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Overview

This business process guide demonstrates how to reconcile your monthly ProCard/GoCard 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/GoCard charges, make adjustments to chartfield distributions, and review historical data.

ProCard and GoCard are university credit cards issued to employees who have the responsibility of ordering goods (ProCard) or making business travel arrangements (GoCard) for their department. Cardholders and their Approving Officials are to refer to the [ProCard Guide](#) or [GoCard Guide](#) for program guidelines.

Once a month, the credit card company produces a file of all ProCard/GoCard charges made for that specified time period. That file is loaded into the CFS ProCard module by Payment Services. After the file is downloaded, cardholders are notified by the ProCard/GoCard Coordinators via email that their statements are ready for review. Due dates for ProCard and GoCard statement processing are as follows:

For ProCard

1. On or about the 25th of each month, cardholders are notified via email that their ProCard statements are ready for reconciliation in the CFS.
2. By the 5th of the following month, cardholders must have reconciled their ProCard statements in CFS and save their ProCard Statement and receipts/backup documentation into separate files.
3. By the 7th of each month, Cardholders and their Approving Officials must electronically sign the ProCard Statement in DocuSign. The completed and signed ProCard reconciliation, matching receipts/backup documentation are submitted to Payment Services in ProCard/GoCard Statement Submission portal in FTS.

For GoCard

1. On or about the 16th of each month, cardholders are notified via email that their GoCard statements are ready for reconciliation in CFS.
2. Within five working days (on or about the 22nd of each month), Cardholders and their Approving Officials electronically sign the GoCard Statement in DocuSign. The completed and signed GoCard reconciliation and matching receipts/backup documentation are submitted to Payment Services in ProCard/GoCard Statement Submission portal in FTS.

Training

The Cardholder is **required** to complete the Introduction to Finance class (Course Number: FIN101). This course provides an overview of Finance policies/guidelines related to purchasing and financial activity at the university as well as introduce employees to Finance and the services they provide to the campus. The Cardholder will not be granted access to the CFS system used for completing the ProCard reconciliation until FIN101 is completed.

The Approving Official (MPP level employees and Department Chairs) is **required** to complete the Finance Overview for Managers class (Course Number: FIN201). This course provides an overview of Finance policies/guidelines related to purchasing and financial activity and explains the Approving Official's fiscal role and responsibilities. Access to the Finance systems will not be granted to the Approving Official until course is completed.

The ProCard/GoCard Reconciliation Workshop is recommended for Cardholders to complete and it covers the process of completing the reconciliation of the ProCard statement in the CFS system.

Additional resources are available to assist cardholders, visit [Finance Training and Tutorials](#) for more information about subscribing to the FinanceConnect Blog, training opportunities and tutorials.

Finance Systems Access

After completing the required training, complete the [Finance Systems Access Request](#), a DocuSign Form to request access the Finance systems which includes CFS for completing the ProCard/GoCard reconciliation.

Section 1: Reconcile ProCard/GoCard Statement

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

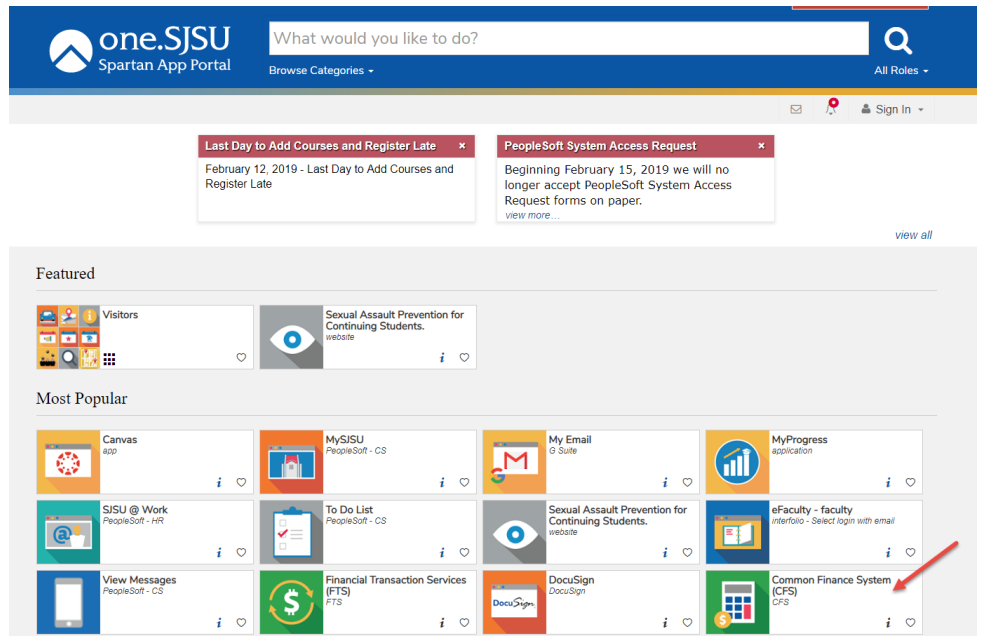
1. Log into CFS at one.sjsu.edu.

Note: There are two parts to the login process: (a) enter SJSUOne Account credentials and (b) verify login with DUO application or key fob.

Refer to [Duo-Two Factor Authentication](#) for more information.

2. After successfully logging into CFS,

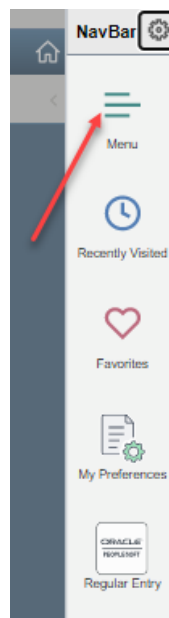
click the  **NavBar** icon in the homepage.



NavBar menu displays.

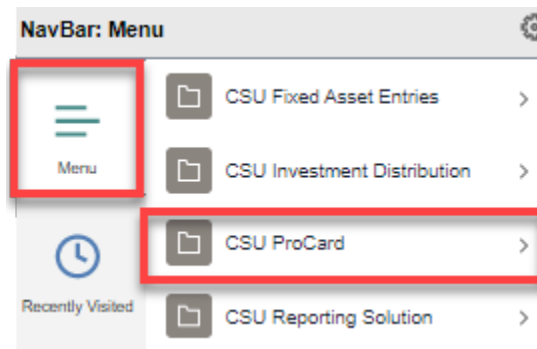
The instructions will go through using the **Menu** to navigate to a module.

3. Click on the



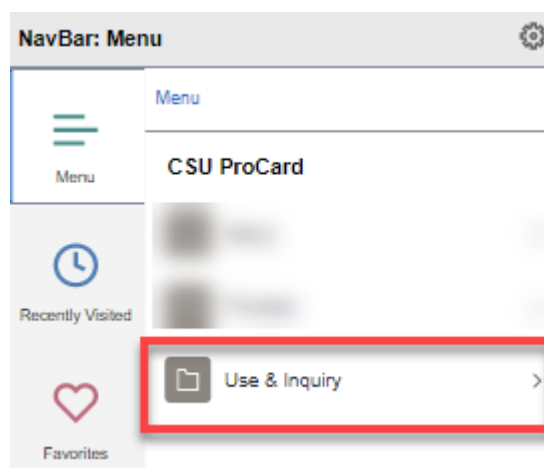
The Navigator menu displays the modules a user has access to.

4. Select **CSU ProCard** module.

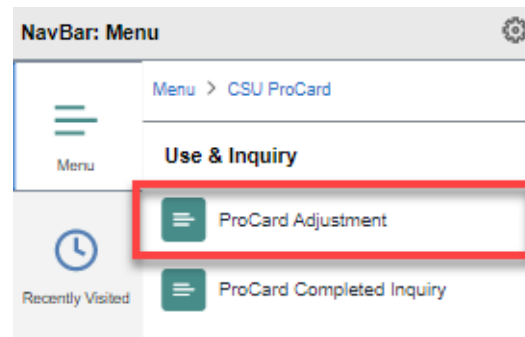


5. In the CSU ProCard module, select **Use & Inquiry**.

Note: ProCard and GoCard reconciliation uses the same CSU ProCard module.



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



The ProCard Adjustment page displays.

- Enter criteria:

- Business Unit:** SJ000
- Origin:** Enter **USB** for ProCard or **UST** for GoCard.

Note: If you have both a ProCard and a GoCard, you will always need to enter criteria in the Origin field.

- Last Name:** Enter cardholder's last name.
- First Name:** Enter cardholder's first name (optional).

- Click the **Search** button.

- 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 values.

[Find an Existing Value](#)

▼ Search Criteria

Use Saved Search:

Business Unit =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

[Basic Search](#) [Delete Saved Search](#)

Search Results

View All 1-8 of 8

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SJ000	USB	08/22/2022			PC	
SJ000	UST	08/15/2022			TCC	

ProCard Adjustment page displays.

Sections:

- The **Header** provides basic information about the statement such as the origin, Cardholder's name and Employee ID #, Invoice #, Invoice date, and Statement total.
- **Attachments:** Do not attach any documents. This feature is not used by SJSU.
- **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: SJ000 ProCard Origin: USB Name: #01
Invoice: PC082 Invoice Date: 08/22/2022 Total: 758.41

Attachments

Add Attachment Attachment 1
Attachment 2
Attachment 3
Attachment 4

Transactions

Supplier Name: AMZN MKTP US*YC5034XC3 State: WA Reconciled
Transaction Date: 07/25/2022 Merchandise Amount: 147.30
Description: Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Up to 15,000 Pages, Color
150 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	SJ000	660003	70000	1031				147.30	+	-

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
- FTS Trip Number and traveler's name if it's a GoCard transaction

Note: For hospitality expense, explain purchase by completing the [Hospitality Expense Justification form](#) instead of providing details to the event in this field. For more information, refer to [Hospitality Guidelines](#).

Disputed Checkbox: Select box only if you are disputing a charge with US Bank. This is for informational use only.

It is the cardholder's responsibility to report questionable or fraudulent charges to the bank. Refer [ProCard Guide](#) or [GoCard Manual](#).

Reference #: (Optional). Use field to enter an identifier such as FTS Travel Trip Number if it's a GoCard transaction or short name for purchase.

