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## Overview

This business process guide demonstrates how to reconcile your monthly ProCard statement, print your report and view your transactions and history. The ProCard module within the Common Finance System (CFS) is used to record detailed descriptions of ProCard charges, make adjustments to chartfield distributions, and review historical data.

ProCard university credit cards are issued to employees who have the responsibility of ordering goods for their department. Cardholders and their Approving Officials are to refer to the [Procurement Card Handbook](#) for program guidelines.

Once a month, USBank produces a file of all ProCard charges made for that specified time period. That file is loaded into the CFS ProCard module by Operations, Support, and Innovations (OSI). After the file is downloaded, cardholders are notified by the ProCard via email that their statements are ready for review. Due dates for ProCard statement processing are as follows:

1. On or about the 15<sup>th</sup> of each month, cardholders are notified via email that their ProCard statements are ready for reconciliation in CFS.
2. By the 3<sup>rd</sup> day after statements are loaded, cardholders must have reconciled their ProCard statements in CFS and save their ProCard Statement and receipts/backup documentation into one file.
3. By the 5<sup>th</sup> day after statements are loaded, Cardholders and their Approving Officials must electronically sign the ProCard Statement in Adobe Sign. The completed and signed ProCard reconciliation, matching receipts/backup documentation are submitted to the shared Google Drive.

The current schedules for Procard/DBC can be found below:

- [ProCard 2023 Schedule](#)
- [Declining Balance Card 2023 Schedule](#)

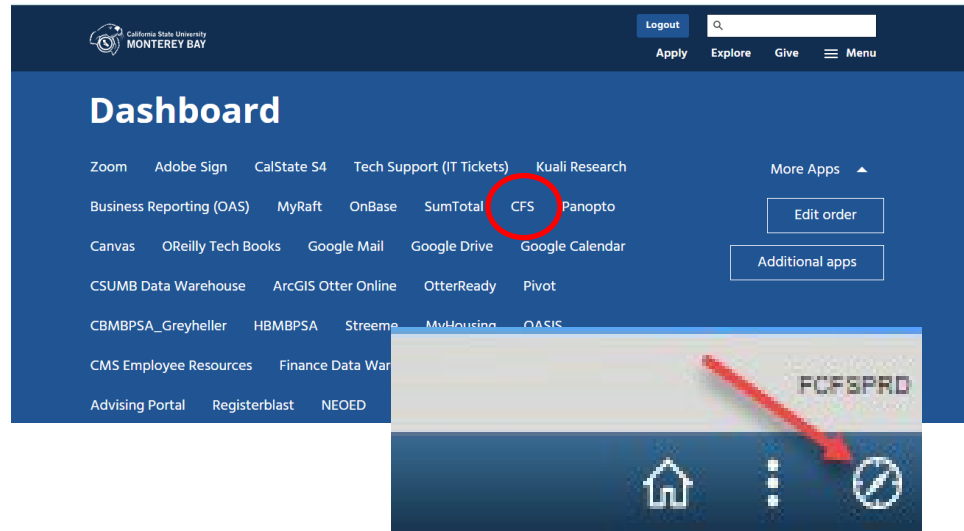
## Training


The Cardholder is **required** to complete Procurement Card Training with the Program Administrators. This session provides an overview of policies/guidelines related to the university as well as the services they provide to the campus. The Cardholder may have to be granted access to the CFS system if not already set up, by submitting a [DAR form](#) to Operations Support and Innovations (OSI) at [osi@csumb.edu](mailto:osi@csumb.edu).

## Section 1: Reconcile ProCard

This section demonstrates searching for your ProCard statement, adding detail descriptions to each of the transactions, and changing chartfields/creating split chartfields, if needed.

