

---

## FOUNDATION CREDIT CARD PROGRAM POLICY & PROCEDURES

---

<b>CATEGORY:</b>	Cash and Cash Equivalents	<b>POLICY #:</b>	TBD
<b>IMPLEMENTATION DATE:</b>	July 1, 2015	<b>UPDATE DATE:</b>	October 1, 2020

### PURPOSE

This policy is to ensure the Foundation Credit Card Program (Foundation Card) has safeguards that uphold the mission of the Cal State Fullerton Philanthropic Foundation and its philanthropic intent. This policy is in accordance with the Integrated CSU Administrative Manual (ICSUAM) Sections 5000, 8000, and 13000, CSU Executive Order (EO) 760, California State University, Fullerton (CSUF) and Cal State Fullerton Philanthropic Foundation (CSFPF) Procurement Policies.

### SCOPE

This policy establishes guidelines for the appropriate use of expending foundation funds on low-value purchases through the Foundation Credit Card Program or Foundation Card, in short, and the responsibilities of an authorized cardholder. Failure to follow this policy will result in incurring personal liability or financial obligation, loss of Foundation Card privileges, and corrective actions.

### POLICY

#### 1. Eligible Personnel

- a. Foundation Card eligibility requires the requestor to be employed by the University or a recognized auxiliary (ASC/ASI).

- b. Eligible personnel must provide business justification to support the request for a Foundation Card and approval from the requestor's appropriate administrator/manager (Approving Official) and highest-ranking Foundation Account Authorized Signer (i.e., Deans, Vice Presidents, President, or designees on file with the Foundation.)
- c. Eligible personnel must complete and submit a Foundation Card Application to Foundation Accounting Services, College Park, Suite 850 (CP-850), for review and approval by CSFPF.
- d. The following personnel are not eligible for a Foundation Card:
  - Temporary Staff with an appointment of less than 12 months
  - Temporary employees from staffing agencies
  - Consultants
  - Retired Faculty/Staff members
  - Student Assistants or Graduate Students
  - Volunteers<sup>1</sup>
- e. Auxiliary Employees demonstrating a need may request a Foundation Card through the Foundation Card Application process. The application must be approved by the Auxiliary's Executive Director, acknowledging the Auxiliary will be held liable for the actions and conduct of its employees who have been issued a Foundation Card.

## **2. Accountability**

- a. Under no circumstances may an individual be delegated authority to approve expenses he/she incurs, nor may a subordinate approve expenses incurred by his/her supervisor. The exception to the latter is approval of the President's expenditures by the Vice President for Administration and Finance/Chief Financial Officer (CFO)<sup>8</sup>.
- b. It is the Cardholder's and Approving Official's responsibility to ensure all procurement activities are in accordance with this policy. Failure to abide by the Foundation Credit Card Program Policy will result in personal obligation or corrective action.

- c. A Cardholder procuring goods and services outside the methods outlined in this policy will be held personally liable to reimburse all or partial payment of the goods or services purchased.
- d. Misuse of Foundation funds through the Foundation Credit Card Program will be documented and reviewed with the Approving Official, Department, and Unit/Division Head.

### **3. Authorized Use**

- a. The Foundation Card provides a simplified method to procure small dollar purchases of approved goods or supplies costing \$5,000 or less per transaction (including tax and shipping).
- b. Purchases made with the Foundation Card must be in accordance with established CSFPF and CSUF policies for expenses associated with **official university business only**.
- c. Under no circumstances may the Foundation card be used for personal purchases<sup>1</sup>. Failure to comply will result in suspension or revocation of the Foundation Card as well as personally liable for any inappropriate or unauthorized transactions.

### **4. Required Training**

- a. Any person assuming one of the following roles will be required to complete the Foundation Card training:
  - Approving Official – Is the administrator who supervises the Cardholder.
  - Cardholder – Is personnel that has been issued a Foundation Card in their name.
  - Delegate – Is personnel officially assigned and given access to a Cardholder's Foundation Card transactions to reconcile expenses on the Cardholder's behalf.
- b. Individuals newly assigned to a role is required to take the initial Foundation Card training, and bi-annually thereafter or whenever a new card is issued, whichever comes first.