Transactions

Supplier Name: AMZN MKTP US*YC5034XC3 State: WA Reconciled

Transaction Date: 07/25/2022 Merchandise Amount: 147.30

Description: Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Upto 15,000 Pages, Color

150 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	SJ000	660003	70000	1031				147.30	+	-

Save Return to Search Previous in List Next in List

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

The chartfield string are:

- **Account** (Required)
- **Fund** (Required)
- **DeptID** (Required)
- **Program** (Optional)
- **Class** (Optional)
- **Project** (Optional)

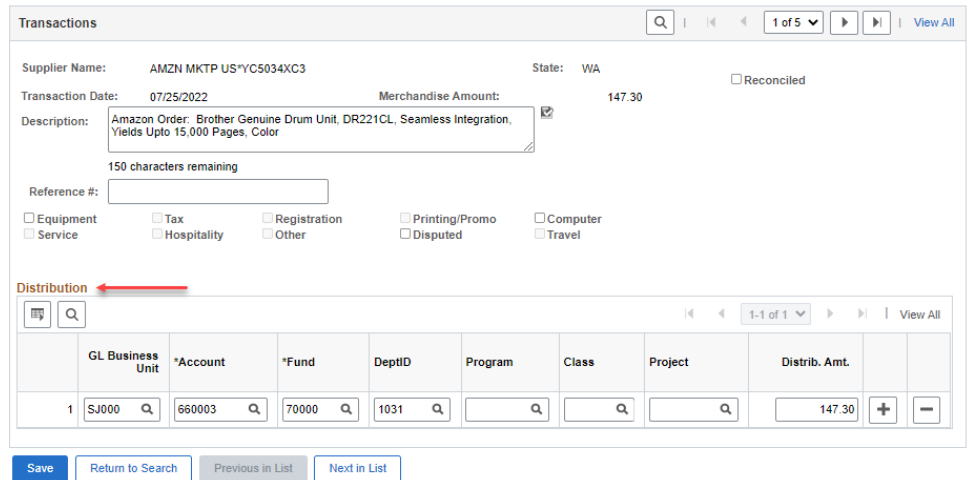
If needed, change the chartfield information. The change can be a split distribution if there is more than one chartfield string paying the expense.

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: AMZN MKTP US*YC5034XC3 State: WA Reconciled

Transaction Date: 07/25/2022 Merchandise Amount: 147.30

Description: Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Upto 15,000 Pages, Color

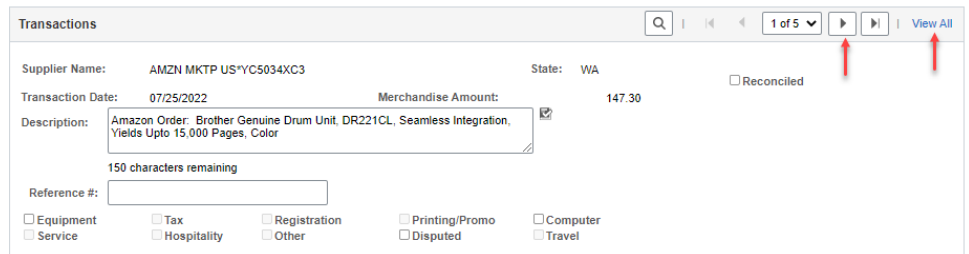
Reference #:

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

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	SJ000	660003	70000	1031				147.30	+	-

Save Return to Search Previous in List Next in List



Transactions

Supplier Name: AMZN MKTP US*YC5034XC3 State: WA Reconciled

Transaction Date: 07/25/2022 Merchandise Amount: 147.30

Description: Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Upto 15,000 Pages, Color

Reference #:

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

Navigation buttons: Right Arrow, View All

Field Description List: ProCard Adjustment page (above)

Field Name	Description
Business Unit	SJ000
ProCard Origin	USB for ProCard and UST for GoCard
Invoice	System generated number. The first two characters are PC (ProCard), the next four characters are MMY (month and year of billing statement) and the last four are sequential numbers. Make a note of the Invoice number because it is used to cross-reference the Payment Services voucher.
Invoice Date	The billing statement date.
Total	The total amount for the ProCard/GoCard used in this billing cycle.
Vendor Name	The vendor who was paid for this transaction.
Transaction Date	The date of the charge.
Merchandise Amt	The amount of the charge for each transaction.
Description	<p>A description of what goods were purchased. This is a required field.</p> <p>The Description field can be used to include information such as product description if receipt description is vague and business purpose or justification for purchase. For hospitality expenses, explain purchase by completing the Hospitality Expense Justification form instead of providing details to the event in this field.</p>
Disputed (Checkbox)	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.
Distribution	This is the default chartfield string requested by the cardholder. The cardholder may make changes to any of the chartfields during the ProCard/GoCard reconciliation.

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	SJ000	660003	70000	1031				147.30	+	-

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	SJ000	660003	70000	1031				147.30	+	-
2	SJ000							0.00	+	-

Transactions

Supplier Name: AMZN MKTP US*YC5034XC3 State: WA Reconciled

Transaction Date: 07/25/2022 Merchandise Amount: 147.30

Description: Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Upto 15,000 Pages, Color

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	SJ000	660003	70000	1031				100.00	+	-
2	SJ000	660003	70000	1031		1101		47.30	+	-


Save Return to Search Previous in List Next in List

Section 2: Save ProCard/GoCard Statement

This section demonstrates how to save the ProCard/GoCard 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: [] Last: [] 1 Days [Refresh](#)
 Server: [] Name: [] Instance From: [] Instance To: [] [Clear](#)
 Run Status: [] Distribution Status: [] 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	Details	▼ 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	Message Log
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
SQR_CSUPO008_24537174.log	1,796	12/08/2022 10:04:36.128809AM PST
csupo008_24537174.PDF	8,184	12/08/2022 10:04:36.128809AM PST
csupo008_24537174.out	333	12/08/2022 10:04:36.128809AM PST

The ProCard statement displays.

There are minor distinctions between the ProCard and the GoCard Statement Report.

- On **ProCard**, Origin is USB and can be found in the header, while the footer reads, "...US Bank ProCard..."
 - On **GoCard**, Origin is UST and can be found in the header, while the footer reads, "...US Bank Travel Card...."
7. In web browser, either print or save report to your computer as a PDF.

**San Jose State University
US BANK PROCARD**

Business Unit: SJ000	Invoice Number: PC
Account Name: 408924 #0	Invoice Date: August 22, 2022
Origin: USB	Total Amount: \$ 758.41

Tran Dt	Supplier	St	Line Amt	Description	Reference	Pur Cat	Upd By	Upd Dt	Disp	Recon
			Distrib Lnd	BU/GL Acct Fund Dept	Prgm Class Proj	Amount				
1	07/25/22 AMZN MKTP US*YC5034XC3	WA	147.30	Amazon Order: Brother Genuine Drum Unit, DR221CL, Seamless Integration, Yields Up to 15,000 Pages, Color			80	09/12/22		
			1	SJ000 660003 70000 1031		147.30				
					Total Distribution	147.30				
2	07/27/22 BIOMETRICS4ALL INC	CA	49.50	Biometrics4ALL and ApplicantServices.com (Fingerprinting Service)			80	09/12/22		
			1	SJ000 660003 70000 1031		49.50				
					Total Distribution	49.50				
3	08/10/22 PG&E/EZ-PAY	CA	405.75	PG&E UTILITIES-ELECTRIC, GAS for 1393 S 7th St San Jose Ca 95192			80	09/12/22		
			1	SJ000 660003 70000 1031		405.75				
					Total Distribution	405.75				
4	08/17/22 BIOMETRICS4ALL INC	CA	46.50	Biometrics4ALL and ApplicantServices.com (Fingerprinting Service)			80	09/12/22		
			1	SJ000 660003 70000 1031		46.50				
					Total Distribution	46.50				
5	08/18/22 AMZN MKTP US*4LIY1D73	WA	109.36	Amazon Order: 5 X Surefire 6 Pack 123A Lithium Batteries			80	09/12/22		
			1	SJ000 660003 70000 1031		109.36				
					Total Distribution	109.36				

Purchase Categories:
E-
C-

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, RENA HAMILTON

Date

Signature of Approving Official, Frank Belcastro

Date

Section 3: Prepare and Scan Itemized Receipts and Support Backup Documentation

The Cardholder-

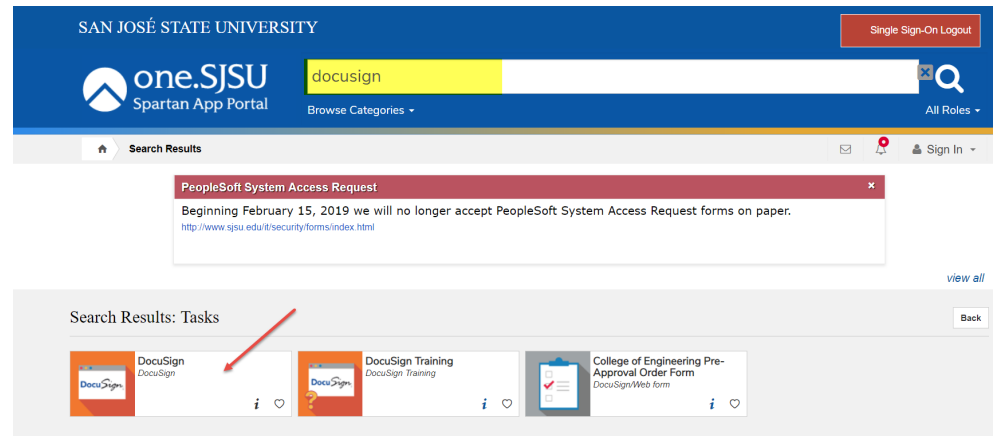
1. Organizes the itemized receipts and support backup documentation in the order the transactions appear on the statement. Receipts should be attached to an 8.5" x 11" piece of paper, if they are smaller than that size. When taping receipt, the tape should not cover any portion of the text to prevent fading.
2. Scans and saves the itemized receipts/backup documentation and the ProCard/GoCard Statement into one file.