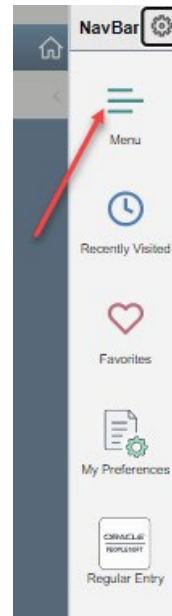
1. Log into CFS from the CSUMB Dashboard.



2. After successfully logging into CFS, click the  **NavBar** icon in the homepage.

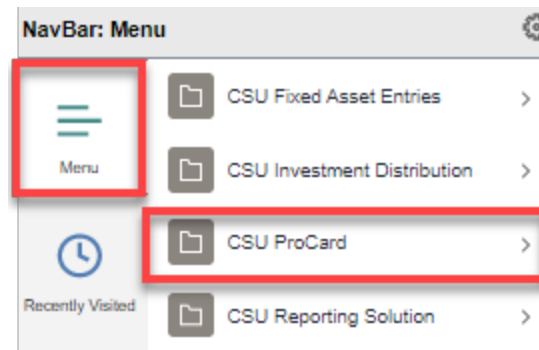
NavBar menu displays.

3. Click on the

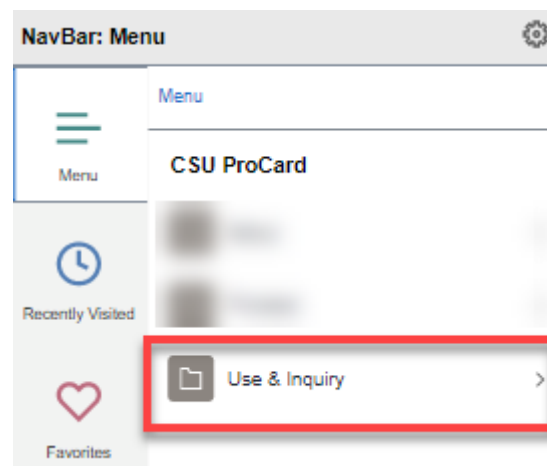


The Navigator menu displays the modules a user has access to.

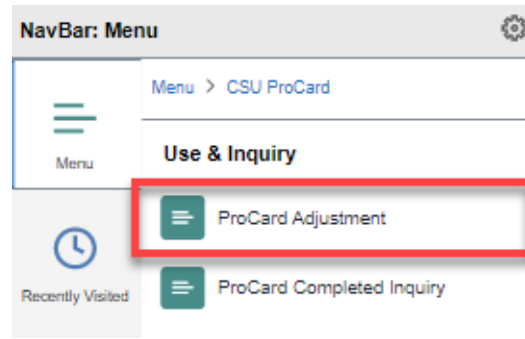
4. Select **CSU ProCard** module.



5. In the CSU ProCard module, select **Use & Inquiry**.



6. In Use & Inquiry, select **ProCard Adjustment**.



The ProCard Adjustment page displays.

7. Enter criteria:

- **Business Unit:** MB000
- **Origin:** Enter **USB** for ProCard
- **Last Name:** Enter cardholder's last name.
- **First Name:** Enter cardholder's first name (optional).

8. Click the **Search** button.

9. Search results will be displayed oldest to newest. Click **Invoice Date** to update filter to newest populating first.

If your search produces multiple results, click the hyperlink for the name or statement you wish to view.

## ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all v

Find an Existing Value

**Search Criteria**

Business Unit =  🔍

Origin begins with  🔍

Invoice Date =  📅

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

[View All](#) ⌵ ▶ ▶▶

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
MB000	USB	04/21/2011	██████	██████	PC ██████	██████
MB000	USB	04/21/2011	██████	██████	PC ██████	██████
MB000	USB	05/21/2011	██████	██████	PC ██████	██████

**ProCard Adjustment page displays.**

**Sections:**

- The **Header** provides basic information about the statement such as the origin, Cardholder's name and Otter ID login #, Invoice #, Invoice date, and Statement total.
- **Attachments:** Do not attach any documents. This feature is not used by CSUMB.
- **Transactions:** Displays the charges posted to the statement. Information includes the supplier name, transaction date, merchandise amount and a general description.

