSWE Council on Social Work Education Conference - October 10, 2025 - Dr. Jane Gutierrez presenting paper	<i>Name of conference attendee not provided.</i>
Memberships Subscriptions (R)	Membership showing the name of the University and University mailing address (documentation to show membership is a job requirement)	Unabbreviated name of organization - Business purpose of membership/ subscription - Name of faculty or staff member	Membership in the Society of Civil Engineers for Dr. Jonathan Nguyen - Required to attend Conference	<i>Membership/ Subscriptions solely in the employee's name. Membership mailed to home address. Job requirement not provided.</i>
Computer Purchases (C)	Invoice/Purchase Receipt with proof of payment, ICT Procurement Compliance Review (PCR) Process approval, (ATI compliance) Checklist signed by Purchasing	Product description - Business purpose of purchase	Laptop purchased for Dr. Graham, Chair of Mechanical Engineering Department, College of Engineering	<i>PCR Process not properly completed. Checklist not signed by Purchasing. Quote submitted.</i>
Hospitality Expense (H)	Hospitality Form, Invoice/Receipt, Guest List, Level 3 approving authority	Event name/description - Event date - Business purpose of purchase - Name if applicable	Retirement reception for Emily Smith after 30 years of service to CSULB	<i>Official Host cannot approve own expense.</i>
Equipment (E)	<u>ProCard payments for Equipment are not allowed.</u> Approvals from Beach Building Services (BBS) Campus Deputy Building Official Program (CDBO). Purchases need pre-approval.			<i>Selecting this purchase category for un-approved purchases.</i>
Goods/ Merchandise (T)	Invoice/Purchase Receipt/Order document with proof of payment	Product description - Business purpose of purchase	Robotic parts purchased for Student projects in MAE476	<i>Quote, Packing Slip submitted. Tax applied but purchase category not selected.</i>

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	COMMON MISTAKES
Gifts	Gifts & Awards Form, Invoice/Receipt, Name of recipient, Level 3 approving authority	Business purpose of gift - Name of recipient	Engraved clock presented Emily Smith for 30 years of service to CSULB	<i>Presenting Official cannot approve own expense. Level 3 approver did not sign.</i>
Gift Cards	Gifts Cards	Business purpose of gift - Name of recipient -Attach log if disbursed Remember to remove the dept ID from chartfield string IF the gift card is an advance purchase	5-\$20 gift cards to incentivize survey participants.	<i>If gift cards advance, Dept ID is not removed from chartfield string.</i>

****TRAVEL CARDS (ONE CARDS) ONLY****

PURCHASE TYPE	DOCUMENTATION REQUIRED	DESCRIPTION TEMPLATE	EXAMPLE	COMMON MISTAKES
Airline Tickets	Airline or Travel Website Purchase Receipt/Confirmation including Itinerary with Traveler's name	Name of traveler - Destination - Trip dates	Dean Antonio Chavez - Seattle, WA - June 2, 2025, to June 5, 2025	<i>Itinerary provided with no purchase details. Itinerary provided without traveler's name.</i>
Car Rental	Invoice/Rental Receipt with payment details	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Car rental for Coach John Bishop - Baseball team recruiting	<i>Pre-booking acknowledgement submitted instead of final receipt.</i>
Hotel Expense	Hotel Folio with name of Traveler	Name of traveler (faculty, staff, candidate, student, campus guest) - Business purpose of purchase	Lodging for Dr. Amy Rodriguez, Candidate for Tenure Track position in College of Business Administration	<i>The statement submitted instead of detailed Hotel Folio with traveler's name.</i>

3.2 One Card Reconciliation Notes

One Cards can be utilized for travel purchases (e.g., airfare, hotel, car rental) as well as merchandise purchases.

3.2.1 Travel Purchases

- All Travel Expenses should be reconciled in the CFS PeopleSoft ProCard module (detailed description and business purpose, purchase categories, department reference numbers) during the monthly reconciliation period. However, all travel expenses must be coded to the **Travel Advance account (107001)** and the designated Fund.
- All travel transactions coded to 107001 should not have a Department ID listed in PeopleSoft. Only Account and Fund are required.
- Travel purchases supporting documentation (e.g., receipts, invoices, hotel folio, etc.) is submitted with the Travel Expense Claim. Invoices/receipts for Travel purchases are not submitted with the monthly OneCard reconciliation statement.
- A copy of the OneCard reconciliation statement will need to be submitted with the Travel Claims, as needed.
- When submitting a Travel Expense Claim that includes OneCard charges include a copy of the associated OneCard reconciliation statement along with all original travel receipts placed behind the OneCard statement copy.
- OneCard Travel expenses for each trip should be highlighted in yellow on the copy of OneCard reconciliation statement.
- OneCard Travel expenses will be cleared and charged to the appropriate travel expense account when the final Travel Claim is submitted within 30 days of the return date.