Section 4: Prepare Statement and Receipts for Signatures in DocuSign

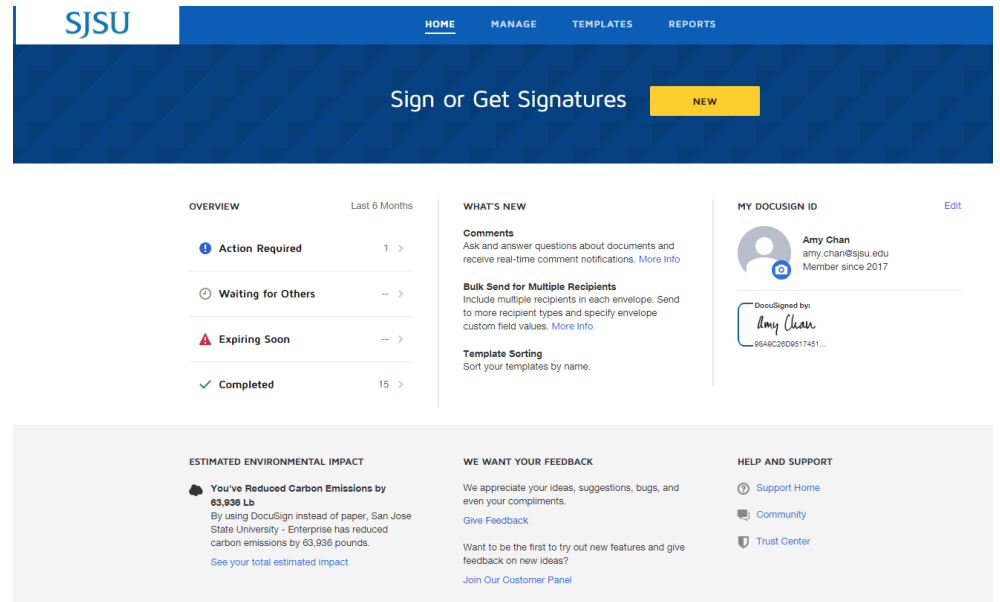
After saving the ProCard/GoCard statement and receipts/backup documentation into one file, the Cardholder will use DocuSign to electronically sign the statement and forward completed reconciliation to the Approving Official for review and approval.

1. Log into DocuSign at <https://one.sjsu.edu/> .

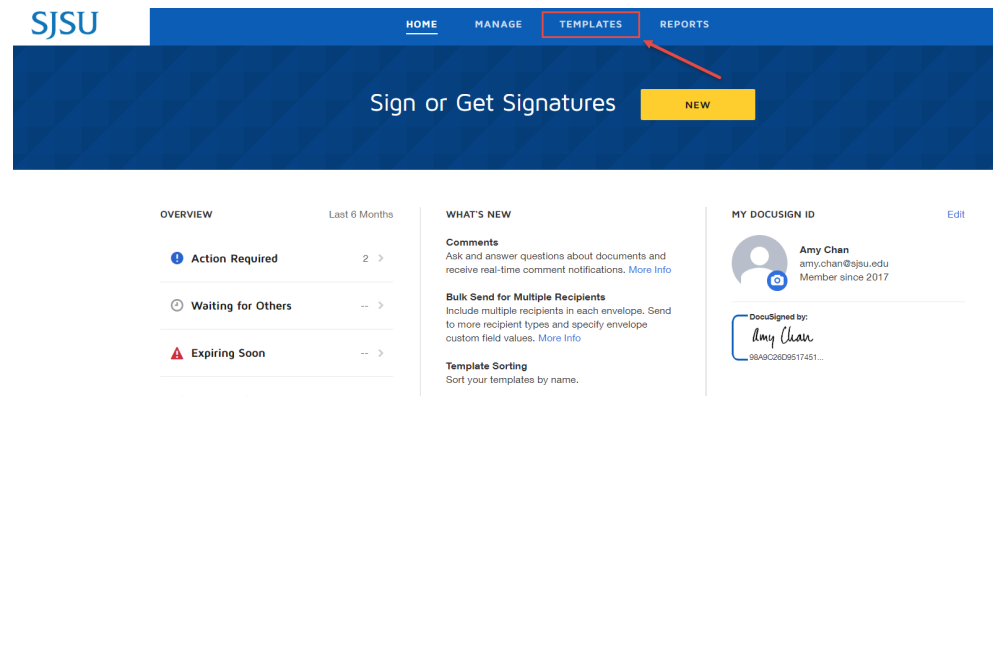
Note: Use Search feature to locate DocuSign and then save it as a favorite for future use.



The DocuSign page displays.



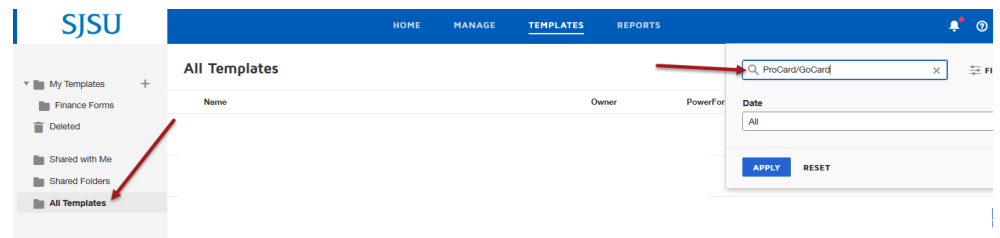
2. Click on **Templates** at top of page.



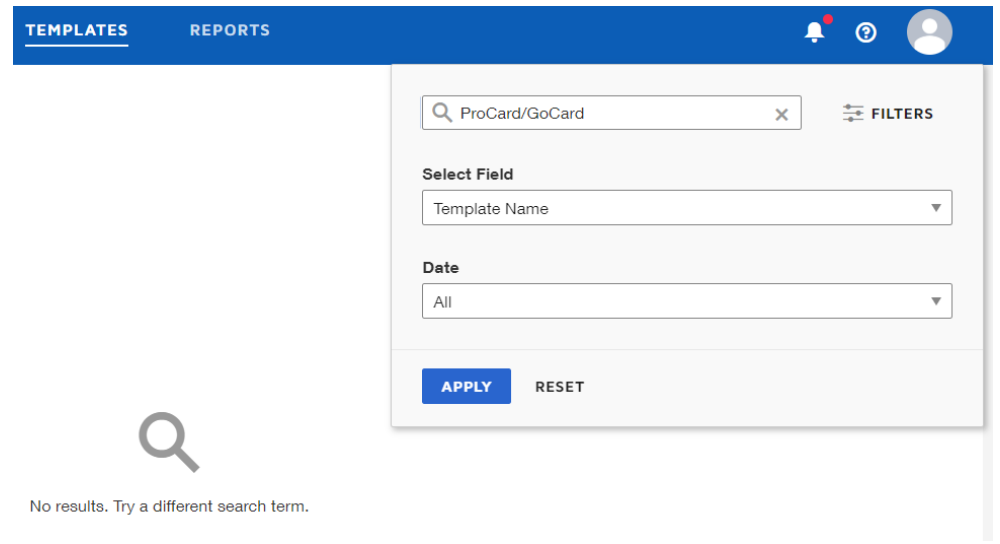
Templates pages displays.

3. Click on **All Templates**

4. Enter **ProCard/GoCard** in search field

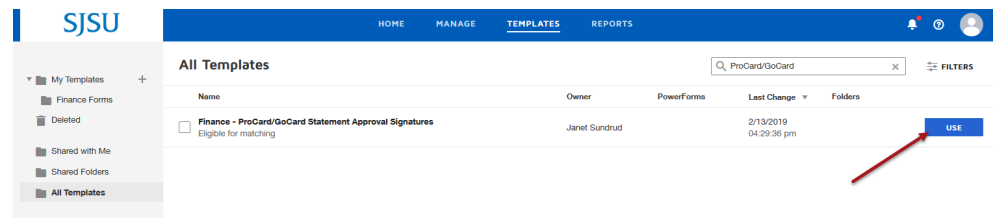


5. Click **Apply** to begin search.



ProCard/GoCard Statement Approval Signatures displays.

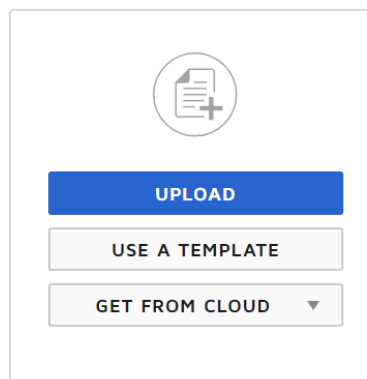
6. Click the **Use** button for the ProCard/GoCard Statement Approval Signatures template.



Add Documents to the Envelope displays.

7. Click **Upload** to select your ProCard or GoCard statement file.

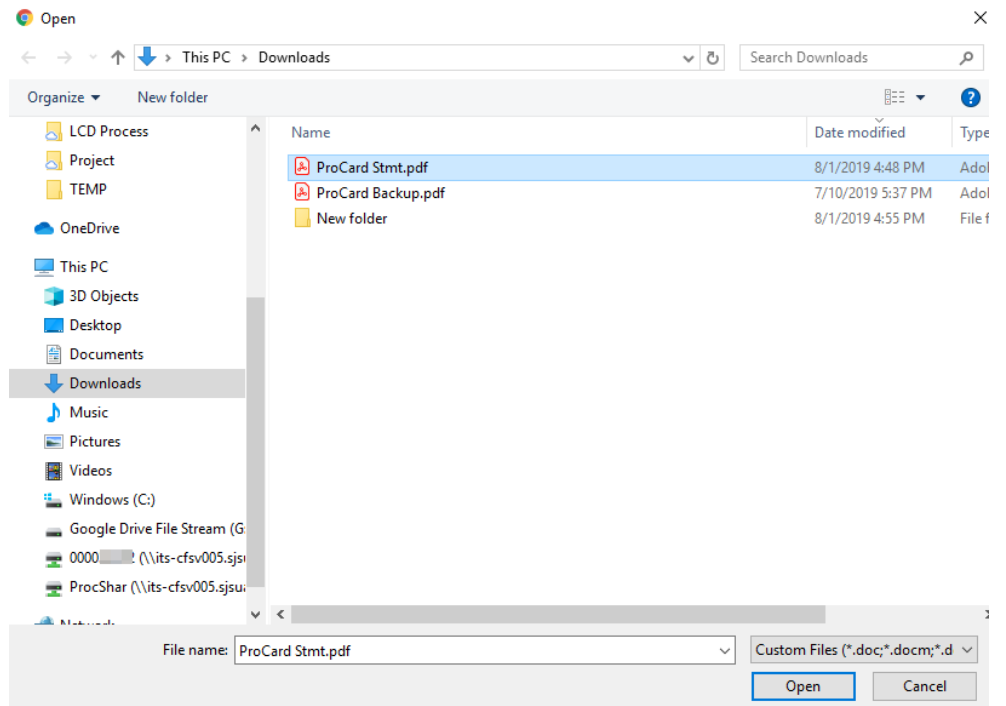
Add Documents to the Envelope



Open window displays.