ProCard Adjustment

Business Unit: MB000
ProCard Origin:  
Name:   #L

Invoice: DB10230002
Invoice Date: 10/09/2023
Total: 54.71
[Process Monitor](#)

**Attachments**

Add Attachment
Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

**Transactions** 1 of 1 | View All

Supplier Name: ERAC TOLL 561802685
State: NJ
 Reconciled

Transaction Date: 09/18/2023
Merchandise Amount: 54.71

Description: Tolls fees from travel to Burlington, VT 7/11-7/16/2023

199 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	MB000	606810	TL003	1148				54.71	+	-

Save
Return to Search
Previous in List
Next in List

## Transactions section-

10. **Description:** (Required).  
Delete data in this field and add your description of what was purchased.

The Description field can be used to include information such as:

- product description if receipt description is vague
- activity name/description
- business purpose for purchase
- Event name this purchase went toward

**Note:** For Catering or ANY food expense, including pre-packaged food attaching a [Catering/Food Expense Form](#) to monthly reconciliation packet is **REQUIRED**.

**Disputed Checkbox:** Select box only if you are disputing a charge with US Bank. Please select **AFTER** you have contacted US Bank.

It is the cardholder's responsibility to report questionable or fraudulent charges to the bank.

**All other checkboxes:** Select other checkboxes as applicable to the charge.

Transactions

Supplier Name: ASSOCIATION OF OUTDOOR State: MI  Reconciled

Transaction Date: 09/29/2023 Merchandise Amount: 500.00

Description: AORE Conference Registration  
226 characters remaining

Reference #:

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

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				500.00	+	-

Save Return to Search Previous in List Next in List

- **Distribution:** The default chartfields displayed are ones specified by cardholder in their ProCard application.

The chartfield string are:

- **Account** (Required)
- **GL Business Unit** [MB000] (Required)
- **Fund** (Required)
- **DeptID** (Required)
- **Program** (Optional)
- **Class** (Optional)
- **Project** (Optional)

If needed, change the chartfield information. The change can be a split distribution if there is more than one chartfield string paying the expense.

11. By default, one transaction displays. To review next

transaction, click the **Right Arrow** icon

or

to see all charges for the statement, click the **View All** hyperlink.

Transactions

Supplier Name: ASSOCIATION OF OUTDOOR State: MI  Reconciled

Transaction Date: 09/29/2023 Merchandise Amount: 500.00

Description: AORE Conference Registration

Reference #:

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

**Distribution**

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				500.00	+	-

Save Return to Search Previous in List Next in List

Transactions

Supplier Name: ASSOCIATION OF OUTDOOR State: MI  Reconciled

Transaction Date: 09/29/2023 Merchandise Amount: 500.00

Description: AORE Conference Registration

Reference #:

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

View All




**Field Description List: ProCard Adjustment page (above)**

Field Name	Description
<b>Business Unit</b>	MB000
<b>ProCard Origin</b>	USB
<b>Invoice Date</b>	The billing statement date.
<b>Total</b>	The total amount for the ProCard used in this billing cycle.
<b>Vendor Name</b>	The vendor who was paid for this transaction.
<b>Transaction Date</b>	The date of the charge.
<b>Merchandise Amt</b>	The amount of the charge for each transaction.
<b>Description</b>	<p>A description of what goods were purchased. This is a required field.</p> <p>The Description field should be used to include information such as product description if receipt description is vague and business purpose or justification for purchase.</p>
<b>Disputed (Checkbox)</b>	<p>This is for informational purposes only. Select this checkbox only if you are disputing this charge. The disputed charge will still be paid. It is the responsibility of the cardholder to obtain a credit from the vendor.</p>
<b>Distribution</b>	<p>This is the default chartfield string requested by the cardholder. The cardholder may make changes to any of the chartfields during the ProCard reconciliation.</p>

