
FOUNDATION CREDIT CARD PROGRAM POLICY & PROCEDURES

CATEGORY:	Procurement and Accounts Payable	POLICY #:	TBD
IMPLEMENTATION DATE:	July 1, 2015	UPDATE DATE:	June 6, 2025

PURPOSE

This policy ensures 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 Contracts and Procurement Policy, 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 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 as a part-time or full-time faculty or staff member with an appointment of 12 months or greater.
 - b. Eligible personnel must provide a business justification for a Foundation Card and obtain approval from the requestor's appropriate

administrator/manager (Approving Official.) Additionally, the requestor will need the college or division's highest-ranking delegation of authority (i.e., Deans, Vice Presidents, President, or designees on file with the Foundation) to authorize their Foundation Card request.

- c. Eligible personnel must complete and submit a Foundation Card Application to CSFPFCard@fullerton.edu, for CSFPF's review and approval.
- d. The following personnel is not eligible for a Foundation Card:
 - Temporary Staff with an appointment of fewer than 12 months
 - Temporary employees from staffing agencies
 - Consultants
 - Retired Faculty/Staff members
 - Student Assistants or Graduate Students
 - Volunteers
 - Associated Students, Inc. (ASI) employees and Auxiliary Services Corporation (ASC) employees

2. Accountability

- a. Under no circumstances may an individual be delegated authority to approve expenses they incur, nor may a subordinate approve expenses incurred by their supervisor. The exception to the latter is the approval of the President's expenditures by the Vice President for Administration and Finance/Chief Financial Officer (CFO)⁷.
- 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 typically costing \$1000 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 purchases¹. Failure to comply will result in suspension or revocation of the Foundation Card and 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 who 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 must take the initial Foundation Card training and biennial thereafter.
- c. CSFPF may require additional training for Cardholders and Approving Officials violating this policy.
- d. Non-compliance with training requirements will lead to suspension of the Foundation Card¹.

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 CSFPF before the submittal of the Foundation Card Reconciliation Packet.
 - Ensure purchases of any restricted items have been adequately justified and documented.
 - Confirm the 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 CSFPF within ten (10) business days of the cardholder receiving the monthly statement.
 - Follow-up with Cardholder on untimely reimbursements, outstanding reconciliations, or documentation required by Foundation.
- b. To ensure compliance with Foundation Credit Card Program Policy, the Approving Official is responsible for reviewing the Cardholder's

transactions before providing an approval signature. Once the Approving Official approves expenses, the Approving Official becomes accountable for the Cardholder's transactions unless corrective actions have been made and noted in the Cardholder's Foundation Card Reconciliation Packet or communicated to CSFPF.

6. Cardholder Responsibilities

- a. It is the Cardholder's responsibility to ensure the Foundation Card is used in accordance with program policy and that all purchases comply with CSFPF, CSUF, and CSU policies and procedures.
- b. It is the Cardholder's responsibility to secure authorization from the respective account holder to allocate expenses to the appropriate Foundation account when multiple accounts are charged to their card. This authorization must be obtained prior to submitting the reconciliation packet to the Foundation.
- c. The Cardholder is required to inform the Foundation about any changes to their Approval Official through the [Foundation Card Revision Request Form](#).
- d. **Conflict of Interest** – A Cardholder is delegated a limited purchasing authority on behalf of the Foundation and University. The Cardholder is responsible for ensuring 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 the 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.

- e. **Security of Foundation Card** – CSU Policy categorizes the Foundation Card account number and the Cardholder’s name 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 ensure that the credit card account number is safeguarded at all times. Under no circumstances is the Cardholder’s credit card account number shared, copied, transposed, or compromised.
 - Only the last four (4) digits of the credit card account number may be visible when submitting Foundation Card documents or corresponding via email with the CSFPF. Submitting more than the last four digits exposes the credit card account number to potential fraud and violates CSU policy.
- f. **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
- g. **Reconcile Transactions** – The Cardholders will be responsible for reconciling and providing a detailed 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 responsibility¹.

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 reconciling Foundation Card transactions. 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 are taken to assist in the completion of the Foundation Card Reconciliation 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.)
 - According to University and Foundation Travel Policies and Procedures, travel expenditures are appropriate and have been incurred 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 CSFPF before the submittal of the Foundation Card Reconciliation Packet.
 - Purchases of any restricted items have been adequately 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 Form¹.

