SECTION ONE: POLICY AND PROCEDURES

1.0 General Information
The Procurement Card (P-Card) Program is designed to provide a simplified method for
end-users to procure small dollar purchases of authorized commodities and services by using a
specialized credit card. This method distributes procurement authority throughout the
University while protecting its assets. Executive Order 760, dated October 16, 2000,
establishes minimum standards for use of the procurement cards to ensure that appropriate
safeguards are in place.

The P-Card should be the primary means to obtain approved supplies costing $2,500 or less
per transaction (including tax and shipping). Cardholders are encouraged to use the
Procurement Card for such purchases to achieve cost savings for the university and improve
processing time. Use of the P-Card reduces the traditional and labor intensive procurement
process for these types of purchases. A purchase order is the least cost-effective method for
procuring low dollar value supplies and services. If the use of the P-Card is not practical,
existing methods such as petty cash or a standard on-line requisition may be used.

Items purchased with the P-Card must be shipped/delivered to a SFSU campus business
location. Purchases may not be shipped/delivered to a home or other non-SFSU address,
without obtaining approval of a P-Card Coordinator. Such approval requires full written
justification and must also be approved by the cardholder’s approver, prior to making the
purchase.

Legal Reference and Authority
California State University Policy Manual For Contracting & Procurement
Executive Order 760

2.0 Authorized Use
All purchases made with the P-Card must be made in accordance with established university
policy and must be for expenses associated with official university business only. Any expense
determined to be of a personal nature must be reimbursed to the university by the employee
Cardholder and may result in revocation of card privileges and disciplinary action.

3.0 Prohibited and Restricted Transactions

3.01 Prohibited Transactions
The P-Card may not be used for the following:
• Animals (except for instructionally related purposes)
Cash advances (including transferring funds to a One-Card account), money orders, wire transfers

- Cell phones
- Construction/modifications/special repairs
- Entertainment (see restricted items)
- Explosives, firearms/ammunition
- Hazardous chemicals/materials
- Hotels/Motels/Lodging
- Insurance
- Invoices (may only be paid by the Accounts Payable Office)
- Leases/rentals*** (see restricted items)
- Liquor
- Narcotics and other controlled substances
- Personal purchases
- Services performed on University premises*** (see restricted items)

Splitting purchases to circumvent the transaction limit. NOTE: A split purchase is defined as one commodity, or set of commodities sold as a set, that has been split by the merchant to look like two separate purchases. Example #1: a computer, costing $2,700 is broken into two separate charge slips, one for $2,400 and one for $300. Example #2: a department buys 8 17” computer monitors, costing $300 each; then goes back the same day, because they found that they had made an error in determining the number of employees who needed new monitors, and buy 3 more. Although the total for all the monitors exceeded the $2,500 single transaction limit, this is not considered a split purchase. Example #3: a department goes to the SFSU Bookstore and purchases 8 computers. Each computer is put on a separate credit card transaction slip. The total amount for the 8 computer far exceeds the single transaction limit for the cardholder. Clearly, this is considered splitting the purchase to circumvent not only the P-Card single transaction limit, but also to circumvent Procurement policies.

- Tuition and/or student fees for all colleges and universities. This includes entrance exam fees, placement test fees, GRE, graduation application fees, etc.

Travel/transportation

3.02 Restricted Purchases

- **Entertainment** purchases, such as tickets to theater, sporting or musical events may be purchased under certain circumstances. This usually must involve a programmatic event, sponsored by the university. Approval must be obtained by both the cardholder’s approver and the P-Card Coordinator, Supervisor or Manager prior to making the purchase.
- **Flowers and plants** may be purchased for landscaping purposes, for Campus Graduation Ceremonies and for Hospitality purposes, such as Sympathy Gifts. The cardholder should call or e-mail a P-Card Coordinator in advance of the purchase to obtain pre-authorization. Depending on the reason for the purchase, a Hospitality claim may be required along with the monthly P-Card report.

- **Food and beverage items** may be purchased for instructional use only (lab experiments, etc) or by cardholders when purchasing such supplies for an event the university is hosting. The university-sponsored event should be prominently noted on the monthly expense report. The cardholder should call or e-mail a P-Card Coordinator in advance of the purchase to obtain pre-authorization. Depending on the reason for the purchase, a Hospitality claim may be required along with the monthly P-Card report.