**Create a Split Distribution (if applicable):**

15. Scroll down to the **Distribution** section of the appropriate transaction.

16. Click the  **Add** icon on the distribution line.

**Note:** To delete a line, click  **Minus** icon.

**Distribution Line 2 added.**

17. To view all lines of the split distribution, click the **View All** hyperlink.



18. Enter the chartfields for the second distribution.

**Enter the Distribution Amount.**





**Note:** The sum of Distribution Amount has to equal the Merchandise Amount.

19. Click the **Save** button.

**Distribution**

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				500.00		

**Distribution**

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				500.00		
2	MB000							0.00		

**Transactions**

Supplier Name: ASSOCIATION OF OUTDOOR State: MI  Reconciled

Transaction Date: 09/29/2023 Merchandise Amount: 500.00





Description: AORE Conference Registration

Reference #:

Equipment  Tax  Registration  Printing/Promo  Computer


Service  Hospitality  Other  Disputed  Travel

**Distribution**


	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	MB000	660009	TL003	1148				450.00		
2	MB000	660090	TL003	1148		10001		50.00		

## Section 2: Save ProCard Statement

This section demonstrates how to save the ProCard Statement for Cardholder's and Approving Official's electronic signature.

1. In the ProCard Adjustment page, click the  **Printer** icon.

ProCard Adjustment


Business Unit: SJ000 ProCard Origin: USB Name: [REDACTED] # [REDACTED]  
Invoice: PC [REDACTED] Invoice Date: 08/22/2022 Total: 758.41  [Process Monitor](#)

Attachments

[Add Attachment](#) Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

2. Click the **Process Monitor** hyperlink.

ProCard Adjustment

Business Unit: SJ000 ProCard Origin: USB Name: [REDACTED] # [REDACTED]  
Invoice: PC [REDACTED] Invoice Date: 08/22/2022 Total: 758.41  [Process Monitor](#)

Attachments

[Add Attachment](#) Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

*The Process List page displays.*

3. Click the **Refresh** button every few seconds until:
  - Run Status is **Success**.
  - Distribution Status is **Posted**.
4. Click the **Details** hyperlink.

Process List Server List

View Process Request For

User ID: 80 [REDACTED] Type: [REDACTED] Last: [REDACTED] 1 Days [Refresh](#)  
Server: [REDACTED] Name: [REDACTED] Instance From: [REDACTED] Instance To: [REDACTED] [Clear](#)  
Run Status: [REDACTED] Distribution Status: [REDACTED]  Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	24537174		SQR Report	CSUP0008	80 [REDACTED]	12/08/2022 10:04:03AM PST	Success	Posted	<a href="#">Details</a>	▼ Actions

**The Process Detail page displays.**

5. Click the **View Log/Trace** hyperlink.

### Process Detail

#### Process

Instance	24537174	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

#### Run

Run Control ID	002
Location	Server
Server	PSUNX
Recurrence	

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

#### Date/Time

Request Created On	12/08/2022 10:04:03AM PST
Run Anytime After	12/08/2022 10:04:03AM PST
Began Process At	12/08/2022 10:04:22AM PST
Ended Process At	12/08/2022 10:04:36AM PST

#### Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)

**The View Log/Trace displays.**

6. Click the **PDF** document hyperlink.

### View Log/Trace

#### Report

Report ID	14861019	Process Instance	24537174	<a href="#">Message Log</a>
Name	CSUPO008	Process Type	SQR Report	
Run Status	Success			

#### ProCard Statement

#### Distribution Details

Distribution Node	FCFSPRD	Expiration Date	<input type="text" value="01/22/2023"/>
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#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CSUPO008_24537174.log</a>	1,796	12/08/2022 10:04:36.128809AM PST
<a href="#">csupo008_24537174.PDF</a>	8,184	12/08/2022 10:04:36.128809AM PST
<a href="#">csupo008_24537174.out</a>	333	12/08/2022 10:04:36.128809AM PST

**The ProCard statement displays.**

- In web browser, either print or save report to your computer as a PDF.