- c. Non-compliance with training requirements could lead to suspension of the Foundation Card<sup>1</sup>.

## **5. Approving Official Responsibilities**

- a. The Approving Official is the administrator who supervises the Cardholder and has delegated authority to certify that purchases are appropriate. The Approving Official is responsible for the following:
  - Review and approve all transactions.
  - Ensure all transactions are appropriate and within the authorized purpose(s) of the account(s) being charged.
  - Certify all purchases are to be or have been used exclusively for official University business.
  - Ensure no prohibited items have been purchased (see Prohibited Expenditures sections for details.)
  - Ensure all travel expenditures are appropriate according to University and Foundation Travel Policies and Procedures and have been incurred in connection with officially approved University business travel.
  - Ensure no personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to Foundation Accounting Services before the submittal of the Foundation Card Reconciliation packet.
  - Ensure purchases of any restricted items have been properly justified and documented.
  - Confirm availability of funds committed.
  - Ensure each transaction is itemized and given a detailed business justification on the Foundation Card Reconciliation Form.
  - Ensure proper supporting documentation is attached to the Foundation Card Reconciliation Form.
  - Ensure the Foundation Card Reconciliation Form and Bank Statement are signed.

- Ensure the Foundation Card Reconciliation Form and supporting documents are submitted to Foundation Accounting Services within ten (10) business days of the billing cycle end date.
  - Follow-up with Cardholder on untimely reimbursements, outstanding reconciliations, or documentation required by Foundation.
  - Obtain Foundation Card from Cardholder separating from the department and return the card to Foundation Accounting Services<sup>1</sup>.
- b. To ensure compliance with Foundation Credit Card Program Policy, the Approving Official is responsible for review of the Cardholder's transactions before providing an approval signature. Once the Approving Official approves expenses, the Approving Official becomes responsible for the Cardholder's transactions, unless corrective actions have been made and noted in the Cardholder's Foundation Card Reconciliation packet.

## 6. Cardholder Responsibilities

- a. It is the Cardholder's responsibility to ensure the Foundation Card is used in accordance with program policy, and all purchases comply with CSFPF, CSUF, and CSU policies and procedures.
- b. **Conflict of Interest** – A Cardholder is delegated a limited purchasing authority on behalf of the Foundation and University, and as such, has the responsibility to ensure that all purchases do not fall within the definition of conflict of interest (*Note: the prohibition list below applies to all CSU employees*):
- “No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest.” Gov't Code § 87100.
  - Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 9100.
  - A gift, gratuity, rebate (not issued in the name of University), kickback, rewards points/credit, or other incentives provided to a Cardholder to influence or appear to influence the decision to

purchase from a vendor is considered a conflict of interest purchase.

- Conflict of Interest purchase(s) can subject the Cardholder to suspension or revocation of the Foundation Card and the violation reported to the appropriate manager for review.

c. **Security of Foundation Card** – The Foundation Card account number and the Cardholder’s name is categorized by CSU Policy as Level I Confidential Information; therefore, the following measure should be taken:

- Only the identified Cardholder is authorized to use the Foundation Card.
- The Cardholder should take great care in ensuring that the credit card account number is safeguarded at all times. Under no circumstances, is the Cardholder’s credit card account number to be copied, transposed, or compromised.
- When submitting Foundation Card documents or corresponding via email with Foundation Accounting Services, only the last four (4) digits of the credit card account number may be visible. Submitting anything more than the last four digits exposes the credit card account number to potential fraud and violates CSU policy.

d. **Foundation Card Purchases** – A Cardholder may go to a place of business to make a purchase, call to place an order or order via the Internet (through a verified secure portal). In all cases, an itemized receipt/invoice with proof of payment must be obtained for reconciliation. An itemized receipt/invoice should include the following information:

- Vendor’s Name
- Receipt/Invoice date
- Description of the item purchased
- Quantity purchased
- Price per item/unit
- Amount of sales tax and the total amount
- Other miscellaneous charges/fees, if applicable (i.e., gratuity, shipping, etc.)

- Payment by credit card
- e. **Reconcile Transactions** – Cardholders will be held responsible for reconciling and providing a detail justification/business purpose on all Foundation Card transactions through the Foundation Card Reconciliation process. A Delegate’s assistance does not preclude the Cardholder in any way from this responsibility<sup>1</sup>.