- **Furniture or Equipment over $1,000** must be reported to the Property Office.

- **Internet and/or telephone monthly charges for individual employees** may be paid using the P-Card, as long as a copy of the approved HR P230 form (Telecommuting Program Agreement) accompanies the invoice and monthly expense report.

- **Medical supplies** (such as safety glasses, medical tools, blood plasma, etc.) may be charged for Department or instructional use, provided written authorization, signed by the Dean, is on file with the Procurement Card Office prior to such purchases being made. The authorization is cardholder specific and does not apply to any cardholder not specifically named in the written authorization document.

- **Nursery stock** may be purchased for *campus landscaping purchases only.*

- **Prescription medication** may be charged by Student Health Services only, and must be authorized in writing by the Director of Student Health Services on a per transaction basis.

- **Rentals** – such as equipment for Plant Ops, lighting, costumes, etc. for Creative Arts, caps and gowns for Faculty for commencement, etc. are allowed; however, car rentals or housing rentals are prohibited.

- **Service related purchases, up to the user’s assigned single transaction limit, are allowed if the services are not performed on University premises** (Examples: vehicle repairs, equipment repaired at the vendor’s place of business, printing services, background checks, translation services, etc.). **Services performed on University property require advance approval and proof of adequate insurance must be on file with the Purchasing Office.**

- **Vehicle & Equipment maintenance** for *SFSU (State) vehicles and equipment operated by Plant Operations, Facilities, Shipping/Receiving and Mail Services only.* The vendor must be on file with the Procurement Card Office and must be approved. Vendors who will perform services on campus...
must have a valid certificate of insurance on file and must be approved in advance by the Procurement Department for use with the P-Card. In addition, vehicle repairs made using the P-Card must be approved by the RME for that vehicle. The cardholder and RMS are jointly responsible for adhering to SFSU vehicle policy, particularly as regards obtaining three quotes for repairs exceeding $1,000.

- **Vehicle Fuel** for the Questuary (boat) at the Romberg Tiburon Center

**NOTE:** Accounts Payable and Buyers are exempt from the limitations of this policy, both in terms of transaction limits and prohibited or restricted purchases.

### 3.03 Exceptions to P-Card Policy and Procedures

Requests for any exception to the P-Card policy and/or procedures should be made in writing (e-mail is acceptable). All such requests must come from the P-Card Approving official and must fully explain the reasons why an exception is being sought. Additional documentation may be required by the P-Card Office.

Approvals will be considered and approved as follows:

- Increase in monthly P-Card limit – by P-Card Coordinators, AP Supervisor or AP Manager
- Increase in single transaction limit – by Director of Procurement or AP Manager
- Exception for prohibited or restricted items – by AP Manager or Director of Procurement

### 4.0 Unauthorized Use of the P-Card

Purchase of any of the items listed in section 3 may result in the immediate revocation of individual cardholder privileges, unless the P-Card procedures are followed, including obtaining prior approval as outlined in this Handbook. **The cardholder shall be held personally liable for any fraudulent or personal use of the P-Card and may result in disciplinary action.**

### 5.0 Administrative Areas of Responsibility

**5.01 U.S. Bank** is the contractor who issues the P-Card.

**5.02 Fiscal Affairs** administers the P-Card program and will be responsible for reporting, coordinating and evaluating all aspects of the program. The P-Card will be received by the P-Card Office from U.S. Bank and will be issued to a cardholder only after the
cardholder has completed the prescribed training. Monthly credit card statements will be paid by the Accounts Payable Unit.

6.0 Cardholder Responsibilities
The cardholder is responsible for reading and understanding and complying with all the procedures set forth in this handbook. If you have any questions regarding the procedures, contact one of the P-Card Coordinators.

6.01 Compliance with Policy
Cardholder is responsible for ensuring the P-Card is used in accordance with the SFSU Procurement Card Program Policy and that all purchases comply with CSU procurement and contracting procedures and policies.

6.02 Security
Cardholder is responsible for the security of the P-Card, including the account number and expiration date. The cardholder is prohibited from allowing another person to use the credit card or card information.

6.03 Obtaining Goods
Cardholder uses the P-Card to purchase goods in person, by telephone, by mail or via the internet. Cardholder must inform the vendor that all items must be shipped direct to the user’s University business address. Note that exceptions related to shipping location must be approved in advance by both the cardholder’s Approver and P-Card staff.