3.2.2 Goods/Merchandise Purchases

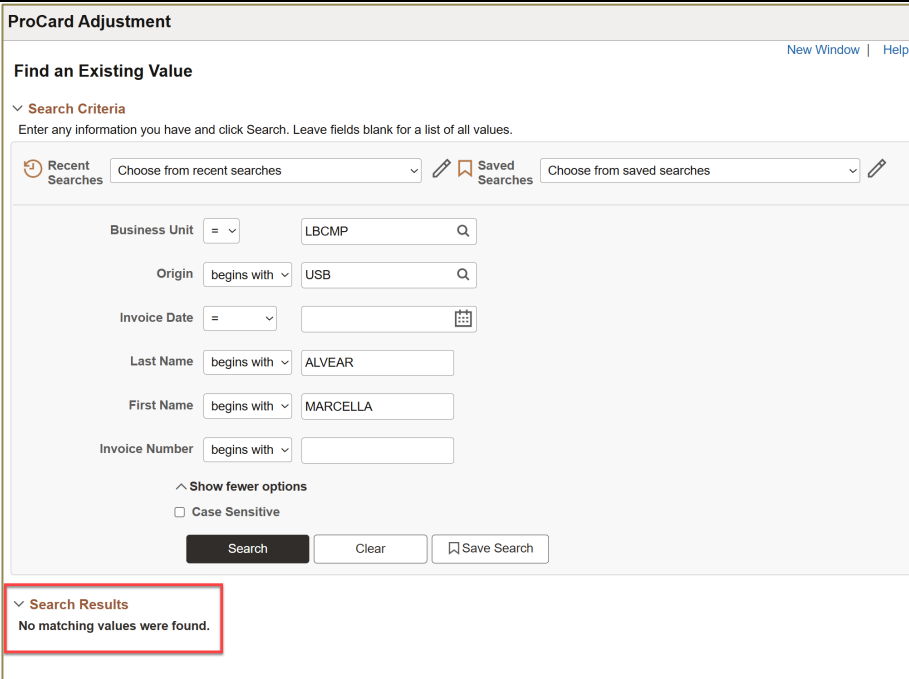
- All goods/merchandise purchases must be reconciled in the CFS PeopleSoft ProCard module. Chartfields (along with detailed description and business purpose, purchase categories, department reference numbers) are updated during the monthly reconciliation period.
- All merchandise transactions coded to expense accounts (accounts beginning with the number 6) must have a Department ID number in PeopleSoft. Account, Fund, and Department ID are required.
- Merchandise purchases are submitted to Accounts Payable following the standard processing guidelines and reconciliation timeframes.

3.3 ProCard – No Purchases

Although a cardholder may not have used their card during the month, the person reconciling must complete the following steps to ensure there are no transactions to be reconciled.

The following navigation is used to confirm:

Navigation: CFS End User > ProCard > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
<p>Enter the following information:</p> <p>Business Unit: The business unit where your card was issued - LBCMP or LBDN. Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Billing Statement Date (not required, however this will narrow the search). This will be provided in the email from Accounts Payable.</p> <p>Last Name: Enter the cardholder's last name. Required.</p> <p>First Name: Enter the cardholder's first name. (Not required, however this will narrow the search).</p> <p>Select the Search button.</p> <p>If no purchases were made for the month, you will see the message "No matching values were found". This indicates that there were no purchases recorded for the month you are reconciling.</p> <p>Print this page to keep with your ProCard documents and for audit. There is no need to submit documentation to Accounts Payable as there is no way to upload a file to a non-existent statement.</p>	 <p>The screenshot shows the 'ProCard Adjustment' page. At the top right are links for 'New Window' and 'Help'. Below is the 'Find an Existing Value' section. It includes a 'Search Criteria' dropdown and a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several fields: 'Business Unit' (dropdown set to 'LBCMP'), 'Origin' (dropdown set to 'begins with' and text 'USB'), 'Invoice Date' (dropdown set to '=' and a date picker), 'Last Name' (dropdown set to 'begins with' and text 'ALVEAR'), 'First Name' (dropdown set to 'begins with' and text 'MARCELLA'), and 'Invoice Number' (dropdown set to 'begins with' and an empty text field). Below these fields are links for '^ Show fewer options' and a checkbox for 'Case Sensitive'. At the bottom are 'Search', 'Clear', and 'Save Search' buttons. A red box highlights the 'Search Results' section, which displays the message: 'No matching values were found.'</p>


4.0 Monthly Procurement Credit Card Statement

Once reconciliation is complete, electronically print/save the ProCard Statement report. Both the Procurement Cardholder and Approving Official must sign the report. Combine the statement and all backup documentation (itemized receipts/invoices and any additional required documentation) in the same order as it appears in the report. Upload the approved and completed statement and documents to the CFS PeopleSoft ProCard module no later than the dates specified on the Procurement Credit Card Cycle calendar.

4.1 Printing the Procurement Credit Card Statement

The following navigation is used to print the ProCard statement:

Navigation: CFS End User > ProCard > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description																								
<p>Print: Select the Printer icon to create a PDF version of your ProCard Statement.</p> <p>Retrieve: Select the Process Monitor link to retrieve the report.</p>	<div><div>ProCard Adjustment</div><div>Business Unit: LBCMP ProCard Origin: USB Name: BROWN, BEN #002280146 Invoice: PC04250077 Invoice Date: 04/21/2025 Total: 15,518.61  Process Monitor</div><div>Attachments</div><div><div>Add Attachment</div><div>Attachment 1</div><div>Attachment 2</div><div>Attachment 3</div><div>Attachment 4</div></div></div>																								
<p>Process List Tab</p> <p>The Run Status must be “Success”, and the Distribution Status must be “Posted”. Select the Refresh button to update this status.</p> <p>Select the Details link to retrieve the Monthly Procurement Credit Card Statement.</p>	<div><div>CFS End User</div><div><div>Process List Server List</div><div>View Process Requests</div><div>User ID <input type="text" value="40000024269"/> Q Type <input type="text" value="Last"/> Last <input type="text" value="1"/> Days <input type="text" value="Days"/> Refresh Server <input type="text" value=""/> Name <input type="text" value=""/> Q Instance <input type="text" value=""/> Range Clear Run Status <input type="text" value=""/> Distribution Status <input type="text" value=""/> <input checked="" type="checkbox"/> Save On Refresh Report Manager Reset</div><div>Process List</div><div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Run Control ID</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr><tr><td><input type="checkbox"/></td><td>30328134</td><td></td><td>002</td><td>SQR Report</td><td>CSUP0008</td><td>40000024269</td><td>04/28/2025 3:42:48PM PDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></table></div><div>Go back to ProCard Adjustment Save Notify</div><div>Process List Server List</div></div></div>	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	30328134		002	SQR Report	CSUP0008	40000024269	04/28/2025 3:42:48PM PDT	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions														
<input type="checkbox"/>	30328134		002	SQR Report	CSUP0008	40000024269	04/28/2025 3:42:48PM PDT	Success	Posted	Details	Actions														