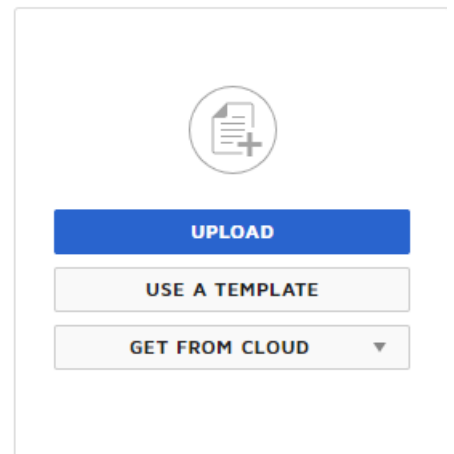
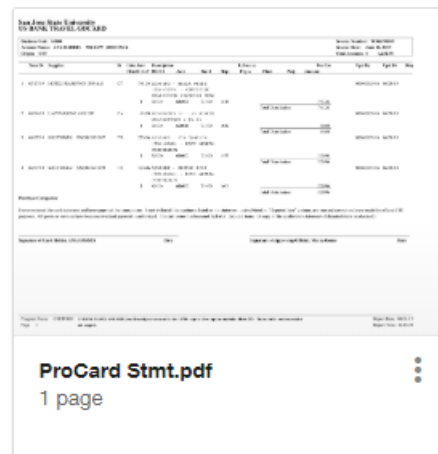
8. Select file to upload.

9. Click **Open**.



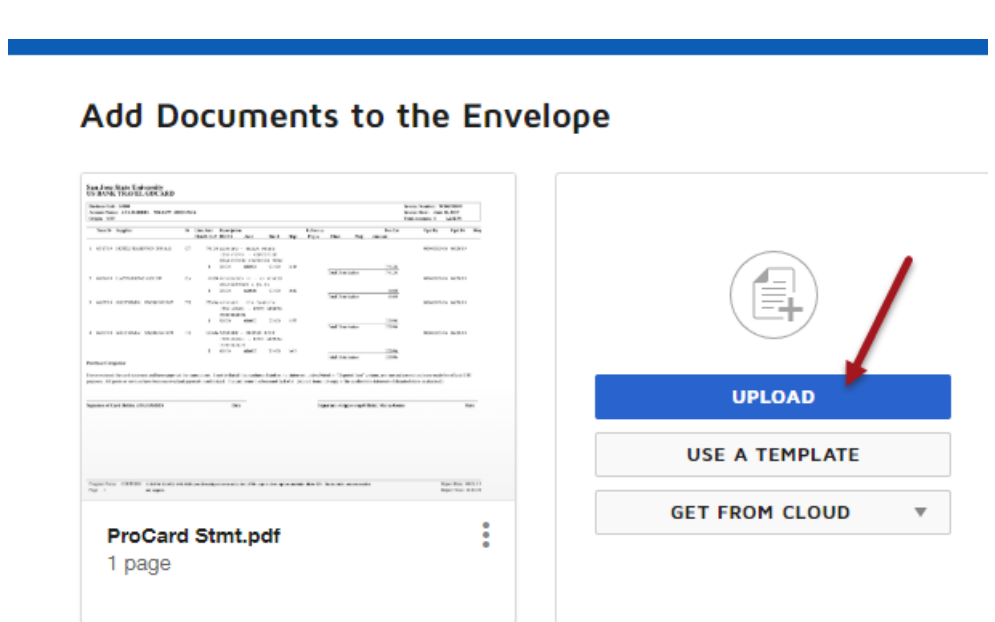
ProCard/GoCard Statement uploaded.

Add Documents to the Envelope



Next, add the itemized receipts and support backup documentation file.

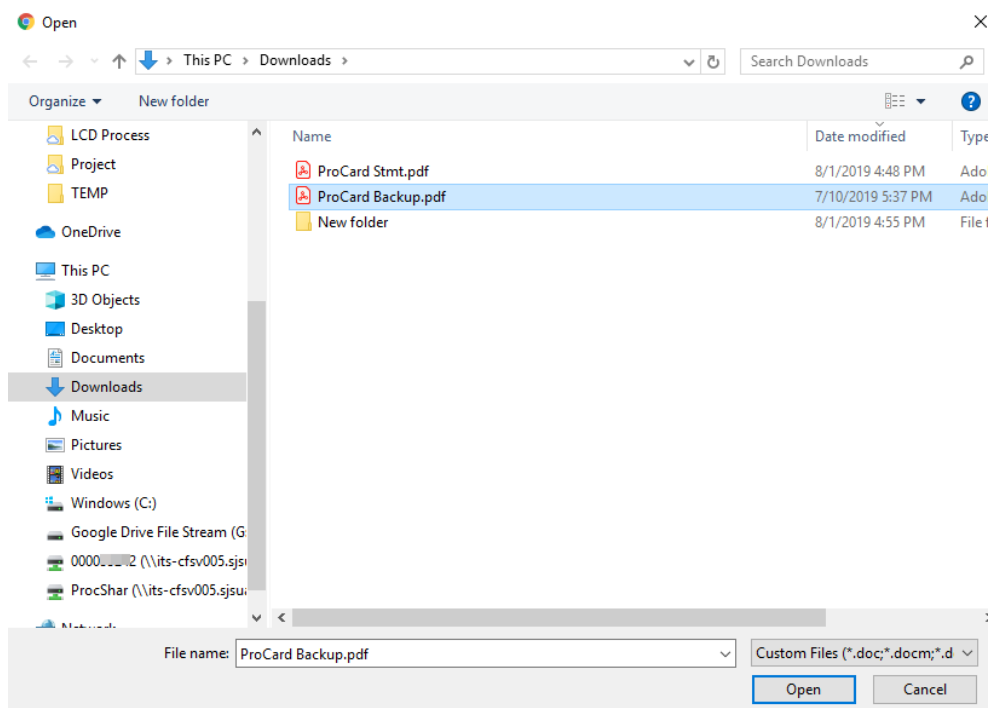
10. Click **Upload**.



Open window displays.

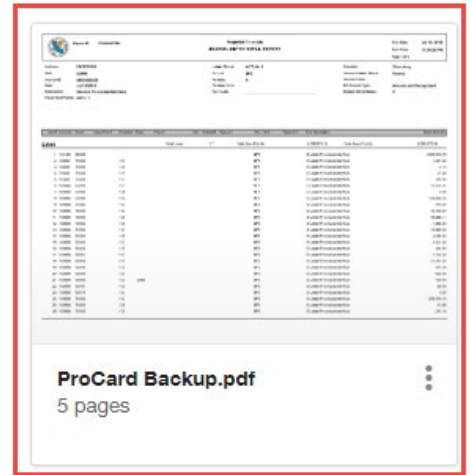
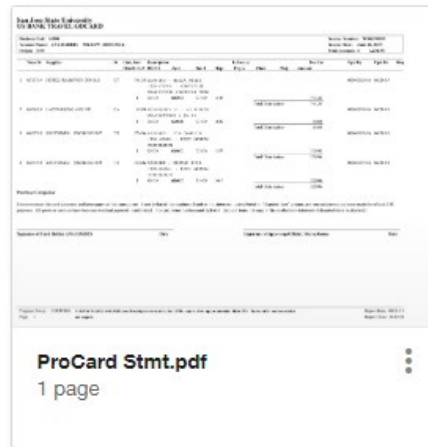
11. Select file to upload.

12. Click **Open**.



Second file uploaded.

Add Documents to the Envelope



Add Recipients to the Envelope

13. Enter Cardholder's Name and email.

Add Recipients to the Envelope

Some of the recipients are locked and cannot be changed [Learn More...](#)

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

1

Cardholder

NEEDS TO SIGN MORE

Amy Chan

amy.chan@sjsu.edu

14. Add Approving Official's name and email.

Add Recipients to the Envelope

Some of the recipients are locked and cannot be changed [Learn More...](#)