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 trip⁴)
- Meals while on travel (except with official University guest(s) according to Hospitality (D11) Guidelines⁷)
- Unapproved travel expenses (an issued travel authorization number is required before a purchase is made⁴)
- CSUF Facilities Operations Services (installed carpet, cleaning, painting, etc.)
- Rent and utility payments
- Leases, maintenance, and repair agreements
- Payments to a campus department/unit or auxiliary unless noted under [CSUF's Authorized Service Providers](#)
- 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 CSFPF (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)
- Fines, late fees, penalties, interest, and finance charges
- Costco, Sam's Club, Amazon Prime memberships, or other similar personal memberships
- 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 CSFPP/CSUF, such as advertisement
- Unapproved Hospitality (D11) categorized expenses
- Hazardous materials (see Procurement of Hazardous Materials section for exception²) 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 purchase, that the merchant has split 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 CSFPP, CSUF, and CSU Policies and Procedures¹.

9. Procurement of Hazardous Materials

- a. Only materials referenced in [CSUF's Environmental Health & Safety \(EHS\) preapproved lists](#) may be charged to a Foundation Card².
- b. All other chemicals and hazardous materials not listed on the CSUF's EHS preapproved lists are prohibited and will require either EHS approval before purchased on the Foundation Card or EHS pre-approval and a purchase requisition as established by EHS².

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, detailed justification/business purpose, and a mailing list that includes the addressee, affiliation, and address can be provided as part of the expense reconciliation.

- c. Shipping cost may be charged to the Foundation Card when a receipt, detailed justification/business purpose, and a mailing list that includes the 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 CSFPF.
- c. Purchases requiring a contract, agreement, memo of understanding, etc., must be signed by CSFPF and CSUF's Contracts and Procurement Department, which are authorized to enter into contracts on behalf of the University. Unauthorized signers entering into an agreement may be held personally liable.
- d. Preapproved service charges or fees from third-party vendors associated with CSFPF operational expenses only, including the annual filing service fee, are permitted to be charged to the Foundation card without a signed agreement, provided the amount does not exceed \$10,000 and a clear business purpose or justification is documented.

12. Purchases from International Vendors

- a. Except for approved international travel, all purchases made from foreign/international vendors are prohibited unless authorized by CSFPF in advance¹.

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
- Itemized receipt(s)/invoice(s) or CSFPF Lost/Missing Receipt Form - itemizing each item purchased
- [Hospitality Justification Form \(D11\)](#) with required documentation (if applicable)
- Other supporting or authorizing documents¹

c. **Foundation Card Reconciliation** - A Foundation Card Reconciliation Form identifying the Cardholder, itemized expenses, detailed 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.
 - Detailed justifications/business purposes should provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.
 - Such details should include (when applicable) who, what, when, where, and why. Additionally, abbreviations or acronyms should not be used for a detailed purpose.
- 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 the Fraudulent Charges section for details.)

- All travel expenditures are appropriate and have been incurred in connection with officially approved University business travel.
 - Purchases are made and received on behalf of the department as operation support and used by department faculty/staff.
 - No personal purchases have been made. If personal or disallowed purchases are made in error, reimbursement paperwork or a copy of the Foundation 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 [University 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 applicable¹. (*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 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.
 - Detailed justifications/business purposes for every line item on a receipt or invoice should provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.
 - Such details should include (when applicable) who, what, when, where, and why. Additionally, abbreviations or acronyms should not be used for a detailed purpose.
 - If a receipt or invoice is not itemized, the Cardholder must request

itemized details from the vendor or provide the itemized information on a CSFPF Lost/Missing Receipt 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: Misused instances of lost or missing receipts may result in the suspension of the Foundation Card.)
- 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.
- The Foundation will accrue local sales tax 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 card. In addition, the Cardholder should take the following actions:
- The Cardholder must immediately alert CSFPF of the disputed charge(s) and forward a copy of all paperwork.
 - Any difficulties should be communicated to CSFPF promptly.
- g. **Due Date** – The Foundation Card Reconciliation Packet, which includes Foundation Card Reconciliation Form, bank statement, receipts/invoices, and corresponding documents, is due to Foundation via ServiceNow, within ten (10) business days of the cardholder receiving the monthly statement.

14. Fiduciary Responsibilities

- a. The Foundation Card represents an official delegation of purchasing authority. Therefore, Cardholders, Approving Officials, and Account Authorized Signers have a fiduciary responsibility to uphold all university policies and procedures.
- b. Cardholders will be held personally liable for any inappropriate or unauthorized transactions violating 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 standards¹.