Example:

Ship To:
   Name
   Dept/Bldg/Room
   San Francisco State University
   1600 Holloway Avenue
   San Francisco, CA  94132-xxxx

6.04 Per Transaction Limit
Cardholder must make no purchase which exceeds the cardholder’s per transaction limit. The limit includes tax and shipping. Any request for a temporary increase in the per transaction limit must be made in writing (e-mail is acceptable) and must explain and justify the need for the exception. Temporary increases in the per transaction limit must be approved by the Accounts Payable Manager or the Procurement Director.
6.05 Determine Need
Cardholder determines the need to purchase goods and screens department requests to insure that the request is an appropriate use of the P-Card.

6.06 Small, Minority and Women-Owned, and Disabled Veterans Business Enterprises Requirements (M/W/DVBE)
Cardholder will patronize, when at all possible, small and minority, women owned businesses and disabled veterans enterprises to assist SFSU in obtaining its participation goals of 15% for minority-owned businesses, 5% for women-owned businesses and 3% for disabled veteran-owned businesses. Departments are encouraged to consult with the Purchasing staff to identify these vendors to meet department needs.

M/W/DVBE information must be recorded on the monthly P-Card Report. If this information is not available from the merchant, Cardholder should record an entry of “unknown” on the monthly P-Card Report.

6.07 Original Itemized Receipt Requirement
Cardholder will either go to the place of business and obtain the goods; or place an order by telephone, mail or the Internet. In all cases, the Cardholder shall require the vendor to itemize the receipt/invoice. An original itemized receipt/invoice consists of:

- Description of goods purchased
- Date of purchase
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable

**NOTE:** If the receipt is not itemized, the Cardholder must write in the items purchased on the receipt/invoice and have the sales person sign it.

**SPECIAL NOTE FOR INTERNET PURCHASES:**
Purchases made via the Internet may be documented by printing a copy of the order confirmation. **Cardholder must provide the following written certification that the document is the original receipt/order confirmation provided by the vendor.**

“I certify that this electronic receipt is the original receipt issued to me by the vendor. I further certify that I have not submitted, nor will submit in the future, a duplicate of this receipt for payment or reimbursement.”

Signature of Cardholder: ________________________________
NOTE: For Multiple non-original/electronic receipts, cardholder may submit ONE completed “Certification of Non-original/Electronic Receipts” along with the P-card report packet.

SUBSCRIPTIONS OR CONFERENCE REGISTRATIONS:
These purchases may be documented by providing a copy of the appropriate order form(s), in lieu of an actual original itemized receipt.

6.08 Unacceptable Receipt Submissions
The following are not accepted in lieu of an original receipt or invoice:
- packing slips that are not itemized, including the associated line item and total cost
- credit card slips (unless the individual items are listed on the slips)
- copies of receipts/invoices, unless accompanied by a written memo of explanation signed by the Cardholder, which certifies that the document submitted is a true and correct copy of the original.

6.09 Original Itemized Receipt Lost/Not Available
If the original receipt has been lost, and a duplicate copy cannot be obtained from the vendor, Cardholder must attach a memo of explanation to the monthly report. The memo must be signed by the Cardholder.

NOTE: If there are excessive instances of lost receipts/invoices, as determined by a Procurement Card Coordinator, the P-Card will be revoked immediately.

Please tape small receipts to an 8-1/2” x 11” sheet of paper to ensure that they are not lost in transit.

6.10 Monthly P-Card Report
After reviewing all of your transactions for the billing period, printing out the Pro-Card statement and sign it. Compute the appropriate use tax when applicable and write it on the Pro-Card statement. This will serve as a “check list” for you and the Approving Official to verify that all receipts are accounted for and to verify that appropriate documentation has been submitted for any restricted items purchased or for Internet or receipt copies.

6.11 Monthly Settlement Procedures
- Cardholder will have access to the card issuer’s system for dispute purposes, and for printing the monthly billing statement. (See U.S. Bank procedures)
- Cardholder reviews all transactions, and verifies that she/he has an original itemized receipt for each.
All transactions will automatically be charged to the cardholder’s default chartfield string. If the cardholder or the approver determines that another chartfield string should be used for one or more transactions, the cardholder must log-in to the CFS P-Card Mod to make the necessary changes. (See CFS procedures)

Cardholder is responsible for printing the Pro-Card statement from the CFS and for attaching it to the Bank Statement along with all of the corresponding receipts/invoices in the same order as they are listed on the statement.