## 7. Delegate Responsibilities

- a. Only an Officially Appointed Delegate will be recognized by CSFPF through the Foundation Card Delegation of Authority to assist the Cardholder with the card reconciliation. The appointment or use of an unofficial Delegate constitutes non-compliance with the Foundation Credit Card Program Policy and may result in suspension or revocation of the Foundation Card.
- b. An Officially Appointed Delegate may assist in the administrative responsibilities related to preparing the Foundation Card reconciliation packet only for their assigned Cardholder(s).
- c. The Officially Appointed Delegate is responsible for ensuring due diligence is applied and the following actions were taken to assist in the completion of the Foundation Card Expense Packet:
- All transactions are appropriate and within the authorized purpose(s) of the account(s) being charged.
  - Affirm purchases are to be or have been used exclusively for official University business.
  - No prohibited items have been purchased (see Prohibited Expenditures section for details.)
  - Travel expenditures are appropriate according to University and Foundation Travel Policies and Procedures and have been incurred in connection with officially approved University business travel.
  - No personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to Foundation Accounting Services before the submittal of the Foundation Card Reconciliation packet.

- Purchases of any restricted items have been properly justified and documented.
- Confirmed availability of funds committed.
- Each transaction is itemized and given a detailed business justification on the Foundation Card Reconciliation Form.
- Proper supporting documentation is attached to the Foundation Card Reconciliation Form<sup>1</sup>.

## **8. Prohibited Expenditures**

### **a. The Foundation Card may not be used for the following:**

- Cash advances, money orders, wire transfers, Titan Card/copy card deposits, gift cards/certificates or other cash equivalent items
- Personal purchases (including personal expenses when on a business trip<sup>5</sup>)
- Meals while on travel (except with official University guest pursuant to Hospitality (D11) Guidelines<sup>8</sup>)
- Unapproved travel expenses (an issued travel authorization number is required before a purchase is made<sup>5</sup>)
- Facilities Operations Services (installed carpet, cleaning, painting, etc.)
- Event venue deposits and payments
- Leases, maintenance and repair agreements
- Professional services (see Purchase of Services on Foundation Card section for exceptions)
- Purchases for goods or services from foreign/international vendors unless approval is granted in advance by Foundation Accounting Services (see Purchases from International Vendors for details)
- Electronic Information Technology Purchase, unless approval is granted in writing from the Division of Information Technology, or the items are considered as a consumable technology supply



- Purchases requiring a contract with an authorized signature (see Purchase of Services on Foundation Card section for exceptions)
- Furniture and Equipment with a total cost of more than \$2,500, including tax, delivery, and installation
- Fines, late fees, penalties, interest and finance charges
- Costco, Sam's Club, Amazon Prime memberships or other similar personal memberships
- Amazon purchases (except through CSUF e-Business Amazon Business Prime account program)
- Electronic downloads (eBooks, music, subscriptions, etc.) to a personal account.
- Purchases shipped/delivered anywhere but CSUF campuses and official sites.
- Prizes related to opportunity drawings, raffles, etc.
- Gifts/Non-Student Award over \$125 or gifts for CSUF/Auxiliary Employees (see CSUF's Hospitality (D11) Guidelines)
- Donations or sponsorships that have no donor connection/benefit to CSFPF/CSUF such as advertisement.
- Unapproved Hospitality (D11) categorized expenses
- Hazardous materials (see Procurement of Hazardous Materials section for exception<sup>2</sup>) and firearms
- Tobacco products, narcotics/controlled substances
- Splitting purchases to circumvent the transaction limits (*Note: A split purchase is defined as one item, or set of items sold as a set, that has been split by the merchant to look like two separate purchases*)
- Excessive card misuse requiring reimbursements from the University or its Auxiliaries.

- Purchases consequential to a conflict of interest resulting in personal gain or a violation of CSFPF, CSUF, and CSU Policies and Procedures<sup>1</sup>.