**Cal State Univ - Monterey Bay  
US Bank ProCard**

Business Unit: MB000	Invoice Number: PC
Account Name:	Invoice Date: April 18, 2023
Origin: USB	Total Amount: \$ 7,222.43

Tran	Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upd By	Upd Dt	Disp	Recon
				Distrib Ln#	BU/GL				Prgm			Amount				
1	03/21/23	FRIPTY	TX	4,039.20	Supplies - SLP national Praxis exam, study guides	660003	TH001	1026	H12			4,039.20				
				1	MB000	660003	TH001	1026	H12			4,039.20				
												Total Distribution				
2	03/22/23	CSU-MBCATERING	CA	79.96	catering -Science Illustration program review	660828	TH001	1026	G02			79.96				
				1	MB000	660828	TH001	1026	G02			79.96				
												Total Distribution				
3	03/24/23	IN *NATIONAL STUDENT EXCH	IA	618.20	NSE Students placed in March 2023 conference	660009	TP158	1169	K03			618.20				
				1	MB000	660009	TP158	1169	K03			618.20				
												Total Distribution				
4	03/27/23	AMZN MKTP US*H764O4H1	WA	28.31	supplies - SLP	660003	TH001	1026	H12			28.31				
				1	MB000	660003	TH001	1026	H12			28.31				
												Total Distribution				
5	03/30/23	AMZN MKTP US*HY998520	WA	17.47	supplies - SLP adapter/M.Flores	660003	TH001	1026	H12			17.47				
				1	MB000	660003	TH001	1026	H12			17.47				
												Total Distribution				
6	04/04/23	CSU-MBCATERING	CA	63.57	catering -Science Illustration Feb event	660828	TH001	1026	G02			63.57				
				1	MB000	660828	TH001	1026	G02			63.57				
												Total Distribution				
7	04/07/23	AIRC	MD	600.00	Membership - AIRC B.Childs thru 07/01/24	660804	TH105	1169	K01			600.00				
				1	MB000	660804	TH105	1169	K01			600.00				
												Total Distribution				
8	04/11/23	STICKER MULE	NY	639.11	supplies -Science Illustration stickers for Exhibit	660003	TH001	1026	G02			639.11				
				1	MB000	660003	TH001	1026	G02			639.11				
												Total Distribution				
9	04/17/23	WEB*BLUEHOST.COM	UT	1,031.61	software--eep.com: BusPro (Exp042726)\$971.64; DedicatedIP (Exp042726)\$0.0; DomainNmReg (Exp051026)\$59.97; & illustratingnature.com: DomainNmReg (051124)\$19.99, RegCr-\$19.99							1,031.61				
												Total Distribution				

