

HSU Sponsored Programs Foundation

The HMSPF ProCard simplifies the procurement process for low dollar purchases. It delegates authority and responsibility to cardholders to purchase items related to their SPF grants/contracts directly from suppliers and replaces the need for check requests, purchase orders, and invoices. The complete list of Procurement Card (ProCard) Guidelines can be found at <https://procurement.humboldt.edu/procard>

Updates on ProCard Use as of 8/9/2021

Automatically Recurring Payments:

Automatically recurring payments (such as monthly subscriptions) can be established on your ProCard. Attach the monthly invoice to the reconciliation packet *each month* when submitted.

Deposits:

If a deposit must be made, and there is not sufficient lead time to request a check, you may use your HMSPF ProCard if the vendor will accept a Credit Card Payment. All non-travel related deposits must be reconciled at the end of the month using the account code 107003 - OTHER ADVANCES. This will ensure accounting has visibility of outstanding advances, and your Post-Award Grant Analyst can later assist you with ‘clearing the advance.’

Space Rental Agreements:

All rental agreements must be signed by the SPF Executive Director; please note that Principal Investigators are not authorized to enter into contracts on behalf of the auxiliary. If you have a rental agreement, please route it to your Post-Award Grants Analyst to attain approval. If the vendor will accept a Credit Card Payment, for either the deposit or rental fee, you may put those charges on your HMSPF ProCard. When submitting your monthly reconciliation, you will need to attach *both* the invoice paid, as well as the signed rental agreement as backup documentation.

Long Term Leases:

All Long-Term Leases must also be signed by the SPF Executive Director. If you have a lease agreement, please route it to your Post-Award Grants Analyst to attain approval. If the landlord will accept a Credit Card Payment, for either the deposit or monthly rent, you may put those charges on your HMSPF ProCard. When submitting your monthly reconciliation, you will need to attach *both* the invoice paid, as well as the signed lease as backup documentation *each month*. If your default ProCard limit is *too low* to accommodate larger, monthly lease payments, please discuss the option of raising your ProCard monthly limit with your Post-Award Grant Analyst.

Utilities:

Monthly utility payments (such as PG&E, water bills, etc..) can be paid on your ProCard. Please note this *does not include* ‘Wireless Device’ reimbursements, which are processed differently. Attach the monthly utility invoice to the reconciliation packet *each month* when submitted.