Processing Steps / Field Name	Screenshot / Description																																			
<p><u>Process Detail Page</u></p> <p>Select the View Log/Trace link.</p>	<p>Process Detail</p> <p>Process</p> <table border="0"> <tr> <td>Instance</td> <td>30328134</td> <td>Type</td> <td>SQR Report</td> </tr> <tr> <td>Name</td> <td>CSUPO008</td> <td>Description</td> <td>ProCard Statement</td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td>Distribution Status</td> <td>Posted</td> </tr> </table> <p>Run</p> <table border="0"> <tr> <td>Run Control ID</td> <td>002</td> </tr> <tr> <td>Location</td> <td>Server</td> </tr> <tr> <td>Server</td> <td>PSUNX</td> </tr> <tr> <td>Recurrence</td> <td></td> </tr> </table> <p>Update Process</p> <p> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request </p> <p>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td> <td>04/28/2025 3:42:48PM PDT</td> </tr> <tr> <td>Run Anytime After</td> <td>04/28/2025 3:42:48PM PDT</td> </tr> <tr> <td>Began Process At</td> <td>04/28/2025 3:42:56PM PDT</td> </tr> <tr> <td>Ended Process At</td> <td>04/28/2025 3:43:10PM PDT</td> </tr> </table> <p>Actions</p> <p> Parameters Transfer Message Log Batch Timings View Log/Trace </p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>	Instance	30328134	Type	SQR Report	Name	CSUPO008	Description	ProCard Statement	Run Status	Success	Distribution Status	Posted	Run Control ID	002	Location	Server	Server	PSUNX	Recurrence		Request Created On	04/28/2025 3:42:48PM PDT	Run Anytime After	04/28/2025 3:42:48PM PDT	Began Process At	04/28/2025 3:42:56PM PDT	Ended Process At	04/28/2025 3:43:10PM PDT							
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<p><u>View Log/Trace Page</u></p> <p>Select the PDF file from the file list. The Procurement Credit Card Statement will open.</p> <p>Save to PDF, insert your electronic signature.</p> <p>Combine the statement and all supporting documentation then send it to the Delegation of Authority (DOA) Appropriate Administrator for approval.</p> <p>The statement must be uploaded to the CFS PeopleSoft ProCard Module by the deadline specified on the Procurement Credit Card Cycle calendar.</p>	<p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td> <td>19641320</td> <td>Process Instance</td> <td>30328134</td> <td>Message Log</td> </tr> <tr> <td>Name</td> <td>CSUPO008</td> <td>Process Type</td> <td>SQR Report</td> <td></td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td></td> <td></td> <td></td> </tr> </table> <p>ProCard Statement</p> <p>Distribution Details</p> <table border="0"> <tr> <td>Distribution Node</td> <td>FACFSPSB</td> <td>Expiration Date</td> <td>06/27/2025</td> </tr> </table> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_CSUPO008_30328134.log</td> <td>1,827</td> <td>04/28/2025 3:43:10.082002PM PDT</td> </tr> <tr> <td>csupo008_30328134.PDF</td> <td>17,831</td> <td>04/28/2025 3:43:10.082002PM PDT</td> </tr> <tr> <td>csupo008_30328134.out</td> <td>537</td> <td>04/28/2025 3:43:10.082002PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>40000024269</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p>	Report ID	19641320	Process Instance	30328134	Message Log	Name	CSUPO008	Process Type	SQR Report		Run Status	Success				Distribution Node	FACFSPSB	Expiration Date	06/27/2025	Name	File Size (bytes)	Datetime Created	SQR_CSUPO008_30328134.log	1,827	04/28/2025 3:43:10.082002PM PDT	csupo008_30328134.PDF	17,831	04/28/2025 3:43:10.082002PM PDT	csupo008_30328134.out	537	04/28/2025 3:43:10.082002PM PDT	Distribution ID Type	Distribution ID	User	40000024269
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Distribution ID Type	Distribution ID																																			
User	40000024269																																			

4.1.1 ProCard Sample Statement

CA State University Long Beach US BANK

Business Unit: LBCMP	Invoice Number: PC04250077
Account Name: BEN BROWN 562-985-8348 #002280146	Invoice Date: April 21, 2025
Origin: USB	Total Amount: \$ 15,518.61

Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Class	Proj	Pur Cat	Amount	Upd By	Upd Dt	Disp	Recon
			Distrib Ln#	BU/GL	Acct		Prgm								
1	03/22/25	WATER COFFEE DELIVERY	FL	47.77	Sparklet's water for CAPs staff, students and guests while to use while they are in the CAPs suite							40002280146	04/18/25		
			1	LBCMP	660003	GF001	00135				47.77				
								Total Distribution			47.77				
2	03/24/25	TARGET 00001958	CA	27.67	Supplies for Project Ocean & student led group Buddies Connect at The Beach for							40002280146	04/18/25		
			1	LBCMP	660003	GF001	00135								
								C9014			27.67				
								Total Distribution			27.67				
3	03/27/25	TEST MY DRINK	FL	1,500.00	GHB test strips test for a couple of different types of date rape substances. SHS is required to have them per AB 1524							40002280146	04/18/25		
			1	LBCMP	660003	GF001	00122				1,500.00				
								Total Distribution			1,500.00				
4	03/28/25	AMAZON MARK* RQ2TX04A3	WA	400.57	Supplies for the on campus Trans-Wellness Conf. held 4.18.2025							40002280146	04/18/25		
			1	LBFDN	660003	RS528	00147				400.57				
								Total Distribution			400.57				
5	03/28/25	TARGET 00001958	CA	44.90	Supplies for Buddies Connect activities in Project Ocean drop-in space							40002280146	04/18/25		
			1	LBCMP	660003	GF001	00135								
								C9014			44.90				
								Total Distribution			44.90				
6	03/28/25	AMAZON MKTPL*ZV6975S23	WA	15.21	LGBTQIA flags for on campus trans-well conf							40002280146	04/18/25		
			1	LBFDN	660003	RS528	00147				15.21				
								Total Distribution			15.21				
7	03/28/25	AMAZON MKTPL*VY7HMSN43	WA	10.97	Rainbow pride flags for on campus trans-wellness conf							40002280146	04/18/25		
			1	LBFDN	660003	RS528	00147				10.97				
								Total Distribution			10.97				
8	03/29/25	MICHAELS STORES 9966	CA	49.02	Canvas and art supplies for trans-wellness on campus conf							40002280146	04/18/25		

Program Name: CSUPO008 The signatures above certify the funds are available for these expenditures, the purchases comply with Procurement Card Guideline and Procedures, and the expenditures are reasonable and necessary for the department operations and University's mission.

Report Date: 04/28/25
Report Time: 15:42:56

CA State University Long Beach US BANK

Business Unit: LBCMP	Invoice Number: PC04250077
Account Name: BEN BROWN 562-985-8348 #002280146	Invoice Date: April 21, 2025
Origin: USB	Total Amount: \$ 15,518.61

Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Class	Proj	Pur Cat	Amount	Upd By	Upd Dt	Disp	Recon
			Distrib Ln#	BU/GL	Acct		Prgm								

Purchase Categories:

- E - Laptops, computers or other equipment that may contain or store "Level 1 - Confidential" data per CSULB Information Classification Standard. Attach pre-approved E&IT checklist.
- T - A taxable good and sales tax was included.
- R - Registration for conferences, seminars, memberships, training, etc.
- C - Computer Hardware and/or Software. Any computer related purchase including computer, ipad, laptop, or software, etc (ATTI). For all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.
- H - Hospitality/food expenses - additional form is required.

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

BEN BROWN

Signature of Card Holder, BEN BROWN

Date

Claudia Plaza

Signature of Approving Official, Claudia Plaza or DOA

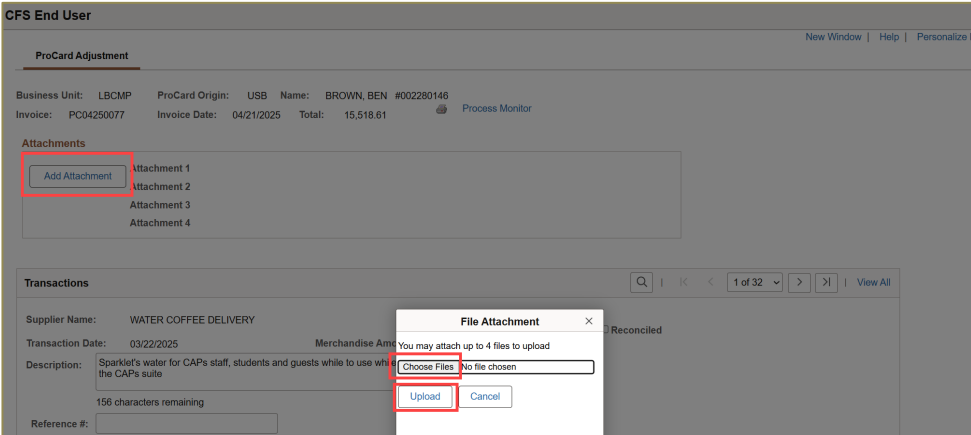
Date

5.0 Add Attachments to ProCard Statement


5.1 Add Attachments

Upload attachments with all supporting documentation. While there is the ability to upload up to four attachments, you will only upload a single attachment with the approved statement and all supporting documentation in the order that appears on the statement.

Navigation: CSU ProCard > Use & Inquiry > ProCard Adjustment

Processing Steps / Field Name	Screenshot / Description
<p>Select the Add Attachment button.</p> <p>Note: You may see a message saying you can select up to 4 attachments for the invoice. CSULB users will add only 1 attachment (the combined statement) to the invoice.</p> <p>In the file attachment box, select the first Choose File button.</p> <p>Browse on your computer for the combined statement with all supporting documentation and select "Open".</p> <p>Select "Upload"</p> <p>The file name will be visible.</p> <p>File Name helpers:</p> <ul style="list-style-type: none"> Limit the length of the file name. Consider using the format YYYY-MM-DD LastName + FirstName + Statement for consistency and ease of finding. 	