1. After review, send reconciliation through Adobe Sign to be signed by Approving Official.

1 MB000 66090 TH001 1026 G02 105.00  
Total Distribution 105.00

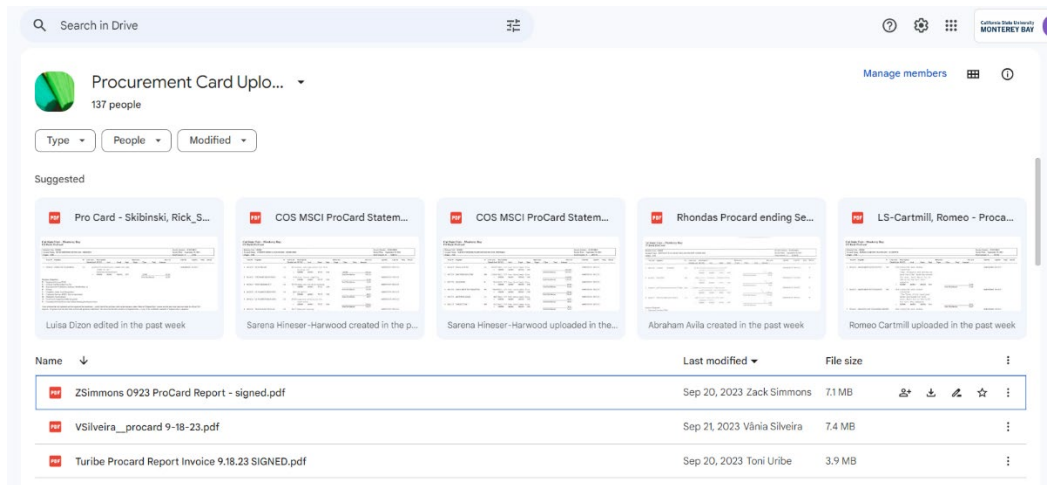
**Purchase Categories:**  
 E - Equipment less than \$5000  
 T - CA Sales Tax/Out of State Use Tax  
 R - Registration for Conferences, Seminars, Memberships, etc  
 P - Printing  
 C - Computers, Notify Asset Management  
 S - Contractual Services, MOUs, Service Agreements  
 H - Hospitality, Food Expenses  
 O - Fixed Assets: Equipment \$5000 and greater  
 V - Corporation ProCard Travel only & State Declining Bal-Special Travel

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

Signature of Card Holder: \_\_\_\_\_ Date \_\_\_\_\_ Signature of Approving Official: \_\_\_\_\_ Date \_\_\_\_\_



## Section 3: Upload Signed ProCard Reconciliation into Google Drive

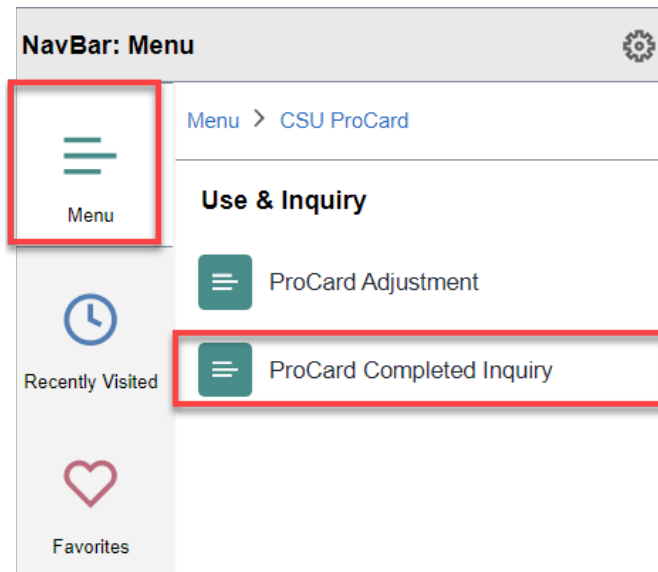
Once reconciliation is signed by approving authority, all statements will be uploaded to the [shared drive](#) with the rest of the cardholders' statements. An email with the google drive link will be shared at the beginning of each new Procard cycle.



## Other Features

This section demonstrates how to view your historical ProCard information and how to print the Statement Report in the CFS. Note that no changes to chartstring information can be made while in “Completed Inquiry” window.

1. Click the  **NavBar** icon.
2. Click the  **Menu** icon.
3. From NavBar: Menu, go to **CSU ProCard > Use & Inquiry > ProCard Completed Inquiry**.



*The ProCard Completed Inquiry page displays.*

4. Enter criteria:
  - **Business Unit:** Enter MB000.
  - **Origin:** Enter USB for ProCard
  - **Last Name:** Enter cardholder’s last name.
  - **First Name:** Enter cardholder’s first name (Optional).

### ProCard Completed Inquiry Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

▼ **Search Criteria**

Business Unit = ▾

Origin begins with ▾

Invoice Date = ▾

Last Name begins with ▾

First Name begins with ▾

Invoice Number begins with ▾

Case Sensitive

5. Click the **Search** button.

***The Search Results page displays.***

6. Search results will be displayed oldest to newest. Click **Invoice Date** to update filter to newest populating first.