## **9. Procurement of Hazardous Materials**

- a. Only routine cleaning and maintenance hazardous materials referenced in CSUF's Environmental Health & Safety (EHS) preapproved list may be charged to a Foundation Card<sup>2</sup>.
- b. All other chemicals and hazardous materials not listed on the CSUF's EHS preapproved list are prohibited and will require EHS approval through the purchase requisition/purchase order process established by EHS<sup>2</sup>.

## **10. Postage and Shipping**

- a. CSUF's onsite services are the preferred providers for mailing and shipping services.
- b. Postage stamps may be purchased at a limit of 20 stamps per billing cycle when a receipt, detail justification/business purpose, and a mailing list that includes addressee, affiliation, and address is provided as part of the expense reconciliation.
- c. Shipping cost may be charged to the Foundation Card when a receipt, detail justification/business purpose, and a mailing list that includes addressee, affiliation, and address can be provided as part of the expense reconciliation.
- d. Failure to provide a receipt, justification or business purpose for the purchase, or a mailing list will deem the expense prohibited and require immediate reimbursement.

## **11. Purchase of Services on Foundation Card**

- a. Only specific services and service providers referenced on the CSUF's Authorized Service Providers webpage may be charged to a Foundation Card.

- b. All other services provided by vendors not listed on the CSUF's Authorized Service Providers webpage are prohibited unless preapproved by Foundation Accounting Services.
- c. Purchases requiring a contract must be signed by CSFPF and CSUF's Contacts and Procurement Department, which are authorized to enter into contracts on behalf of the University.

## 12. Purchases from International Vendors

- a. Except for approved international travel, all purchases made from foreign/international vendors are considered prohibited unless approved by Foundation Accounting Services in advance<sup>1</sup>.

## 13. Reconciliation

- a. **Billing Cycle** – The Foundation's credit card billing cycle generally runs from the 19th of the month (cycle start date) until the 20th of the following month (cycle end date). When the 20th falls on a non-business day or holiday, the billing cycle end date is moved to the next business day.
- b. **Foundation Card Reconciliation Packet** – At the close of each monthly billing cycle, Cardholders with monthly transactions will receive a bank statement. The Foundation Card Reconciliation packet should include the following items:
  - A completed and signed Foundation Card Reconciliation Form
  - A signed copy of the Wells Fargo bank statement
  - Itemized receipt(s)/invoice(s) or CSFPF Lost/Missing Receipt Form - itemizing each item purchased
  - Hospitality (D11) Documentation and Approval Form (if applicable)
  - Other supporting or authorizing documents<sup>1</sup>
- c. **Foundation Card Reconciliation** - A Foundation Card Reconciliation Form identifying the Cardholder, itemized expenses, detail justification/business purpose, account information, and signatures. The Cardholder, Approving Official, and Account Authorized Signer (if different from Approving Official) must sign the Foundation Card Reconciliation Form which indicates their review and personal testimony to the following:

- All purchases have been reviewed and reconciled accordingly.
  - A detailed justification/business purpose is given for every item purchase/transaction.
  - Itemized receipt(s)/invoice(s) supporting all purchases are provided or, if a receipt is not available, CSFPF Lost/Missing Receipt Form - itemizing each item purchased (see Foundation Card Receipt/Invoice section for details.)
  - All purchases are within the allowable means of the account balance.
  - Disputed items have been communicated to the bank via the Cardholder dispute process (see Fraudulent Charges section for details.)
  - All travel expenditures are appropriate and have been incurred in connection with officially approved University business travel.
  - All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department faculty/staff.
  - No personal purchases have been made. If personal or disallowed purchases were made in error, the reimbursement paperwork or a copy of the Foundation Cashier deposit receipt is attached to the Foundation Card Reconciliation packet.
  - All purchases comply with University policies and procedures, including Foundation Credit Card Program Policy and Procedures, and the Hospitality (D11) Policy.
  - An itemized Hospitality (D11) Documentation and Approval Form, signed by the Division Head or Designee, is attached with the Foundation Card Reconciliation packet, if applicable<sup>1</sup>. *(Note: Blanket Hospitality (D11) Documentation and Approval Forms will not be accepted unless each transaction is categorized, described & justified, summed, and calculates the person rate.)*
- d. **Receipt/Invoice** - Purchases made by telephone, in person or via the web, will require the Cardholder to obtain an itemized receipts or invoices.