5.2 View or Delete Attachments

Processing Steps / Field Name	Screenshot / Description
<p>Use the buttons to the right of the file name to view and/or delete the file.</p> <p>Use the View button to validate that the document upload was successful, and that AP will be able to view the attachment.</p> <p>Adjust if necessary.</p>	

6.0 Review ProCard History

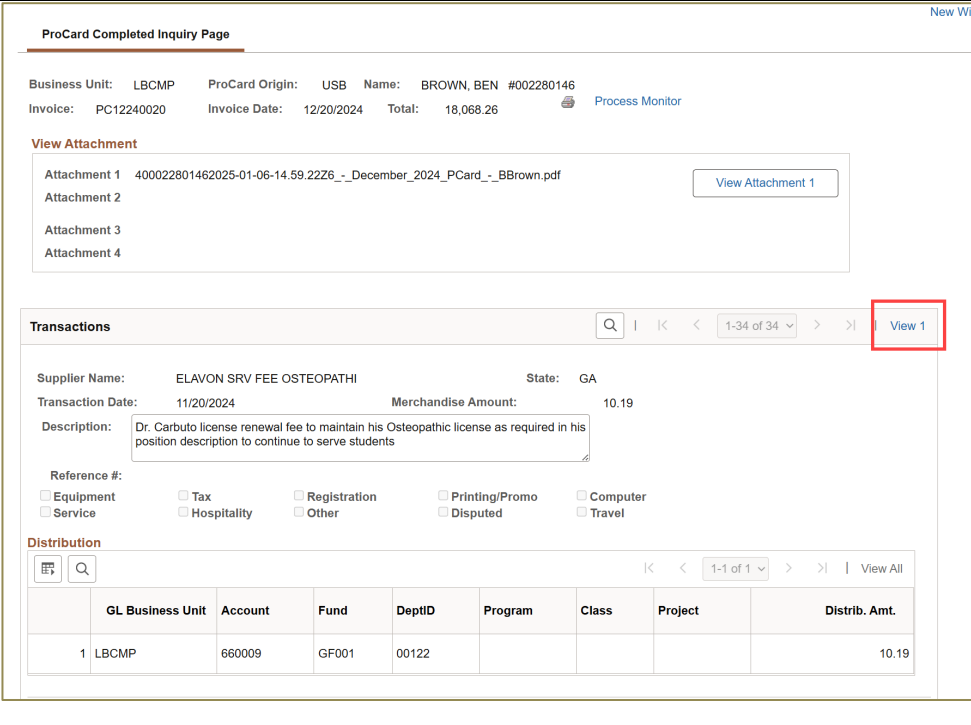
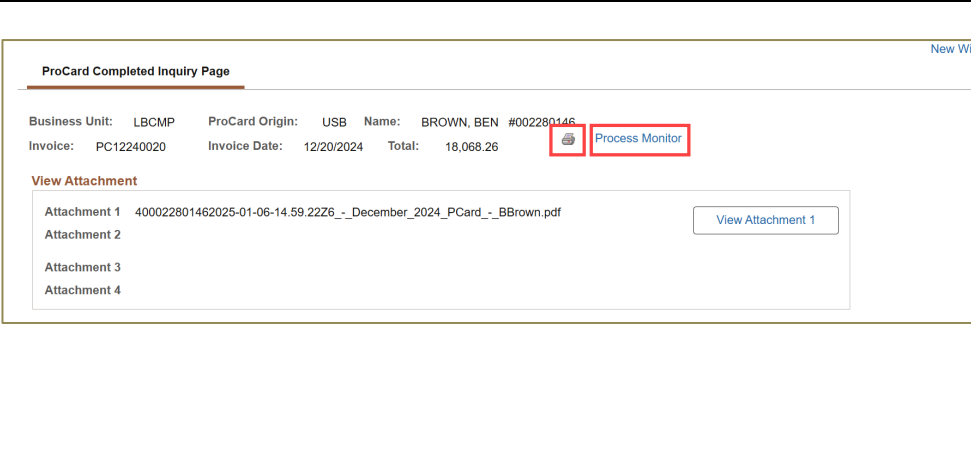
6.1 ProCard Completed Inquiry

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

The following navigation is used to view your ProCard Transaction history:

Navigation: CFS End User Tile > ProCard > ProCard Completed Inquiry

Processing Steps / Field Name	Screenshot / Description																																								
<p>Business Unit: The business unit where your card was issued - LBCMP or LBFDN.</p> <p>Required.</p> <p>Origin: Represents the Credit Card Program you are enrolled in. For Example, USB for US Bank Procurement Card or USO for the US Bank One Card. Required.</p> <p>Invoice Date: Billing Statement Date (not required, however this will narrow the search).</p> <p>Last Name: Enter the cardholder's last name.</p> <p>Required.</p> <p>First Name: Enter the cardholder's first name. (Not required, however this will narrow the search).</p> <p>Invoice Number: System generated. The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. (Not required).</p> <p>Select the Search button. All previous statements will be displayed. Select accordingly.</p>	<div><div>ProCard Completed Inquiry Page</div><div>Find an Existing Value</div><div><div>Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div><div>Recent Searches</div><div>Choose from recent searches</div></div><div><div>Saved Searches</div><div>Choose from saved searches</div></div></div><div><div>Business Unit</div><div>=</div><div>LBCMP</div><div>Q</div></div><div><div>Origin</div><div>begins with</div><div>USB</div><div>Q</div></div><div><div>Invoice Date</div><div>=</div><div></div><div>Calendar icon</div></div><div><div>Last Name</div><div>begins with</div><div>BROWN</div></div><div><div>First Name</div><div>begins with</div><div>BEN</div></div><div><div>Invoice Number</div><div>begins with</div><div></div></div><div><div>Show fewer options</div></div><div><div>Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Save Search</div></div></div><div><div>Search Results</div><div>104 results Business Unit "LBCMP", Origin "USB" +2 more</div><div><div><div>101-104 of 104</div><div>View 100</div></div><table><tr><th>Business Unit</th><th>Origin</th><th>Invoice Date</th><th>Last Name</th><th>First Name</th><th>Invoice Number</th><th>Cardmember Number</th><th></th></tr><tr><td>LBCMP</td><td>USB</td><td>12/20/2024</td><td>BROWN</td><td>BEN</td><td>PC12240020</td><td>002280146</td><td>></td></tr><tr><td>LBCMP</td><td>USB</td><td>01/20/2025</td><td>BROWN</td><td>BEN</td><td>PC01250023</td><td>002280146</td><td>></td></tr><tr><td>LBCMP</td><td>USB</td><td>02/20/2025</td><td>BROWN</td><td>BEN</td><td>PC02250031</td><td>002280146</td><td>></td></tr><tr><td>LBCMP</td><td>USB</td><td>03/20/2025</td><td>BROWN</td><td>BEN</td><td>PC03250017</td><td>002280146</td><td>></td></tr></table></div></div></div>	Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number		LBCMP	USB	12/20/2024	BROWN	BEN	PC12240020	002280146	>	LBCMP	USB	01/20/2025	BROWN	BEN	PC01250023	002280146	>	LBCMP	USB	02/20/2025	BROWN	BEN	PC02250031	002280146	>	LBCMP	USB	03/20/2025	BROWN	BEN	PC03250017	002280146	>
Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number																																			
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LBCMP	USB	03/20/2025	BROWN	BEN	PC03250017	002280146	>																																		


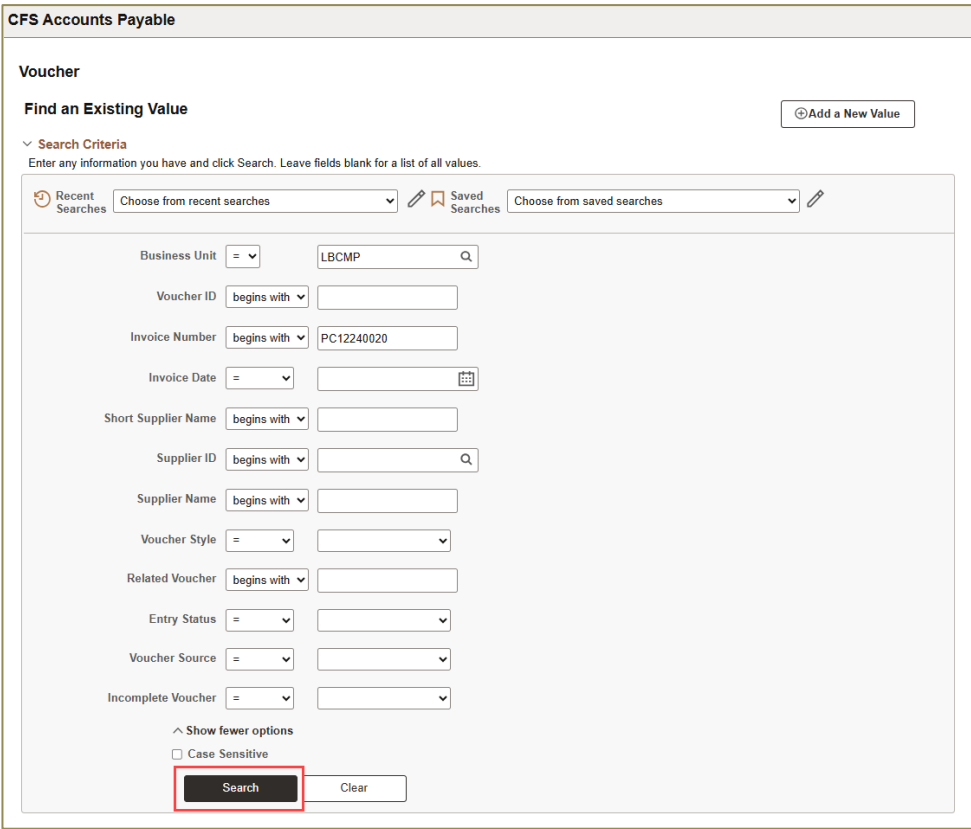
Processing Steps / Field Name	Screenshot / Description
<p>Select View All options at the top of the transaction list to see all transactions for this statement and related information, including descriptions and distributions for each transaction.</p> <p>To return to one transaction at a time, select the View 1 option at the top of the transaction list.</p>	 <p>The screenshot shows the 'ProCard Completed Inquiry Page' for Business Unit: LBCMP, ProCard Origin: USB, Name: BROWN, BEN #002280146, Invoice: PC12240020, Invoice Date: 12/20/2024, Total: 18,068.26. It includes a 'View Attachment' section with four attachments. Below this is the 'Transactions' section with a search bar and a 'View 1' button highlighted with a red box. The transaction details for Supplier Name: ELAVON SRV FEE OSTEOPATHI, State: GA, Transaction Date: 11/20/2024, Merchandise Amount: 10.19, and Description: Dr. Carbuto license renewal fee to maintain his Osteopathic license as required in his position description to continue to serve students are shown. There are also checkboxes for Reference #, Equipment, Service, Tax, Hospitality, Registration, Other, Printing/Promo, Disputed, Computer, and Travel. At the bottom is a 'Distribution' table with one row showing GL Business Unit: LBCMP, Account: 660009, Fund: GF001, DeptID: 00122, Program, Class, Project, and Distrib. Amt: 10.19.</p>
<p>Select the Printer Icon if you wish to save a soft copy of your transaction details and distributions.</p> <p>Select the Process Monitor link to retrieve the report.</p> <p>See the above section, Printing the Procurement Credit Card Statement, for details on how to retrieve your report.</p>	 <p>This screenshot is similar to the one above but highlights the 'Process Monitor' link in the top right corner of the page header area with a red box. The rest of the page content, including the transaction details and distribution table, remains the same.</p>