All review and use tax calculations must be completed, and the Pro-Card statement must be printed, by the 5th working day following the close of the billing cycle. Once the transactions have been loaded to CFS, Completed Inquiry, you will no longer be able to edit your chartfield information.

6.12 Submission of Monthly P-Card Statements and Expense Reports

- Cardholder shall retain all of the original, itemized receipts until the transaction appears on the monthly card statement.
- Cardholder reviews all transactions and enters use tax, if applicable, assigns alternate Chart Field values as needed, disputes items if warranted.
- Cardholder then prints the Pro-Card statement and reconciles it with the Bank statement.
- Cardholder shall submit the original documents, including all receipts and other required documentation, to the Approving Official within five (5) working days from the close of the billing cycle.
- Cardholder shall submit the original documents in the following order:
  - Bank statement
  - Monthly Pro-Card statement
  - Detailed original itemized receipts in the same order as on the statement
  - all other required documentation
- The original Monthly P-Card reports must be received by the P-Card staff no later than the 10th of the following month. (Example: billing cycle closes July 20th, monthly report must be in the hands of the P-Card staff by August 10th).

**NOTE:** In the event a Cardholder is out of the office during the close of the billing cycle, the Cardholder is responsible to coordinate with their approving official to ensure submittal of the P-Card statement in accordance with the P-Card Reconciliation Schedule.(P-Card report due date)

7.0 Cardholder On-Line Procedures
Please refer to the card issuer’s training materials and the CFS P-Card Mod procedures, available on our P-Card web pages, and refer questions or problems to one of the P-Card Coordinators immediately.

8.0 Approving Official Procedures and Responsibilities

The Approver is responsible for reading, understanding and complying with all of the procedures set forth in this handbook. If you have any questions regarding procedures, contact one of the P-Card Coordinators.

Approvers are responsible for reviewing and approving the cardholder’s transaction no later than five (5) business days after the close of each month’s billing cycle. Remember that your default account will be charged for any transaction that does not have the appropriate ChartField values entered into CFS by the established deadline date.

**NOTE:** Individuals with delegated approval authority shall not approve the expenses of a person to whom they directly report. The approving authority should be the supervisor (or higher level) of the card holder. In addition, individuals with delegated approval authority shall not approve their own P-Card expenses.

A Delegation of Signature Authority Form or an equivalent form must be on file for each individual to whom approval authority for P-Card expenses has been delegated. Any delegation of authority must be in writing, with copies provided to the Office of the Associate Vice President – Fiscal Affairs/Controller.

8.01 Reconcile Transactions

- Compare Bank statement and Pro-Card statement received from the Cardholder, verifying the Chart Field values to be charged for each transaction on-line in CFS.
- Review and approved charges to insure that purchases are appropriate and that any restricted or emergency items are appropriately documented.
- Review the P-Card report packet to be sure that all receipts/invoices are included.
- If any personal or unauthorized charges are present, inform the Cardholder that the charge(s) are the personal responsibility of the Cardholder and that a check must be written payable to SFSU to reimburse the University for the charge.
- Sign and date both the original Bank statement and the Pro-Card statement
- Send/deliver both the original signed Monthly P-Card report packet and the original signed card statement, along with all receipts, in a secure envelope to:
  - **Procurement Card Coordinators**
  - Fiscal Affairs, ADM 351

8.02 Misuse of Procurement Card
If transactions that are listed as **Prohibited (in Section 3)** appear on the Cardholder’s monthly statement, Approver should:

- Advise Cardholder that the misuse has been recognized
- Inform Cardholder that she/he is personally liable for the transaction(s)
- Request that Cardholder make payment immediately (i.e., check payable to SFSU) and deliver check to one of the P-Card Coordinators; or, if that is not feasible, make payment directly to a P-Card Coordinator **within 10 working days**
- Inform Cardholder that if reimbursement is not made within the prescribed timeframe, card privileges will be revoked by the P-Card Coordinator
- Advise P-Card Coordinators of misuse

### 9.0 Program Administration

Fiscal Affairs is responsible for all administrative aspects of the P-Card Program, including obtaining new and replacement cards for Cardholders, auditing Cardholder reports and supporting documents, and for processing payment to the card issuer.