- All receipts must be kept and attached to a Foundation Card Reconciliation Form as support.
  - The itemization of a receipt/invoice must clearly identify the items purchased.
  - A detailed justification/business purpose must be provided for every line item on a receipt or invoice.
  - If a receipt or invoice is not itemized, the Cardholder must request itemize details from the vendor or provide the itemized information on a CSFPF Exception to Policy Form.
  - If the Cardholder has lost a receipt and a duplicate copy cannot be obtained from the vendor, then the CSFPF Lost/Missing Receipt Form available on the Foundation website must be completed.  
*(Note: Excessive instances of lost or missing receipts may result in the suspension of the Foundation Card.)*
  - Individual receipts/invoices smaller than a Letter size (8½ X 11), must be affixed with tape to an 8½ X 11 sheet of paper. The entire top and bottom edges of the receipt must be taped without covering vital information. All other receipts/invoices may be secured with a paper or binder clip.
- e. **Sales or 'Use Tax'** – CSFPF is required to pay California sales tax on all tangible goods received, including goods shipped from vendors outside California who do not charge sales tax.
- Local sales tax will be accrued by the Foundation as a separate expense and charged to the Foundation account indicated when sales tax is not applied.
  - Goods from a California vendor that does not include sales tax on their invoice, should be contacted and asked to provide an invoice including the difference.
- f. **Fraudulent Charges** – The Cardholder is responsible for reporting and resolving any disputed charge(s) directly with the bank provider by calling the number listed on the statement or on the card itself. In addition, the Cardholder should take the following actions:
- The Cardholder must alert CSFPF of the disputed charge(s) and forward a copy of all paperwork immediately.
  - Any difficulties should be communicated to CSFPF in a timely manner.

- g. **Due Date** – The entire Foundation Card reconciliation packet which includes Foundation Card Reconciliation Form, bank statement, receipts/invoices, and corresponding documents are due to Foundation Accounting Services in CP-850, within ten (10) business days after the billing cycle end date<sup>1</sup>.

#### **14. Fiduciary Responsibilities**

- a. The Foundation Card represents an official delegation of purchasing authority. Cardholders, Approving Officials, and Account Authorized Signers have a fiduciary responsibility to ensure that all university policies and procedures are upheld.
- b. Cardholders will be held personally liable for any inappropriate or unauthorized transactions, which violate Foundation Credit Card Program Policy. Cardholders will be billed for purchases requiring reimbursement. The Approving Official will be informed of any Cardholder billings and is responsible for ensuring that the Cardholder makes timely reimbursements. Any billing over 60 days will cause the Foundation Card to be suspended until all outstanding items are submitted or until further notice.
- c. CSFPF will automatically hold a Cardholder's request for personal reimbursement of any kind until all outstanding financial obligations are completed to CSFPF standards<sup>1</sup>.

#### **15. Enforcement of Foundation Credit Card Program Policy**

- a. The Foundation is responsible for conducting audits of the Foundation Card purchases to ensure compliance with Foundation Credit Card Program Policy and Procedures. Failure to comply with Foundation Credit Card Program Policy may result in suspension or revocation of the Foundation Card.
  - **Suspension of Foundation Card** – The following violations will result in immediate suspension of the Foundation Card for a minimum of 30 days or until rectified:
    - Personal purchase(s) without immediate reimbursement

- Allowing use of the Foundation Card by an individual other than the Cardholder
- Use of the Foundation Card to commit or facilitate an act that violates state or federal law
- **Violation Suspension** – The Foundation Card will be suspended for 30 days after a Cardholder commits three violation within six months of one or more of the following:
  - Purchasing a prohibited item
  - Failure to comply with the Foundation Credit Card Program Policy and Procedures including submission of all required documents
- **Late Submittal of Foundation Card Reconciliation Packet** – The entire reconciliation packet is due to Foundation Accounting Services within ten (10) business days after the billing cycle end date. If the reconciliation packet is not received within this time period, the packet is considered outstanding and the following will take place:
  - The Cardholder and Approving Official will receive an email notification.
  - A Cardholder with an outstanding reconciliation packet of 30 days or more will have their Foundation Card suspended until all outstanding packets or pending issues have been received/resolved<sup>1</sup>.
- **Escalate to Division Head** – A Cardholder with outstanding violations will be given a 60-day grace period to rectify all issues before violations are brought to the attention of the Division Head for resolution.
- **Foundation Card Reinstatement** – A Cardholder’s foundation card will be reinstated once all documents have been received and approved by Foundation Accounting Services.

