

Exception to Policy: ICSUAM 5250.00 | Procurement Cards

This document is to formalize an exception to ICSUAM 5250.00 | Procurement Cards. It is the policy of the CSU that procurement cards be used to improve the efficiency, flexibility and convenience related to purchasing, and paying for goods and certain approved services.

For the purposes of this policy, virtual, ghost, department, fleet, procurement or travel card accounts shall have the same treatment in this policy as any other credit card product issued by the CSU procurement card contracted bank.

Auxiliary Organizations that participate in the systemwide procurement card program are subject to this policy. Auxiliary Organizations of the CSU are specifically included in systemwide procurement card contracts. Auxiliary Organizations may participate in the procurement card contract and implement any of the procurement card products available. In doing so, the Auxiliary Organizations will benefit from the systemwide size of the contract and all participants will benefit from the additional Auxiliary Organization expenditure volume.

In cases where the campus elects to include Auxiliary Organization employees under the campus procurement card program, certain protections for the CSU are required. The campus must have a written agreement with the Auxiliary Organization using their program that minimally includes the responsibilities of each organization and provisions guaranteeing payment of charges by Auxiliary employees.

The policy assumes only CSU (and their associated auxiliaries') employees have the authority to be Cardholders and Approvers. It is in the best interest of Humboldt State University and the University's Associated Student Body Organization to allow two student positions to obtain state travel cards for the Concur Travel and Expense program. Allowing student workers in Associated Students to utilize state travel cards simplifies the request, booking, and reimbursement process—eliminating out of pocket expenses, removing the paper burden from students, and allowing them to focus on the goals and objectives of their trips.

The following student positions in A.S. will now be able to book travel through Concur:

- A.S. President
- A.S. External Affairs Representative

All rules and responsibilities for the CSU procurement card program must be followed, as outlined in ICSUAM 5250.00 | Procurement Cards, and ICSUAM 3601.01 | Travel Policy, unless further exceptions are in writing.