To select a transaction, click the appropriate hyperlink.

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
<a href="#">MB000</a>	USB	04/21/2011	[REDACTED]	[REDACTED]	<a href="#">PC [REDACTED]</a>	[REDACTED]
<a href="#">MB000</a>	USB	04/21/2011	[REDACTED]	[REDACTED]	<a href="#">PC [REDACTED]</a>	[REDACTED]
<a href="#">MB000</a>	USB	05/21/2011	[REDACTED]	[REDACTED]	<a href="#">PC [REDACTED]</a>	[REDACTED]



**The ProCard Completed Inquiry Page displays.**

- To see all transactions for the billing cycle, click the **View All** hyperlink.

**ProCard Completed Inquiry Page**

Business Unit: MB000 ProCard Origin: USB Name: [Redacted]  
 Invoice: PC04230079 Invoice Date: 04/18/2023 Total: 7,222.43 [Process Monitor](#)

**View Attachment**

Attachment 1  
 Attachment 2  
 Attachment 3  
 Attachment 4

---

**Transactions** 1 of 10 [View All](#)

Supplier Name: FRIPTY State: TX  
 Transaction Date: 03/21/2023 Merchandise Amount: 4,039.20  
 Description: Supplies - SLP national Praxis exam, study guides

Reference #:  
 Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed  Travel

**Distribution**


	GL Business Unit	Account	Fund	DeptID <sup>a</sup>	Program	Class	Project	Distrib. Amt.
1	MB000	660003	TH001	1026	H12			4,039.20

[Return to Search](#) [Previous in List](#) [Next in List](#)

**Print Statement:**

- To print your ProCard statement, click the **Printer** icon.

**ProCard Completed Inquiry Page**

Business Unit: MB000 ProCard Origin: USB Name: [Redacted]   
 Invoice: PC[Redacted] Invoice Date: 04/18/2023 Total: 7,222.43 [Process Monitor](#)

**View Attachment**

Attachment 1

- Click the **Process Monitor** hyperlink.

**ProCard Completed Inquiry Page**

Business Unit: MB000 ProCard Origin: USB Name: [Redacted]  
 Invoice: PC[Redacted] Invoice Date: 04/18/2023 Total: 7,222.43 [Process Monitor](#)

**View Attachment**

Attachment 1

**The Process List page displays.**

10. Click the **Refresh** button every few seconds until:

- Run Status is **Success**.
- Distribution Status is **Posted**.

11. Click the **Details** hyperlink.

**The Process Details page displays.**

12. Click the **View Log/Trace** hyperlink.

**The View Log/Trace page displays.**

13. Click the **PDF** document hyperlink.

**Process List** | **Server List**

View Process Request For

User ID: 80 [Q] Type: [v] Last: [v] 1 Days [v] **Refresh** [Clear] [Reset]

Server: [v] Name: [Q] Instance From: [v] Instance To: [v]

Run Status: [v] Distribution Status: [v]  Save On Refresh Report Manager

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	24549579		SQR Report	CSUPO008	80	12/09/2022 4:28:20PM PST	Success	Posted	Details	Actions

**Process Detail**

**Process**

Instance: 24549579 Type: SQR Report  
Name: CSUPO008 Description: ProCard Statement  
Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: 002  
Location: Server  
Server: PSUNX  
Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

**Date/Time**

Request Created On: 12/09/2022 4:28:20PM PST  
Run Anytime After: 12/09/2022 4:28:20PM PST  
Began Process At: 12/09/2022 4:28:27PM PST  
Ended Process At: 12/09/2022 4:28:41PM PST

**Actions**

Parameters Transfer  
Message Log  
Batch Timings  
**View Log/Trace**

**View Log/Trace**

**Report**

Report ID: 14871364 Process Instance: 24549579 Message Log  
Name: CSUPO008 Process Type: SQR Report  
Run Status: Success