## 16. Purchase(s) Under Campus Policies and Presidential Directives

- a. The procurement of particular goods and services may fall under guidelines and restrictions outlined in other CSFPF, CSUF, or CSU policies, such as Asset Tagging, IT, Travel, etc. and Presidential Directives.

## **17. Using Foundation Card for Travel**

- a. All business-related travel must be approved through a Travel Authorization before incurring any business-related travel expenditures with a Foundation Card.
- b. Expenditures for travel-related purchases could only be made in accordance with CSFPF, CSUF, and CSU Travel Policies. Any travel-related purchases not allowed by the Travel Policies and Guidelines is considered an unauthorized purchase.
- c. Any unauthorized travel expenses made by the Cardholder is considered a personal expense and will require reimbursement.
- d. Leaving the campus to conduct authorized University business is considered travel and is subject to all University Travel Policies. Though not inclusive of the following types of purchases, which have a travel component:
  - Food pick-up for an authorized University event (an event paid for with University Funds and an approved Hospitality (D11) Documentation and Approval Form.)
  - Errands such as picking up office supplies, event supplies, small equipment, and accessories, etc.
  - A business meal at a restaurant.
  - Off-campus University events (department retreat, professional development, awards banquet, etc<sup>1</sup>.)

## **18. Information Technology Commodities and Services**

- a. All Electronic & Information Technology (E&IT) commodities and services, which exclude consumable technology supplies, are restricted items and require IT approval.
- b. The Foundation Card may not be used to purchase any software, including software accessed online, unless it has been first authorized by IT and then approved in advance by the Foundation.



- c. Only the Foundation can authorize agreements and contracts. If there is a contract/agreement involved with an E&IT purchase or a free trial, please contact the Foundation via email for approval.
- d. Any E&IT purchase(s) made without IT authorization is a violation and considered a prohibited purchase<sup>1</sup>.

## 19. Revocation of Foundation Card

- a. After the Foundation Card is suspended three (3) times, the card may be revoked. When a Foundation Card is revoked, the Cardholder, Approving Official, and Division Head (or Designee) are notified in writing.
- b. The Cardholder may appeal the revocation to Foundation Accounting Services. All appeals must be in writing and submitted within two (2) weeks of notification.
- c. The Foundation reserves the right to revoke any card for any policy and procedure violation without notice to the Cardholder or the Approving Official<sup>1</sup>.

## 20. Foundation Card Process

- a. **New Cardholders** – New Cardholders must complete and submit an application with appropriate signatures to the Foundation in CP-850. All new Cardholders must attend a mandatory Foundation Card training and review and sign the Foundation Card Program documents before the card's issuance.
- b. **Monthly Spending Limit** – The monthly spending limit is requested by the Approving Official up to \$3,000 and set by the Foundation at the time of card issuance.
  - Monthly limits may be permanently or temporarily changed through the Foundation Card Revisions Request Form.
  - A temporary increase is set for a maximum of two (2) billing cycles.
  - A credit limit of \$500 to \$3,000 with a single purchase limit between \$100 to \$500 may be requested. A credit limit above \$3,000 will need justification and approval by CSFPF CFO.

- c. **Changes/Revisions to a Foundation Card** – Any change/revision to a Foundation Card account can be requested by submitting a Foundation Card Revisions Request Form to the Foundation in CP-850. Changes may include but are not limited to:
- Default account
  - Department (see Section 19. Separation/Change of Cardholder's Position)
  - Spending Limits
  - Contact Information (email, phone number, etc.)
  - Name
  - Delegate
  - Approving Official
- d. **Approving Foundation Card Changes/New Accounts** – Any change(s) to a Foundation Card or the creation of a new account must be approved by one of the following MPP positions:
- Division Head (President or Vice President)
  - College Dean
  - Associate Vice President
  - Division or College Financial/Budget Manager<sup>1</sup>

## 21. Replacement of Foundation Card

- a. **Reporting a Foundation Card Lost or Stolen** – The Cardholder will immediately contact the bank provider as well as notify the Foundation by email. The bank provider will issue a new card automatically. The Cardholder will be contacted when the replacement card is available for pick up.
- b. **Replacement of Worn/Defective Cards** – If a Foundation Card needs to be replaced because it is worn or defective, an email from the Cardholder to the Foundation requesting the replacement must be submitted. The worn/defective card needs to be returned when the replacement card is

picked up. The Cardholder will be contacted when the replacement card is available for pick up<sup>1</sup>.