6.2 AP Voucher Inquiry

Another way to view historical information is to view the Invoice in the Accounts Payable module.

The following navigation is used to view your ProCard Transaction history in AP:

Navigation: Accounts Payable Tile > Vouchers > Voucher Entry

Processing Steps / Field Name	Screenshot / Description
<p>This navigation directs you to Add a New (Voucher) Value.</p> <p>To view existing ProCard Transactions, select the Find an Existing Value button.</p>	 <p>The screenshot shows the 'Voucher' section with the 'Add a New Value' button highlighted by a red box. Below the button are input fields for '*Business Unit' (set to LBCMP) and '*Voucher ID' (set to NEXT).</p>
<p>Business Unit: The business unit where your card was issued - LBCMP or LBFDN. Required.</p> <p>Invoice Number: The first two characters are PC, the next four characters are MMY, the month and year the billing statement is for, the last 4 are sequential numbers. Required.</p> <p>Select the Search button.</p>	 <p>The screenshot shows the 'CFS Accounts Payable' section with the 'Voucher' subsection. The 'Find an Existing Value' button is highlighted. Below it, the 'Search Criteria' section is expanded, showing various search filters. The 'Business Unit' is set to LBCMP, and the 'Invoice Number' is set to PC12240020. The 'Search' button is highlighted with a red box.</p>

Processing Steps / Field Name	Screenshot / Description																												
Select the Invoice Information Tab	<p>The screenshot displays the 'Invoice Information' tab, which is highlighted with a red border. The form contains the following fields and values:</p> <ul style="list-style-type: none"> Business Unit: LBCMP Voucher ID: 00700143 Invoice No: PC12240628 Accounting Date: 12/31/2024 Voucher Style: Regular Voucher Invoice Date: 12/29/2024 Basis Date Type: (empty) Inv Date: (empty) Invoice Received: (empty) Supplier ID: 0000025781 ShortName: USBANKCORP-002 Location: MAIN *Address: 1 Control Group: 0000052373 <p>The Invoice Total section shows:</p> <ul style="list-style-type: none"> Line Total: 18,068.26 Currency: USD Miscellaneous: (empty) Freight: (empty) Sales Tax: (empty) Use Tax: 0.00 Total Difference: 0.00 <p>The Invoice Lines section shows:</p> <ul style="list-style-type: none"> Line 1: (selected) *Distribute by: Amount Item: (empty) Quantity: (empty) UCM: (empty) Unit Price: (empty) Line Amount: 10.19 Description: ELAVON SRV FEE OSTEOPATHI <p>The Distribution Lines table shows:</p> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>MOC</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Account</th> <th>OpenItem</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Bud Ref</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td></td> <td>10.19</td> <td></td> <td>LBCMP</td> <td>660009</td> <td></td> <td>GF001</td> <td>00122</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	Bud Ref	Project	<input type="checkbox"/>	1		10.19		LBCMP	660009		GF001	00122				
Copy Down	Line	MOC	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Class	Bud Ref	Project																
<input type="checkbox"/>	1		10.19		LBCMP	660009		GF001	00122																				

6.3 Data Warehouse Reports

Reports are available in the Data Warehouse Transaction Inquiry section. Refer to the [DWH 11g ALL BU's Reporting Training Manual](#), located in the Financial Management Course Catalog under "Data Warehouse Reporting-All BU Reporting".



Transaction Inquiry

[Home](#)[Open PO Reports](#)[Open Requisition Reports](#)[Actuals Reports](#)[Budget Reports](#)[Encumbrance Reports](#)

Select primary business unit for campus level reporting

LB49R - CSULB ▼

Select primary budget ledger

Standard Budget ▼

**** All Filters/Prompts are Fdescr (Field + I**

Report Index

[Open PO Reports](#)

Displays open PO reports and transactions with varying views based on filter selection

[Open Requisition Reports](#)

Displays open requisitions reports and transactions with various chartfield views

[Actuals Reports](#)

Displays actuals transactions activity

[Budget Reports](#)

Displays budget transaction activity

[Encumbrance Reports](#)

Displays encumbrance ledger activity

[Requisition Reports](#)

Displays requisition activity in the ledger

[Pro Card Transaction Report](#)

Displays Pro Card Transaction Detail Report

7.0 Appendix A – Resources/Contacts

7.1 Contacts

Contacts are available for questions regarding the Procurement Credit Card Program.