#### 9.01 Accounts Payable

The Accounts Payable Unit is responsible for paying the card issuer’s monthly invoice within the prescribed timeframe and will

- Receive the consolidated monthly invoice
- Process payment timely
- Retain monthly invoice according to standard procedures

#### 9.02 P-Card Coordinators

Coordinators will

- Audit cardholder monthly transactions.
- In addition to the routine audits, and to further enhance the effectiveness of the audit process, monitor transactions as they post to cardholder accounts; asking Cardholders to furnish details of any transaction selected that is determined to be questionable.
- Notify Cardholder and Approver of misuse and other infractions of procedure and/or policy.
- Set-up new cardholders.
- Issue new and replacement cards.
- Revoke or suspend card privileges, as deemed appropriate.
- Receive card returns when Cardholder leaves a Department or the University.
- Prepare and analyze monthly summary reports of transactions and dollar volume.

#### 9.03 Fiscal Affairs
Participating units within Fiscal Affairs will evaluate P-Card Program effectiveness, assess department needs and modify program elements as indicated by unit and department analysis.

9.04 Audits
In accordance with Office of the Chancellor Coded Memo BF94-23, the P-Card Program is subject to periodic audits by SFSU and CSU Internal Auditors as well as State Auditors, including statements, monthly expense reports, receipts and all other documents. For this reason, as well as in the interest of good business practice, Cardholders, approvers and Fiscal Affairs administrative personnel must conduct all P-Card Program business in strict compliance with established policies and procedures.

Cardholder records will be audited for:
- original itemized receipts (or certified receipt copies, faxed or e-receipts)
- accurate reconciliation of receipts and monthly expense reports with card statement
- cardholder signature on monthly reporting documents
- proper approval signature on monthly reporting documents
- appropriate use of the P-Card: no split purchases, no prohibited transactions and restricted purchases within policy guidelines

Audit Documentation
P-Card Coordinators will document each cardholder audit by completing
- P-Card Audit Program – Summary

In addition, both Cardholder and Approver will be provided with copies of these documents. The original audit forms will be retained in the P-Card Program files for a minimum of two (2) full fiscal years, plus current year-to-date.

Corrective Action
When determining corrective action, the coordinator must consider
- number of errors
- significance of errors
- root cause of errors

Types of corrective action (in order of severity):
- Audit Finding – Warning
- Audit Finding – Suspension of Card Privileges
- Audit Finding – Revocation of Card Privileges

Warning
A warning will be issues for missing receipts, missing signatures/dates on statement and monthly expense report and for misuse of the P-Card that is deemed minor, or for first-time misuse of a more serious nature which, in the opinion of the P-Card Coordinator, should not recur.

**Suspension of Card Privileges**

Card privileges will be suspended for failure to secure missing receipts or signatures/dates, cited previously, until the missing/incomplete items are resolved and reviewed/approved by the P-Card Coordinator. Suspension may also be imposed if the required monthly reporting documents are not received on time by the P-Card Coordinator.

**Revocation of Card Privileges**

Card privileges will be revoked for a period of at least one calendar year when major misuse is found, or when a cardholder repeatedly fails to complete the monthly reporting package on a timely basis, or fails to retain and/or produce original itemized receipts, signatures and dates.

The Approver will be copied on all notifications regarding corrective action.

**NOTE:** Cardholders who have audit findings in a given month will normally be monitored closely until the problem(s) have been resolved.

### 10.0 How to Obtain a P-Card – New Cardholder

- Complete the [P-Card Program Participant Request](#) form and P-Card Program and CFS Access Agreement form.
- Obtain the signature of the Approving Official
- Submit the completed forms to P-Card Coordinator Fiscal Affairs – ADM-351
- Complete the Cardholder Training Program, administered by the P-Card Coordinators (Note: training must be completed successfully before you will be issued a card)
- Read and sign the [P-Card Program and CFS Access Agreement form](#)
- Pick up your new card *in person* and sign for its receipt
- Use the P-Card for authorized purchases under the per transaction limit, in compliance with all SFSU P-Card Policies and Procedures