## **22. Non-use of a Foundation Card**

- a. When a Foundation Card is not used, it creates a potential risk to the Foundation and University. Based on this risk, the following is implemented:
  - A Foundation Card that is not used for 12 consecutive months is subject to being closed by the Foundation. Notice will be sent to the Cardholder and Approving Official with a date of closure and instructions to request that the account remain open. The account's status and request to remain open are subject to Foundation Accounting Services' approval.
  - After 22 consecutive months of an account not being used, the Foundation Card may be automatically closed by the Foundation<sup>1</sup>.

## **23. Canceling a Foundation Card**

- a. A Foundation Card may be canceled by an email sent to the Foundation from the Cardholder, Approving Official, College Dean, Division Head or their Designee.
- b. The canceled Foundation Card must be cut up in two (2) or more pieces and forwarded to the Foundation Accounting Services (CP 850) in a sealed envelope.
- c. The Approving Official is responsible for ensuring that all documents are submitted, including any outstanding monthly Foundation Card reconciliation packets or other documents<sup>1</sup>.

## **24. Separation/Change of Cardholder's Position**

- a. The official CSUF Separation and Clearance process will notify CSFPF of a Cardholder's separation. Within two (2) business days CSFPF will notify the Approving Official and separating Cardholder of the following:

- The separating Cardholder must return the Foundation Card issued in their name to CSFPF in CP-850. *(Note: The Foundation Card must be cut in two (2) or more pieces before it is returned to CSFPF.)*
  - The Approving Official and separating Cardholder will be notified of all outstanding card charges that must be reconciled and submitted to CSFPF prior to the Cardholder's separation. In addition, the Approving Official and separating Cardholder will be informed of any pending or outstanding Foundation Card Reconciliation packets and reimbursements.
- b. It is the Approving Official's responsibility to ensure the separating Cardholder's documents are submitted, including any outstanding monthly Foundation Card Reconciliation packets, reimbursements (if applicable), and other documents before the employee's final date of employment<sup>1</sup>.
  - c. If there is a change in the Cardholder's position (i.e., Cardholder transfers to a different department, no longer making purchases for the assigned/authorized department), the Approving Official and Cardholder are to notify CSFPF in writing as soon as possible but no later than effective date of change. In no instance should the Foundation Card continue to be used after the change in the Cardholder's position. The Approving Official's responsibility to ensure the transferring Cardholder's documents are submitted, including any outstanding monthly Foundation Card Reconciliation packets, reimbursements (if applicable), and other documents before the employee's final date before transferring<sup>1</sup>.

## **25. Foundation Card Exception**

- a. Exceptions to the Foundation Credit Card Program Policy will be considered on a case by case basis.
- b. Exceptions to the policy must be approved through the CSFPF Exceptions to Policy Form process prior to any purchases/payments are made.
- c. Under no circumstances may an exception deviate from the CSFPF Account Agreement.

## **POLICY REFERENCES:**

[<sup>1</sup>CSUF Procurement Card Program Policy Manual](#)

[<sup>2</sup>CSUF Environmental Health & Safety](#)

[<sup>3</sup>CSUF Contracts and Procurement Policy](#)

[<sup>4</sup>CSUF IT Purchasing Policy](#)

[<sup>5</sup>CSUF Travel Policy and Procedures](#)

[<sup>6</sup>CSFPF Policies and Procedures](#)

[<sup>7</sup>CSFPF Procurement Policy](#)

[<sup>8</sup>Presidential Directive 11 Guidelines](#)

[<sup>9</sup>CSU Procurement Cards; Executive Order \(EO\) 760](#)