ADD FROM CONTACTS SIGNING ORDER

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

1

Cardholder

NEEDS TO SIGN MORE

Amy Chan

amy.chan@sjsu.edu

2

Approving Official

NEEDS TO SIGN MORE

Marna Genes

financesupport@sjsu.edu

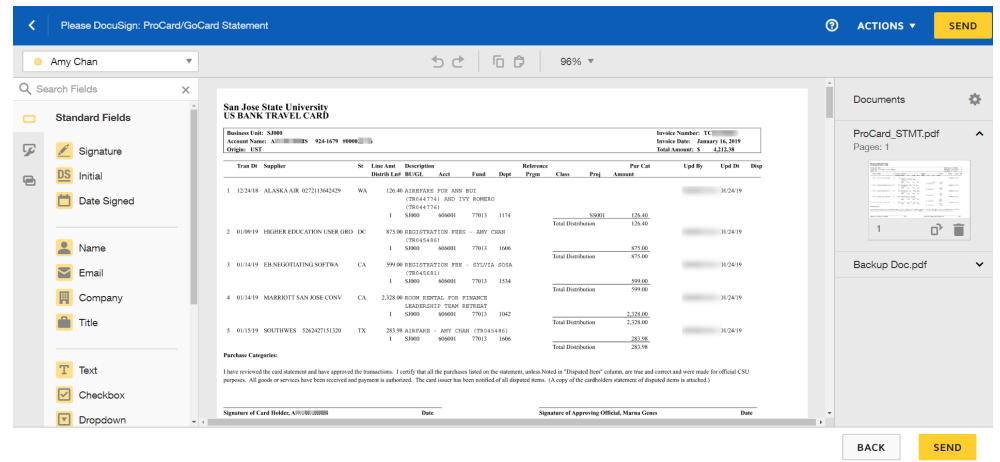
ADD RECIPIENT

SEND NOW

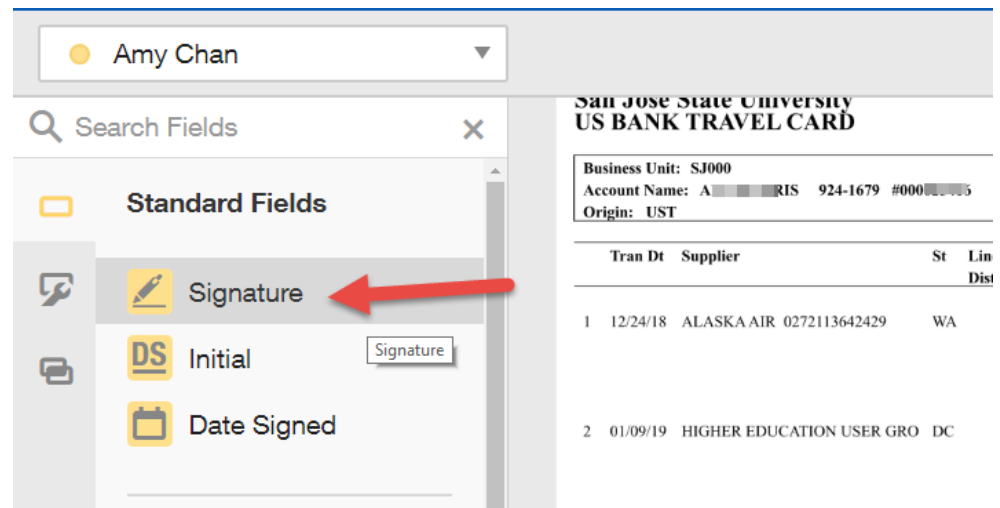
NEXT

The attachment files
Uploaded display.

16. Scroll to the last page of ProCard/GoCard statement where the signature and date lines are located.



17. Click and drag the **Signature** block to the Cardholder's Signature line.



Signature block for Cardholder is added.

Please DocuSign: ProCard/GoCard Statement

Amy Chan

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name

San Jose State Uni
US BANK TRAVEL

Business Unit: SJ000
Account Name: AN
Origin: UST

Tran Dt Supplier

Purchase Categories:

I have reviewed the card statement for my personal purposes. All goods or services purchased are for personal use.

Sign

Signature of Card Holder, AN

18. Click and drag **Date Signed** block to the Cardholder's Signature line.

Amy Chan

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed

San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: A IS 924-1679 #000025
Origin: UST

Tran Dt	Supplier	St
1 12/24/18	ALASKA AIR 0272113642429	W.
2 01/09/19	HIGHER EDUCATION USER GRO	DC

Cardholder's **Signature** and **Date Signed** blocks added.

4	01/14/19	MARRIOTT SAN JOSE CONV	CA	2,328.00	ROOM RENTAL FOR FINANCE LEADERSHIP TEAM RETREAT
				1	SJ000 606001 77013
5	01/15/19	SOUTHWES 5262427151320	TX	283.98	AIRFARE - AMY CHAN (TR0454
				1	SJ000 606001 77013

Purchase Categories:

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the purposes. All goods or services have been received and payment is authorized. The card issuer has been notified.



Date signed

Signature of Card Holder, Amy Chan

Date

19. Change Name from Cardholder to Approving Official's name in the dropdown menu.

Please DocuSign: ProCard/GoCard Statement

Amy Chan

San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: A 924-16
Origin: UST

Tran Dt	Supplier
1 12/24/18	ALASKA AIR 0272113642

Edit Recipients

20. Click and drag the **Signature** block for Approving Official's signature line.

Please DocuSign: ProCard/GoCard Statement

Marna Genes

San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: 924-1679 #00
Origin: UST

Tran Dt	Supplier	St	Li	Di
1 12/24/18	ALASKA AIR 0272113642429		WA	
2 01/09/19	HIGHER EDUCATION USER GRO		DC	

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed

Signature block for Approving Official is added.

San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: ██████████ 924-1679 P ██████████
Origin: UST

Invoice Number: TC011
Invoice Date: January
Total Amount: \$ 4,2

Tran Dt	Supplier	St	Line Amt	Description	BU/UGL	Acct	Fund	Dpt	Reference	Przm	Class	Proj	Pur Cat	Upd By
1 12/24/18	ALASKA AIR 027211364249	WA	126.40	AIRFARE FOR ANJ BUI (TR044774) AND IVY ROMERO (TR044774)	1	SJ000	666001	77013	1174				SS001	126.40
													Total Distribution	126.40
2 01/09/19	HIGHER EDUCATION USER GRO	DC	875.00	REGISTRATION FEES - AMY CHAN (TR045448)	1	SJ000	666001	77013	1606					875.00
													Total Distribution	875.00
3 01/14/19	EB NEGOTIATING SOFTWA	CA	599.00	REGISTRATION PER - SYLVIA BOBA (TR045451)	1	SJ000	666001	77013	1534					599.00
													Total Distribution	599.00
4 01/14/19	MARRIOTT SAN JOSE CONV	CA	2,328.00	ROOM RENTAL FOR FINANCE LEADERSHIP TEAM RETREAT	1	SJ000	666001	77013	1042					2,328.00
													Total Distribution	2,328.00
5 01/15/19	SOUTHWEST 5262427151320	TX	283.98	AIRFARE - AMY CHAN (TR045446)	1	SJ000	666001	77013	1606					283.98
													Total Distribution	283.98

Purchase Categories:

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 purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputes. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder: Amy Chan Date
Signature of Approving Official: Marna Genes

21. Click and drag **Date Signed** block to document.

San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: ██████████ S 9;
Origin: UST

Tran Dt Supplier

1 12/24/18 ALASKA AIR 027211

2 01/09/19 HIGHER EDUCATION

Standard Fields

- Signature
- Initial
- Date Signed

Approving Official's Signature and Date Signed blocks are added.

Note: If Approving Official is not available, then reconciliation can be directed to a designee (an MPP level employee or higher). A Text block can be added to the ProCard Statement in DocuSign to print the name of designee, title and reason they are signing in place of the Approving Official on file.

22. Click **Send** to start the signature process in DocuSign.

23. Click **Sign Now**.

24. Click **Continue**.

Please Review & Act on These Documents

Amy Chan
San Jose State University - Enterprise

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

DocuSign Envelope ID: 14D28254-F4A8-441E-8731-8821533C5658
San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: ANA HARRIS 924-1679-000025416
Origin: UST

Invoice Number: TC019008
Invoice Date: January 16, 2019
Total Amount: \$ 4,212.38

25. Click **Signature** block to sign.

Purchase Categories:

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all dis



2/15/2019

Signature of Card Holder,

Amy Chan

Date

Cardholder's signature is added.

Purchase Categories:

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed or purposes. All goods or services have been received and payment is authorized. The card issuer has been notified

DocuSigned by:
Amy Chan

2/15/2019

Signature of Card Holder,

Amy Chan

Date

26. Click **Finish**.

Cardholder's signature process completed. Approving Official will receive email notification to review and sign ProCard/GoCard package.

send the completed document.

FINISH

OTHER

DocuSign Envelope ID: 14D28254-F4A8-441E-8731-8821533C5658
San Jose State University
US BANK TRAVEL CARD

Business Unit: SJ000
Account Name: ANA HARRIS 924-1679-000025416
Origin: UST

Invoice Number: TC019008
Invoice Date: January 16, 2019
Total Amount: \$ 4,212.38

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Pur Cat	Upd By	Upd Dt	Disp	
		Distrib	Ln#	BU/GL				Prgm	Class	Proj	Amount		
1	12/24/18	ALASKA AIR	0272113642429	WA	126.40	AIRFARE FOR ANA BUI (TR044774) AND IVY ROMERO (TR044776)						01/24/19	

Section 5: Approving Official's Review and Approval of ProCard/GoCard Statement and Receipts in DocuSign

It is the Approving Official's responsibility to review reconciliation for compliance to the ProCard/GoCard policies and approve it before the submission deadline.

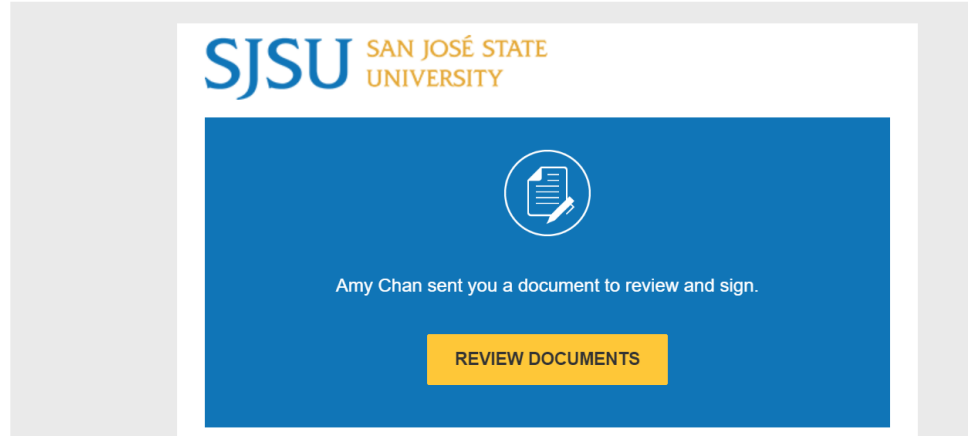
Approving Official will receive email from DocuSign to review and sign ProCard or GoCard statement.