15. Enforcement of Foundation Credit Card Program Policy

- a. The Foundation conducts regular audits of Foundation Card purchases to ensure compliance with the Credit Card Program Policy and Procedures. Non-compliance may lead to suspension or revocation of the Foundation Card.
- b. The following actions are considered violations and may result in the immediate suspension of the Foundation Card for a minimum of 30 days or until all outstanding reconciliation packets or unresolved issues are addressed:
 - Making personal purchases without immediate reimbursement.
 - Purchasing prohibited items (refer to Section 8: Prohibited Expenditures).
 - Allowing someone other than the Cardholder to use the Foundation Card.
 - Using the Foundation Card to commit or facilitate activities that violate state or federal law.
 - If individuals do not complete the required training within 90 days, the Foundation will suspend their card until it is completed.
 - Failing to adhere to the Foundation Credit Card Program Policy and Procedures, including the timely submission of required documents.
 - Submitting the reconciliation packet late—the packet must be provided to CSFPF within 10 business days of receiving the monthly statement. Late submissions are marked as outstanding, and both the Cardholder and Approving Official will be notified via email.
 - Submitting an incomplete reconciliation packet—if all required documents or information are not submitted within 10 business days of receiving the request, it will be considered a violation.

- Misused instances of lost or missing receipts may result in the suspension of the Foundation Card.
- c. **Violation Suspension:** A Foundation Card will be suspended for 30 days or until all issues are resolved if the Cardholder commits three violations within 12-month period based on the criteria listed in Section b.
- d. **Escalation to Division Head:** Cardholders with unresolved violations will have a 60-day grace period to address outstanding issues before the matter is escalated to the Division Head for resolution. Once escalated, the cardholder's Foundation Card will remain suspended until all outstanding issues are fully resolved.
- e. **Foundation Card Reinstatement:** The Foundation Card will only be reinstated once all required documents are submitted and approved by CSFPF.

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

- a. Procuring 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 are considered as unauthorized.
- c. Any unauthorized travel expenses made by the Cardholder are considered personal expenses and will require reimbursement.

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 pre-approval.
- b. The Foundation Card may not be used to purchase any software,

including web-based software, unless it has been preauthorized by IT and approved in advance by the Foundation.

- c. Only the Foundation can authorize agreements and contracts. Contact the Foundation via email for instructions and approval of the E&IT purchase/free trial contract/agreement.
- d. Any E&IT purchase(s) made without IT authorization is a violation and a prohibited purchase¹.

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 CSFPF. All appeals must be in writing and submitted within two (2) weeks of notification.
- c. The Foundation reserves the right to revoke a Foundation Card for any policy and procedure violations without notice to the Cardholder or the Approving Official¹.

20. Foundation Card Process

- a. **New Cardholders** – New Cardholders must complete and submit an application with appropriate signatures to the Foundation at CSFPFCard@fullerton.edu. In addition, all new Cardholders must complete the mandatory Foundation Card training and review and sign the Foundation Card Program documents before issuance.
- b. **Monthly Credit Limit** – The Approving Official requests the monthly credit limit up to \$500, and the Foundation sets the authorized credit limit at the time of issuance.
 - Monthly limits may be permanently or temporarily changed through the [Foundation Card Revisions Request Form](#).
 - A temporary increase is required a signature from the Division Head or their designee, along with supporting documentation such as such as a purchase order, invoice quote, contracts, or a travel authorized form etc.
 - A temporary increase is set for a maximum of two (2) billing cycles.
 - A credit limit above \$500 will require a detailed justification and

supporting documentation for CSFPF to consider authorization of the request.

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/Approving Official Acknowledgement Form/Foundation Card Delegation of Authority Form to the Foundation at CSFPFCard@foundation.edu. Changes may include but are not limited to:

- Default account
- Department (see Separation/Change of Cardholder's Position section for details)
- 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 Manager¹

e. For Foundation Card changes or new accounts approved by MPP positions above 20 d, final approval must be obtained from the Foundation CFO or their designated representative.

21. Replacement of Foundation Card

a. **Reporting a Foundation Card Lost or Stolen** – The Cardholder will immediately contact the bank provider and notify the Foundation at CSFPFCard@fullerton.edu. The bank provider will issue a new card automatically. The Cardholder will be contacted when the replacement

card is available for pick-up. The Cardholder must submit the completed Foundation Card Issuance Form when picking up the card.