1. For all Procurement card questions, contact the Procurement Card Administrator John Taff, john.taff@csulb.edu or the Purchasing Front Office at fs-pcard@csulb.edu
2. For questions regarding Cardholder Reports, contact the Accounts Payable Technician responsible for cardholder reports. Orly Fuentes Rios, orly.fuentes@csulb.edu
3. For disputes or to report a lost card, contact US Bank 24-hour Customer Service 800-344-5696
4. For property/asset tagging, contact the Beach Building Services (BBS) at BeachBuildingServices@csulb.edu
5. For questions regarding the CFS PeopleSoft ProCard module or DWH system, contact fishelpdesk@csulb.edu

7.2 Resources

How to Purchase and Pay

[How to Purchase and Pay | California State University Long Beach \(csulb.edu\)](#)

Signature and Delegation of Authority Overview

[Signature Levels and Delegation of Authority \(DOA\) Search \(sharepoint.com\)](#)

Procurement Credit Card Guideline

[Procurement Card Guideline | California State University Long Beach \(csulb.edu\)](#)

Procurement Credit Card Cycle Dates

[ProCard Cycle Calendar | California State University Long Beach \(csulb.edu\)](#)

Procurement Credit Card Overview and related forms page

[Procurement Credit Card Overview | California State University Long Beach \(csulb.edu\)](#)

CFS Training Classes and Materials

[Financial Management Course Catalog | California State University Long Beach \(csulb.edu\)](#)

CA State University Long Beach
US BANK

Business Unit: LBCMP	Invoice Number: PC06160361
Account Name: NOREEN KIMURA 562-985-8072 #014842761	Invoice Date: June 24, 2016
Origin: USB	Total Amount: \$ 226.46

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp
			Distrib	BU/GL	Acct	Fund	Dept		
								Class	Proj
								Amount	
12/02/15	LAZY ACRES	GA	12.19	Food prep for "FARAWAY" last weekend	00219-101				
			1	LBCMP	660003	46335	00219		
								12.19	
								Total Distribution	12.19
12/07/15	GRAINGER	WI	53.53	Disinfectant, lamps, tool	00219-110				
			1	LBCMP	660003	46335	00219		
								53.53	
								Total Distribution	53.53
12/04/15	FOLDINGCHAIRSANDTABLES	CA	132.12	folding chair, replacement feet	00219-108				
			1	LBCMP	660003	46335	00219		
								132.12	
								Total Distribution	132.12
12/10/15	HOME DEPOT	GA	28.62	instant cold packs	00219-115				
			1	LBCMP	660003	46335	00219		
								28.62	
								Total Distribution	28.62

E. Equipment that is a capitalized asset. The item has a unit acquisition cost of at least \$5000 (includes software) OR is a sensitive item (laptop and/or camera).
T. A taxable good and Sales Tax was included (Services are not taxable).
R. Registration for conferences, seminars, memberships, training, etc. (no food included).
C. Computer Hardware and/or Software. Select for any computer related purchase including computer, ipad, laptop, or software, etc. (ATT). For all items requiring a checkmark, ensure you have attached the E&IT checklist with the receipt.

H. Hospitality/food expenses - additional form is required.
O. Select if the purchase is an Emergency or a Gift purchase.


<i>Sign</i>	<i>Date</i>	<i>Sign</i>	<i>Date</i>
Signature of Card Holder, NOREEN KIMURA	Date	Signature of Approving Official, DOA APPROPRIATE ADMINISTRATOR	Date

Report Date: 07/05/16
Report Time: 09:44:03

[illegible]

Noreen Kimura	
From:	Folding Chairs and Tables.com >noreen@foldingchairsandtables.com>
Sent:	Friday, December 04, 2015 11:37 PM
To:	Noreen Kimura
Subject:	Your Folding Chairs and Tables.com Order Confirmation #K2146127

Thanks for Your Order



Your order ID is **#K2146127**.

Shipping Address

Noreen Kimura
 CBS&B Theatre Arts Dept., 2701
 1200 Boffower Blvd.
 Long Beach, California 90804
 United States
 562-988-0072

Shipping Address

Noreen Kimura
 CBS&B Theatre Arts Dept.
 1200 Boffower Blvd.
 Long Beach, California 90804
 United States
 562-988-0072

Billing Address

Noreen Kimura
 CBS&B Theatre Arts Dept.
 1200 Boffower Blvd.
 Long Beach, California 90804
 United States
 562-988-0072

Your Order Contains...

Cart Items	SKU	Qty	Item Price	Item Total
180 pack - "B" Backrest Folding Chair Feet Caps for Standard Round and Padded Folding Chairs <small>(See Specs)</small>	CPRM15	2	\$49.00 USD	\$98.00 USD
Seat Individually - Removable Plastic Gearing Chairs for "B" Folding Chairs	NYPGCI	10	\$2.49 USD	\$24.98 USD

Subtotal:	\$122.98 USD
Shipping:	\$0.00 USD
Sales Tax:	\$9.22 USD
Gross Total:	\$132.19 USD
Payment Method:	Credit Card

FoldingChairsAndTables.com

<http://www.foldingchairsandtables.com/>

NO. & DATE		DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	05/25/20	INSTANT GOLD RAIN WHITE/BLK X 3949 PK2 BATCH#0000000011117	2	18.75	37.50
		Delivery # 0155667337 Data Shipped 12/07/2016 Driver: LEO GOSWAMY Ref# 00000000000000000000 Trk # 120128000000011717			
INVOICE SUB TOTAL					37.50
TAX					1.50
TAX CREDIT OR CASH REDUCTION					50.00
NET DUE					89.00

Three items are sold for domestic consumption. If purchased, export assumes full responsibility for compliance with US export controls. Domestic entries to US are prohibited.

Payment Terms: 15% - BY THE INVOICE TO STATEMENT OF PAYABLE IN U.S. DOLLARS

Amount Due: \$89.00

NO PAYMENT DUE - THIS INVOICE FOR YOUR RECORDS