1. Click the **Review Documents** in email.

2. Scroll through the document to review the statement and associated backup documentation.

Please DocuSign: ProCard/GoCard Statement for Amy Chan Inbox x

Amy Chan via DocuSign <dse_na2@docusign.net> 6:36 PM (0 minutes ago)
to me



DocuSign Envelope ID: 14D28254-F4A8-441E-8731-B821533C565B

San Jose State University
US BANK TRAVEL CARD

Trans Dt	Supplier	SI	Line Amt	Description	BU/CL	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upld By	Upld Dt	Disp
1 12/24/18	ALASKA AIR 027211364249	WA	126.40	ALBFARE FOR AMN BUI (TR0447741) AND IVY ROMERO (TR0447761)											
			1	SD000 606001 77013 1174								SS001 126.40			
												Total Distribution			
															01/24/19
2 01/09/19	HIGHER EDUCATION USER GRO DC	DC	875.00	REGISTRATION FEES - AMY CHAN (TR0454861)											
			1	SD000 606001 77013 1606											
												Total Distribution			
															01/24/19
3 01/14/19	EB NEGOTIATING SOFTWA CA	CA	599.00	REGISTRATION FEE - SYLVIA BOGA (TR0456811)											
			1	SD000 606001 77013 1534											
												Total Distribution			
															01/24/19
4 01/14/19	MARRIOTT SAN JOSE CONV CA	CA	2,328.00	ROOM RENTAL FOR FINANCE LEADERSHIP TEAM RETREAT											
			1	SD000 606001 77013 1042											
												Total Distribution			
															01/24/19
5 01/15/19	SOUTHWEST 5263427151320 TX	TX	283.98	ALBFARE - AMY CHAN (TR0454861)											
			1	SD000 606001 77013 1606											
												Total Distribution			
															01/24/19

Purchase Categories:

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: Amy Chan Date: 2/15/2019

Signature of Approving Official: Marna Genes Date: 2/15/2019


Program Name: CSUP0008 US BANK TRAVEL CARD Send hard copy with signatures and back up documents to AP. Report Date: 02/06/19
Page: 1 Report Time: 16:33:30


3. After review, click the Signature block for Approving Official to sign.

Date	Location	Account	Description	Amount	Category	Total Distribution	Period
01/14/19	MARRIOTT SAN JOSE CONV	CA	ROOM RENTAL FOR FINANCE LEADERSHIP TEAM RETREAT	2,328.00		399.00	01/24/19
				1 SJ000 606001 77013 1042		2,328.00	
						Total Distribution	2,328.00
01/15/19	SOUTHWES	5262427151320	TX	283.98 AIRFARE - AMY CHAN (TR045486)		283.98	01/24/19
				1 SJ000 606001 77013 1606		Total Distribution	283.98

Purchase Categories:

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.)

DocuSigned by:
 2/15/2019
 Signature of Card Holder, AMY CHAN Date

DocuSigned by:
 2/15/2019
 Signature of Approving Official, Marna Genes Date

Section 6: Save Completed and Signed ProCard/GoCard Statement Reconciliation

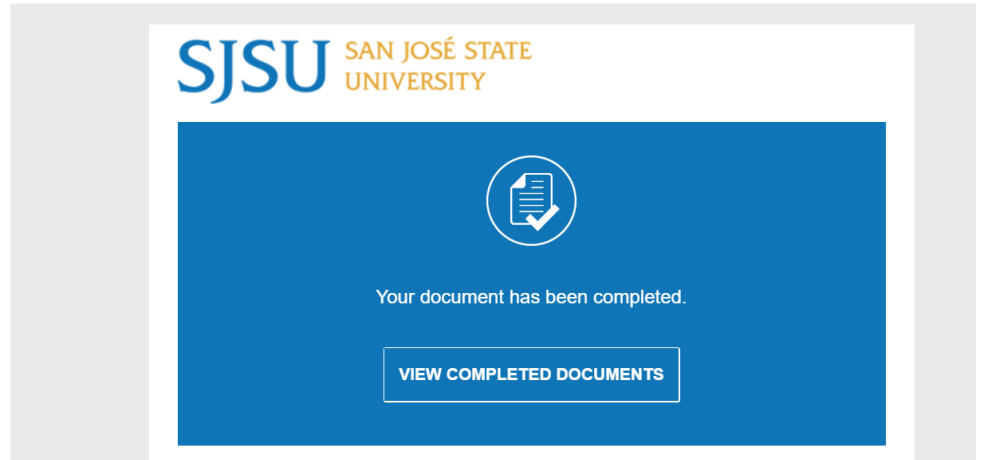
An email notification will go to the Cardholder after the Approving Official has signed the reconciliation.

1. In notification, cardholder clicks on **View Completed Documents**.

Completed: Please DocuSign: ProCard/GoCard Statement Inbox x

DocuSign via DocuSign <dse_na2@docusign.net>
to me

6:45 PM (1 minute ago) ☆



Completed reconciliation displays.

2. Download file to computer.

DocuSign Envelope ID: 14D28254-F4A8-441E-8731-B821533C565B

**San Jose State University
US BANK TRAVEL CARD**

Business Unit: SJ000 Invoice Number: TC
Account Name: 924-1679 Invoice Date: January 16, 2019
Origin: UST Total Amount: \$ 4,212.38

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Amount	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL				Prgm							
1	12/24/18	ALASKA AIR 0272113642429	WA	126.40	AIRFARE FOR ANN BUI (TR044774) AND IVY ROMERO (TR044776)										
			1	SJ000 606001 77013 1174							SS001	126.40			
											Total Distribution	126.40			
2	01/09/19	HIGHER EDUCATION USER GRO	DC	875.00	REGISTRATION FEES - AMY CHAN (TR045486)										
			1	SJ000 606001 77013 1606								875.00			
											Total Distribution	875.00			
3	01/14/19	EB NEGOTIATING SOFTWA	CA	599.00	REGISTRATION FEE - SYLVIA BOBA (TR045691)										
			1	SJ000 606001 77013 1534								599.00			
											Total Distribution	599.00			
4	01/14/19	MARRIOTT SAN JOSE CONV	CA	2,328.00	ROOM RENTAL FOR FINANCE LEADERSHIP TEAM RETREAT										
			1	SJ000 606001 77013 1042								2,328.00			
											Total Distribution	2,328.00			
5	01/15/19	SOUTHWES 5262427151320	TX	283.98	AIRFARE - AMY CHAN (TR045486)										
			1	SJ000 606001 77013 1606								283.98			
											Total Distribution	283.98			

Purchase Categories:

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.)

DocuSigned by:
Amy Chan 2/15/2019
Signature of Card Holder, AMY CHAN Date

DocuSigned by:
Marna Genes 2/15/2019
Signature of Approving Official, Marna Genes Date

3. Select **Combined PDF** from Download menu.

Document is now complete.

DocuSign Envelope ID: 14D28254-F4A8-441E-8731-B821533C565B

**San Jose State University
US BANK TRAVEL CARD**

Business Unit: SJ000 Invoice Number: TC01
Account Name: AN 6 Invoice Date: January
Origin: UST Total Amount: \$ 4,212.38

Tran Dt	Supplier	St	Line Amt	Description	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Amount	Upd By	Upd Dt	Disp
			Distrib Ln#	BU/GL				Prgm							
1	12/24/18	ALASKA AIR 0272113642429	WA	126.40	AIRFARE FOR ANN BUI (TR044774) AND IVY ROMERO (TR044776)										
			1	SJ000 606001 77013 1174							SS001	126.40			

Download menu options:
 Combined PDF
 Separate PDFs

4. Locate the file on your computer so you can upload it in FTS.

This PC > Downloads

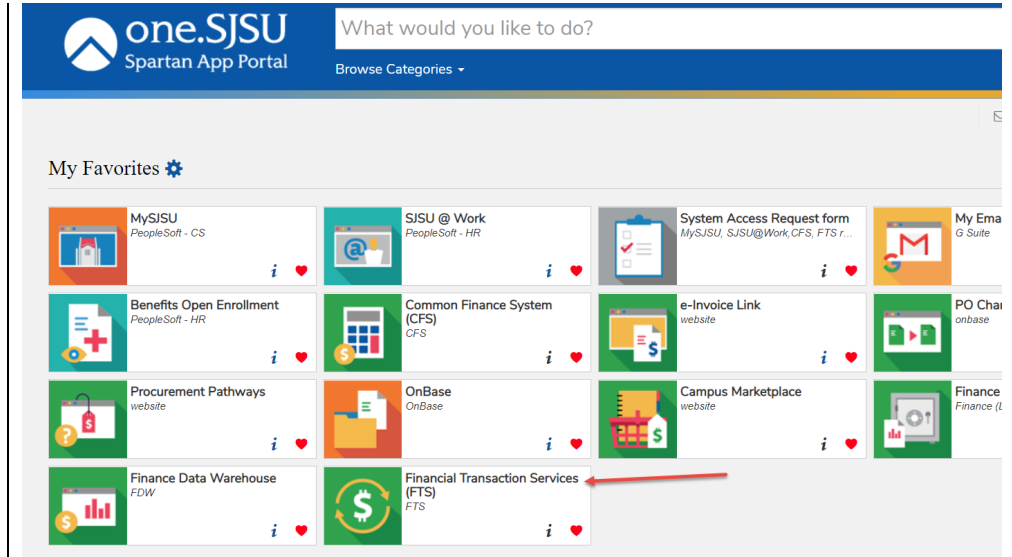
Name	Date modified	Type	Size
Please_DocuSign_ProCardGoCard_Statement.pdf	7/11/2019 3:50 PM	Adobe Acrobat D...	88 KB

Cardholder can rename file, if preferred.