**ProCard Statement**

**Distribution Details**

Distribution Node: FCFSPRD Expiration Date: 01/23/2023

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CSUPO008_24549579.log</a>	1,796	12/09/2022 4:28:41.419158PM PST
<b><a href="#">csupo008_24549579.PDF</a></b>	9,021	12/09/2022 4:28:41.419158PM PST
<a href="#">csupo008_24549579.out</a>	333	12/09/2022 4:28:41.419158PM PST

**The ProCard Statement displays.**

14. Print the statement or save as a PDF.

**Cal State Univ - Monterey Bay  
US Bank ProCard**

Business Unit: MB000	Invoice Number: PC
Account Name:	Invoice Date: April 18, 2023
Origin: USB	Total Amount: \$ 7,222.43

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp	Recon
			Distrib Lnd	BU/GL Acct Fund Dept	Prm Class Proj	Amount				
1	03/21/23	FRIPY	TX	4,039.20	Supplies - SLP national Praxis exam, study guides					
			1	MB000 660003 TH001 1026	H12					
						4,039.20				
						Total Distribution	4,039.20			
2	03/22/23	CSU-MBCATERING	CA	79.96	catering -Science illustration program review					
			1	MB000 660828 TH001 1026	G02					
						79.96				
						Total Distribution	79.96			
3	03/24/23	IN*NATIONAL STUDENT EXCH	IA	618.20	NSE Students placed in March 2023 conference					
			1	MB000 660009 TP158 1169	K03					
						618.20				
						Total Distribution	618.20			
4	03/27/23	AMZN MKTP US*H76404II	WA	28.31	supplies - SLP					
			1	MB000 660003 TH001 1026	H12					
						28.31				
						Total Distribution	28.31			
5	03/30/23	AMZN MKTP US*HY99852J0	WA	17.47	supplies - SLP adapter/M. Flores					
			1	MB000 660003 TH001 1026	H12					
						17.47				
						Total Distribution	17.47			
6	04/04/23	CSU-MBCATERING	CA	63.57	catering -Science illustration Feb event					
			1	MB000 660828 TH001 1026	G02					
						63.57				
						Total Distribution	63.57			
7	04/07/23	AIRC	MD	600.00	Membership - AIRC B.Childs thru 07/01/24					
			1	MB000 660804 TH105 1169	K01					
						600.00				
						Total Distribution	600.00			
8	04/11/23	STICKER MULE	NY	639.11	supplies -Science illustration stickers for Exhibit					
			1	MB000 660003 TH001 1026	G02					
						639.11				
						Total Distribution	639.11			
9	04/17/23	WEB*BLUEHOST.COM	UT	1,031.61	software=eeip.com: BusPro (Exp042726)\$971.64; DedicatedIP (Exp042726)\$0.0; DomainReg (Exp051026)\$59.97; & illustratingnature.com; DomainReg (051124)\$19.99, RegCr-\$19.99					
						1,031.61				
						Total Distribution	1,031.61			

## Contacts

Questions pertaining to the ProCard Program should be directed to the Program Coordinators:

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## Forms

- **Procurement Card Handbook**  
[https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Procurement-Card-Handbook\\_Rev02\\_2022.pdf](https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Procurement-Card-Handbook_Rev02_2022.pdf)
- **Catering/Food Approval Request Form**  
[https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Catering-Form\\_Rev2022.pdf](https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/Catering-Form_Rev2022.pdf)
- **Procard Application**  
<https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/ProCard-Application-Form.pdf>
- **DAR Form**  
[https://csumb.edu/media/csumb/section-editors/employees/9bsCq9QKWaS2dSnyuXX\\_CFS-DAR-062020.pdf](https://csumb.edu/media/csumb/section-editors/employees/9bsCq9QKWaS2dSnyuXX_CFS-DAR-062020.pdf)