### 11.0 Replacing a Card or Cardholder
11.01 Reporting your card lost or stolen
   1. Cardholder – immediately contact the card issuer, by calling 1-800-344-5696
   2. Cardholder - immediately contact your Approving Official
   3. Approving Official – notify a P-Card Coordinator by telephone and follow up with an e-mail or other written communication

11.02 Replacing a lost or stolen card
   1. P-Card Coordinator - immediately contact bank to confirm card privileges have been suspended due to lost/stolen status
   2. P-Card Coordinator – follow up with issuer to obtain a replacement card
   3. P-Card Coordinator – notify cardholder when replacement card is available
   4. Cardholder – pick up replacement card in person and sign for its receipt

11.03 Replacing a badly worn or defective credit card
   1. Cardholder – Notify P-card office via email.
   2. P-Card Coordinator – follow procedures as in steps 2 and 3 in 11.02 above
   3. Cardholder – deliver worn/defective card in person to the P-Card Coordinator
   4. P-Card Coordinator – destroy worn/defective card in the presence of the Cardholder
   5. Cardholder – pick up and sign for the replacement card in person

11.04 Replacing a Cardholder
   This procedure is required when a Cardholder leaves the department that approved the issuance of the card or when the cardholder leaves the University.
   2. P-Card Coordinator – Cancel card immediately and request cardholder/approving official to return the card and the final card reconciliation report.
   3. Cardholder/Approving Office – Bring the card and final reconciliation report to the P-Card Coordinator, Fiscal Affairs, ADM-351
   4. P-Card Coordinator – destroy the card in the presence of the Cardholder/Approving Official
   5. Approving Official – select a new Cardholder, and begin carding process as set forth in Section 10.0

NOTE: The P-Card Coordinators will cancel the card based on the notification received from the Human Resources Department. The P-Card Coordinators will work
with approving official to obtain the final P-Card reconciliation in the event cardholder is no longer available.

12.0 Procurement Card Revocation
This procedure is to be used when a Cardholder has had card privileges revoked due to misuse or because the Cardholder has repeatedly failed to submit the monthly statement and expense report and/or receipts and other required documentation to the P-Card Coordinator in a timely manner; because the Cardholder has repeatedly failed to produce original receipts for purchases; or for any other reason as determined by the P-Card Coordinator(s) and/or Accounts Payable management.

12.01 Determination of Misuse
1. P-Card Coordinator - determine during the standard audit process whether prohibited transactions have been made; whether any transactions have been split in order to circumvent the per transaction limit; whether restricted or emergency transactions have been made and were not properly justified and documented; or whether the Cardholder has submitted the monthly document package late a sufficient number of times to warrant revocation of card privileges

2. P-Card Coordinator – If the misuse is determined to be minor, or is the first offense, notify both the Cardholder and Approving official of the misuse in writing, informing them that any further misuse will result in the immediate revocation of card privileges

12.02 Revocation of P-Card Privileges
1. P-Card Coordinator - If the misuse if determined to be major, or sufficient number of late document submissions have occurred to warrant revocation, submit recommendation to revoke card and discuss the violation(s) with the Accounts Payable Manager

2. P-Card Coordinator – Upon approval by the Manager, send a “Revocation Notice” to the Cardholder, a copy to the Approving Official, and retain a copy in the P-Card Program administrative file

3. P-Card Coordinator – immediately suspend card privileges with card issuer

4. P-Card Coordinator – follow up for the return and destruction of the card.

13.0 Cardholder Request to Close Account
1. Cardholder may request to have the P-Card account closed by sending a written request (e-mail is acceptable).

2. Cardholder must return the credit card and the final reconciliation to the P-Card Coordinator.

3. P-Card Coordinator will close the P-Card account and notify the cardholder and the approving official.
4. **P-Card Coordinator** will deactivate cardholder’s access in the card issuer’s system.

14.0 Information Sources

**Fiscal Affairs P-Card Staff**

**P-Card Coordinators:**
Melissa Naranjo – mnaranjo@sfsu.edu – x53684
Jason Huynh – jhuynh@sfsu.edu – x82546
Mirna Vasquez – toto@sfsu.edu – x87139

**Accounts Payable Manager:**
David Chelliah – chelliah@sfsu.edu – x53693

SEE additional information re: U.S. Bank Procedures and the CFS (Common Financial System) procedures at Fiscal Affairs Website: fiscaff.sfsu.edu