Section 7: Upload Completed ProCard/GoCard Statement Reconciliation in FTS

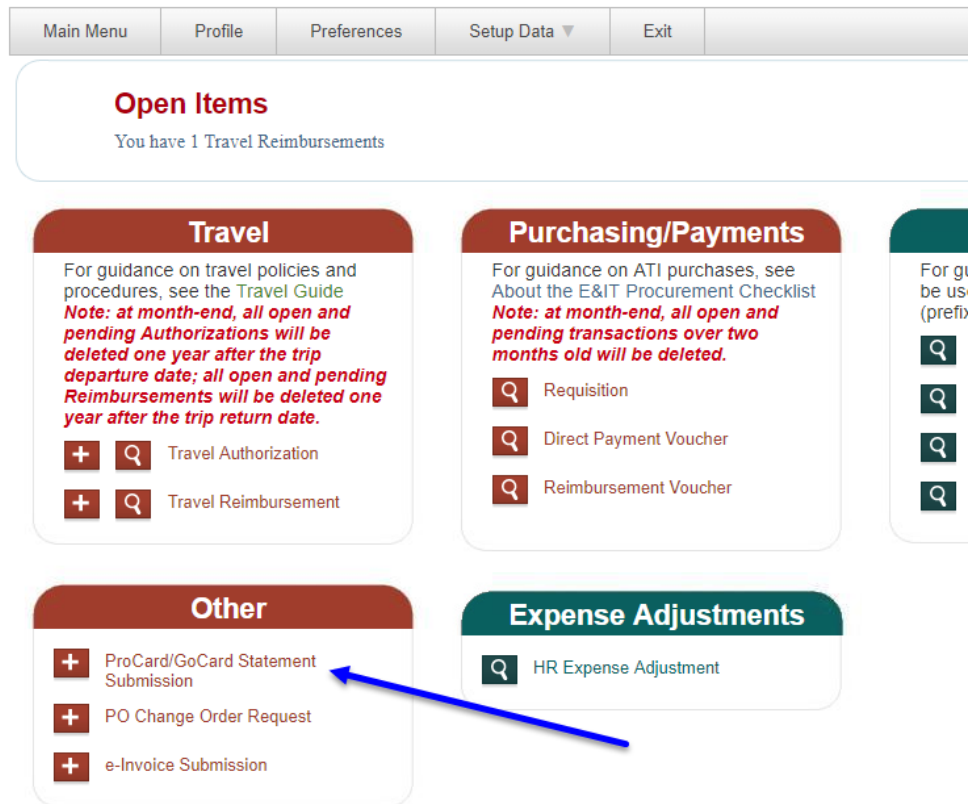
Upload the completed and approved ProCard/GoCard Statement with itemized receipts/support backup documentation files in the ProCard/GoCard Statement Submission portal in FTS. All active SJSU employees will have access to the portal so there is no need to request additional systems access from CMS Security.

1. Login to FTS at one.sjsu.edu.



2. In the module “Other”,

click the  for ProCard/GoCard Statement Submission.



Main Menu Profile Preferences Setup Data Exit

Open Items
You have 1 Travel Reimbursements

Travel
For guidance on travel policies and procedures, see the Travel Guide
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

- Travel Authorization
- Travel Reimbursement

Purchasing/Payments
For guidance on ATI purchases, see About the E&IT Procurement Checklist
Note: at month-end, all open and pending transactions over two months old will be deleted.

- Requisition
- Direct Payment Voucher
- Reimbursement Voucher

Other

- ProCard/GoCard Statement Submission
- PO Change Order Request
- e-Invoice Submission

Expense Adjustments

- HR Expense Adjustment

The ProCard/GoCard submission form displays.

Note: The Cardholder information required can be found in the header section of the ProCard or GoCard Statement.

AP ProCard/GoCard Statement Reconciliation

SJSU SAN JOSÉ STATE UNIVERSITY

Requester Information

Requester Name: Amy Chan Requester's Email Address: jemy.chan@sjsu.edu

Cardholder Information

EmpID* First Name Last Name Email Phone

Request Type* Invoice Number* Invoice Date*

NOTE! Statement must have proper signatures signed via DocuSign prior to upload.

1. Upload ProCard/GoCard Statement in .PDF File Format.
2. Upload the Backup Document(s) separate from the statement.

For ProCard

1. On or about the 25th of each month, cardholders are notified via email that their ProCard statements are ready for reconciliation in the CFS.
2. By the 5th of the following month, cardholders must have reconciled their ProCard statement in CFS and print their ProCard Statement report.
3. By the 10th of each month, both cardholders and their Approving Officials must sign the ProCard Statement report and submit it with matching receipts to Accounts Payable.

For GoCard

1. On or about the 16th of each month, cardholders are notified via email that their GoCard statements are ready for reconciliation in CFS.
2. Within five working days (on or about the 22nd of each month), cardholders must reconcile their Travel Card statements in CFS, print and submit the approved GoCard Statement Report with matching receipts to Accounts Payable.

Submit

- Enter the Cardholder's **EmpID** (Employee ID) number.

AP ProCard/GoCard Statement Reconciliation

SJSU SAN JOSÉ STATE UNIVERSITY

Requester Information

Requester Name: Amy Chan
Requester's Email Address: amy.chan@sjsu.edu

Cardholder Information

EmpID*: 000...2
First Name: []
Last Name: []
Invoice Number*: []
Invoice Date*: []

The name, email and phone fields will auto-populate based on the EmpID entered.

Requester Information

Requester Name: Amy Chan
Requester's Email Address: amy.chan@sjsu.edu

Cardholder Information

EmpID*: 0000...
First Name: AMY
Last Name: CHAN
Email: AMY.CHAN@SJSU.EDU
Request Type*: ProCard GoCard
Invoice Number*: []
Invoice Date*: []

- In **Request Type**, click on the radio button for ProCard or GoCard.

Cardholder Information

EmpID*: 0000...
First Name: AMY
Last Name: CHAN
Email: AMY.CHAN@SJSU.EDU
Request Type*: ProCard GoCard
Invoice Number*: []
Invoice Date*: []

- Enter the ProCard or GoCard **Invoice Number** and **Invoice Date**.

Cardholder Information

EmpID*: []
First Name: []
Last Name: []
Request Type*: ProCard GoCard
Invoice Number*: []
Invoice Date*: []

NOTE! Statement must have proper signatures signed via DocuSign prior to upload.

- Upload ProCard/GoCard Statement and back up documentation in PDF file format (one file please). Tip: You can use Adobe Pro to combine files

Additional Statement

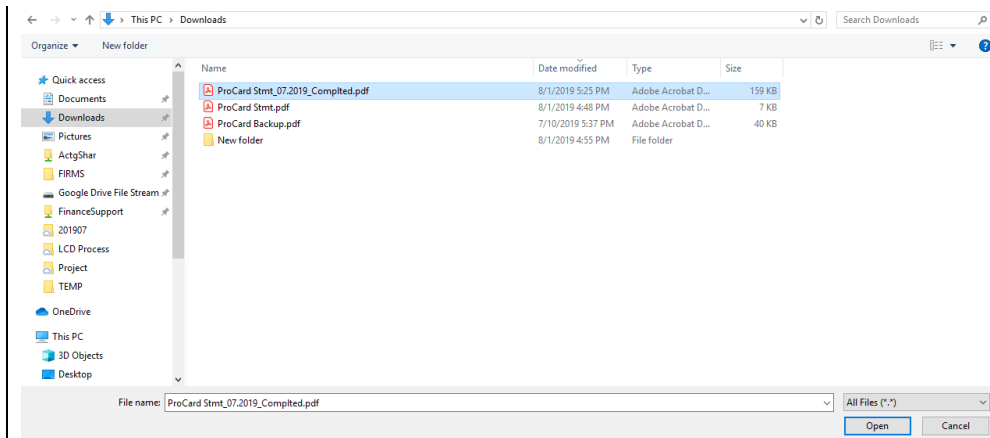
Statement(s)

AP ProCard Statement
Attach AP ProCard Statement ←

AP GoCard Statement
Attach AP GoCard Statement ←

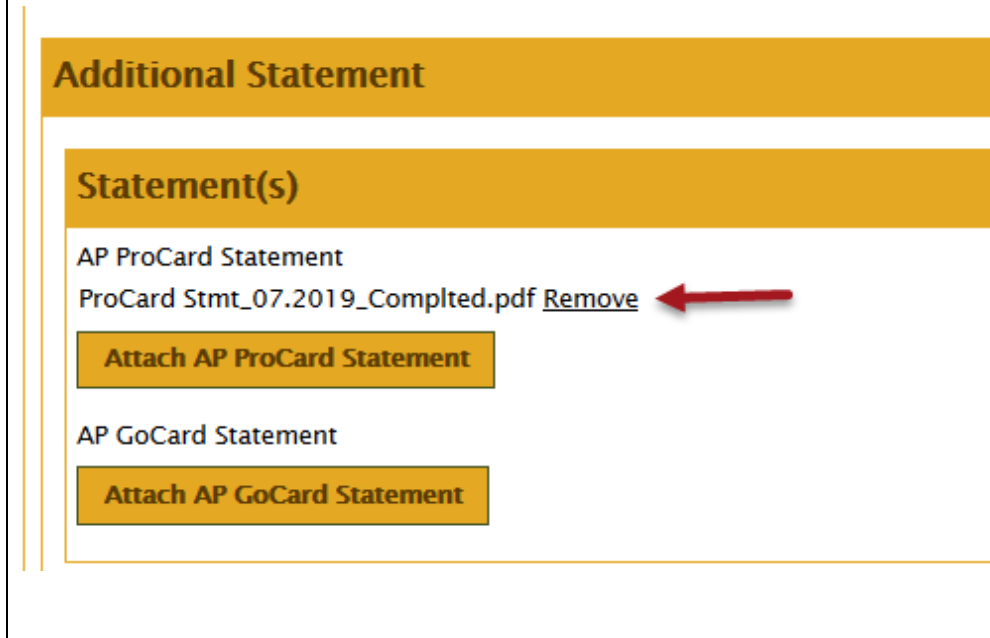
Open window displays.

7. Select the ProCard/GoCard Statement file with backup documents.
8. Click **Open**.



Statement file uploaded.