- 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 requesting replacement must be submitted to CSFPFCard@fullerton.edu. 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-up¹. The Cardholder must submit the completed Foundation Card Issuance Form when picking up the card.

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, a Foundation Card not used for 12 consecutive months will be reviewed for potential closure or limit reduction as necessary.

23. Canceling a Foundation Card

- a. The Cardholder, Approving Official, College Dean, Division Head, or their Designee may cancel a Foundation Card anytime by emailing CSFPFCard@fullerton.edu.
- b. The Approving Official is responsible for ensuring that all documents are submitted, including any outstanding monthly Foundation Card Reconciliation Packets or other documents¹.

24. Separation/Change of Cardholder's Position

- a. The official CSUF Separation and Clearance process will notify CSFPF of a Cardholder's separation. In addition, 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 employment¹.
- 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 at CSFPFCard@foundation.edu as soon as possible but no later than the effective date of the change. In no instance should the Foundation Card continue to be used after the change in the Cardholder's position. The Approving Official is responsible for ensuring the 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 transferring¹.

25. Foundation Card Exception

- a. Exceptions to the Foundation Credit Card Program Policy will be considered case-by-case.
- b. Exceptions to the policy must be pre-approved through the CSFPF Exceptions to Policy Form process prior to any purchases/payments are made
- c. The [Exceptions to Policy Form](#) must be approved by the Foundation CFO.
- d. Under no circumstances may an exception deviate from the CSFPF Account Agreement.

26. Foundation Card Control and Compliance

- a. The Foundation will record monthly credit card payments with cardholder expenses in the general ledger to maintain transaction accuracy and resolve any discrepancies. Outstanding unreconciled balances should be reviewed monthly and reported to the current Foundation account holder for resolution or write-off following Foundation accounting practices.
- b. The Foundation is responsible for documenting and tracking any personal expenses charged to the card, recording these amounts in the review

suspense account as soon as the cardholder's packet is entered into the general ledger. Monthly reconciliations should be conducted to ensure accurate tracking and reporting of these activities, in compliance with Foundation accounting standards.

- c. Foundation personnel is responsible for maintaining an up-to-date list of active cardholders by receiving notifications from the CSUF employee system regarding employee separations.
- d. Foundation personnel is responsible for conducting an annual evaluation of cardholder credit limits by reviewing 12 months of activity. This process involves reducing credit limits and canceling or suspending inactive cards in compliance with the Foundation Credit Card Policy. The results of this review, along with any adjustments made, will be documented.
- e. Foundation personnel is responsible for conducting a monthly review of training records for all cardholders, approving officials, and assigned delegates to verify that all required training is completed and current (within the last two years). If individuals do not complete the required training within 90 days, the Foundation will suspend their card. Additional training should be communicated and provided as needed, and an annual audit of credit card training records must ensure compliance with current requirements.
- f. Foundation personnel is responsible for identifying all credit card program policy violations during monthly packet reviews, including late submission of reconciliation packets and information as required per policy. They will maintain a log of these violations and bring them to the cardholder's attention, ensuring that appropriate sanctions are applied in accordance with the Foundation Credit Card Policy.
- g. Foundation personnel is responsible for providing monthly report of IT assets and equipment purchased with Foundation funds, along with supporting purchase documentation, to the University and the campus Asset Management Office (AMO). AMO and the university will be responsible for tagging, tracking, capitalizing, and inventorying these assets.-
- h. Foundation personnel is responsible for retaining Foundation Credit Card documents for four fiscal years according to the CSU record retention schedules to ensure compliance.

27. Foundation Card Compliance Review

- a. Foundation management will perform a quarterly review of the active cardholder list and check for employee separation to ensure all records are

current and to address any issues related to cardholder separations.

- b. Foundation management will perform a quarterly review of training compliance to ensure that individuals who are non-compliant have their cards suspended as necessary
- c. Foundation management will perform a quarterly review of cardholder violations to ensure that proper sanctions are applied as needed.

POLICY REFERENCES:

[¹CSUF Procurement Card Program Policy Manual](#)

[²CSUF Environmental Health & Safety](#)

[³CSUF IT Purchasing Policy](#)

[⁴CSUF Travel Policy and Procedures](#)

[⁵CSFPF Policies and Procedures](#)

[⁶CSFPF Procurement Policy](#)

[⁷Presidential Directive 11 Guidelines](#)

[⁸CSUF's Authorized Service Providers](#)