9. If needed, click **Remove** to delete file and repeat above steps to upload again.



10. When ready, click **Submit** to send your statement and backup to Payment Services.

Cardholder Information

EmpID * 000000000	First Name AMY	Last Name CHAN
Request Type * <input type="radio"/> ProCard <input checked="" type="radio"/> GoCard	Invoice Number * tc	Invoice Date * 2/13/2019

NOTE! Statement must have proper signatures signed via DocuSign prior to upload.
1. Upload ProCard/GoCard Statement and back up documentation in PDF file format (one file please). [Tips](#): You can use Adobe Pro to combine files into one file

GoCard Attachment

GoCard Statement *
GoCard_STMT.pdf [Remove](#)

Additional Statement

Statement

AP ProCard Statement
[Attach AP ProCard Statement](#)

AP GoCard Statement
[Attach AP GoCard Statement](#)

For ProCard

- On or about the 25th of each month, cardholders are notified via email that their ProCard statements are ready for reconciliation in the CFS.
- By the 5th of the following month, cardholders must have reconciled their ProCard statement in CFS and print their ProCard Statement report.
- By the 10th of each month, both cardholders and their Approving Officials must sign the ProCard Statement report and submit it with matching receipts to Acc

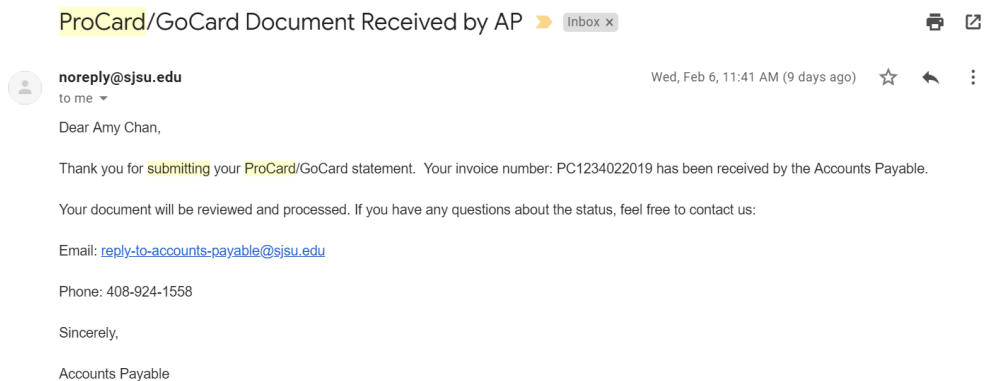
For GoCard

- On or about the 16th of each month, cardholders are notified via email that their GoCard statements are ready for reconciliation in CFS.
- Within five working days (on or about the 22nd of each month), cardholders must reconcile their Travel Card statements in CFS, print and submit the approved

Submit



Email confirmation of submission will be sent to the Requester.

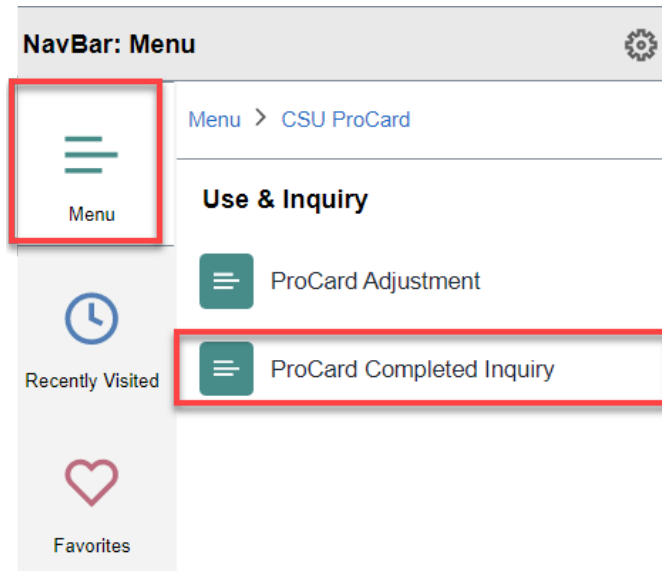
ProCard/GoCard submission completed.



Other Features

This section demonstrates how to view your historical ProCard/GoCard information and how to print the Statement Report in the CFS

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 SJ000.
 - **Origin:** Enter USB for ProCard or UST for GoCard.
 - **Last Name:** Enter cardholder's last name.
 - **First Name:** Enter cardholder's first name (Optional).
 - **Invoice Number:** If you're looking for a specific month, enter the correct Invoice Number (Optional).

Note: Invoice numbering is formatted as follows:

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	=	▼	<input type="text" value="SJ000"/>	<input type="button" value="Q"/>
Origin	begins with	▼	<input type="text"/>	<input type="button" value="Q"/>
Invoice Date	=	▼	<input type="text"/>	<input type="button" value="Calendar"/>
Last Name	begins with	▼	<input type="text"/>	
First Name	begins with	▼	<input type="text"/>	
Invoice Number	begins with	▼	<input type="text"/>	

Case Sensitive

[Basic Search](#)

- **PC** (ProCard) and **TC** (GoCard)
- **MM** (month)
- **YY** (year of billing statement)
- **4 digits** (sequential number)

5. Click the **Search** button.

The Search Results page displays.

6. To select a transaction, click the appropriate hyperlink.


Search Results

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
SJ000	USB	05/25/2020	[blurred]	[blurred]	PC [blurred]	0- [blurred]
SJ000	USB	06/23/2020	[blurred]	[blurred]	PC [blurred]	0- [blurred]
SJ000	UST	08/18/2020	[blurred]	[blurred]	TC [blurred]	0- [blurred]
SJ000	UST	10/16/2020	[blurred]	[blurred]	TC [blurred]	0- [blurred]
SJ000	USB	10/23/2020	[blurred]	[blurred]	PC [blurred]	0- [blurred]
SJ000	UST	11/17/2020	[blurred]	[blurred]	TC [blurred]	0- [blurred]

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: SJ000 ProCard Origin: USB Name: [REDACTED] # [REDACTED]
 Invoice: PC[REDACTED] Invoice Date: 05/25/2020 Total: 8,488.49  [Process Monitor](#)

View Attachment

Attachment 1
 Attachment 2
 Attachment 3
 Attachment 4

Transactions 1 of 9 [View All](#)

Supplier Name: INTERNATIONAL ASSOCIATION State: TX
 Transaction Date: 05/08/2020 Merchandise Amount: 579.00
 Description: IAAE Exhibition and Events mean Business Membership Renewal for faculty
 IAAE is the leading trade association for the global exhibitions and events industry.

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	SJ000	660803	70000	1030				579.00

Print Statement:

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



ProCard Completed Inquiry Page


Business Unit: SJ000 ProCard Origin: USB Name: [REDACTED] # [REDACTED]
 Invoice: PC[REDACTED] Invoice Date: 05/25/2020 Total: 8,488.49  [Process Monitor](#)

View Attachment

Attachment 4

- Click the **Process Monitor** hyperlink.

ProCard Completed Inquiry Page

Business Unit: SJ000 ProCard Origin: USB Name: [REDACTED] # [REDACTED]
 Invoice: PC[REDACTED] Invoice Date: 05/25/2020 Total: 8,488.49  [Process Monitor](#)

View Attachment

Attachment 4

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: [] Instance To: [] 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
SQR_CSUPO008_24549579.log	1,796	12/09/2022 4:28:41.419158PM PST
csupo008_24549579.PDF	9,021	12/09/2022 4:28:41.419158PM PST
csupo008_24549579.out	333	12/09/2022 4:28:41.419158PM PST

The ProCard Statement displays.

14. To print the statement, navigate to **File > Print** in your web browser or click the **Print** icon on the toolbar, and then click **OK**.

Note: After the report is printed, manually write the description for each transaction, if necessary.

There are minor distinctions between the ProCard and the GoCard Statement Report.

- On **ProCard**, Origin is USB, and the footer reads, "...US Bank ProCard..."
- On **GoCard**, Origin is UST, and the footer reads, "...US Bank Travel Card...."

**San Jose State University
US BANK PROCARD**

Business Unit: SJ000	Invoice Number: PC
Account Name: 408924	Invoice Date: May 25, 2020
Origin: USB	Total Amount: \$ 8,488.49

Tran Dt	Supplier	St	Line Amt	Description	WU/CL	Acct	Fund	Dept	Reference	Class	Proj	Pur Cat	Upd By	Upd Dt	Disp	Recon		
1 05/08/20	INTERNATIONAL ASSOCIATION	TX	579.00	IABE Exhibition and Events mean Business Membership Renewal for faculty IABE is the leading trade association for the global exhibitions and events industry.													05/28/20	
			1	SJ000 660803 70000 1030								579.00						
												Total Distribution						579.00
2 05/11/20	LENOVO GROUP	NC	2,289.89	LENOVO802 ThinkPad X1 Carbon Gen 7 - Black for HTEM Department													05/28/20	
			1	SJ000 616002 70000 1030								2,289.89						
												Total Distribution						2,289.89
3 05/11/20	READYREFRESH BY NESTLE	CA	5.45	HTEM Department water dispenser monthly services													05/27/20	
			1	SJ000 660003 70000 1030								5.45						
												Total Distribution						5.45
4 05/12/20	STRCOM_US	TN	450.00	STR LLC, Membership Renewal for faculty													05/28/20	
			1	SJ000 660803 70000 1030								450.00						
												Total Distribution						450.00
5 05/15/20	THE WEBSTAIRANT STORE	PA	1,126.93	Libbey 3766 Embassy 6.5 oz. White Wine Glass - 36/Case (8 cases) Class supplies ordered for HSPM 148 1,2,3.													05/28/20	
			1	SJ000 660003 70020 1030								1,126.93						
												Total Distribution						1,126.93
6 05/19/20	PRESENTERMEDIA	SD	199.95	Presenter-media Subscription PPT and Video for teaching needs for faculty.													05/28/20	
			1	SJ000 660963 70000 1030								199.95						
												Total Distribution						199.95
7 05/20/20	AMERICAN MARKETING ASSOCI IL	IL	149.00	Faculty member: AMA (American Marketing Association) Membership Renewal													05/28/20	

Program Name: CSUPO008 US BANK PROCARD Upload DocSigned statement by itself AND a separate back up documentation file to FTS. Thank you for your cooperation and support.
Page 1

Report Date: 12/09/22
Report Time: 16:28:27

Contacts

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

- **ProCard Coordinator-** Rachel Zubiata | rachel.zubiata@sjsu.edu
- **GoCard Coordinator-** Vacant

References

- **Duo Two-Factor Authentication**
<https://www.sjsu.edu/it/support/service-desk/duo/index.php>
- **Finance Training and Tutorials**
<https://www.sjsu.edu/fabs/connect/training-and-tutorials.php>
- **GoCard Guide**
https://www.sjsu.edu/fabs/docs/gocard_guide.pdf
- **GoCard Ways to Pay**
<https://www.sjsu.edu/fabs/services/travel/gocard.php>
- **Hospitality Guidelines**
<https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/hospitality-guidelines.php>
- **One.SJSU**
<https://one.sjsu.edu/>
- **ProCard Guide**
https://www.sjsu.edu/fabs/docs/procard_guide.pdf
- **ProCard Ways to Pay**
<https://www.sjsu.edu/fabs/services/p2p/pay/procard.php>

Forms

- **Finance Systems Access Request**
<http://www.sjsu.edu/it/security/forms.php>
- **Hospitality Expense Justification**
https://www.sjsu.edu/fabs/docs/hospitality_expense_justification.pdf