In order to facilitate the processing of payments for the Corporate Credit Card Program through CUNYFirst, the University is changing the process and issuing guidance below.

There are three types of credit cards currently in use in CUNY, as follows:

<table>
<thead>
<tr>
<th>Card Name</th>
<th>Purpose</th>
<th>Restrictions</th>
<th>Who is eligible to Hold card?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Card (or P-Card)</td>
<td>Purchase goods/services up to a certain threshold directly from suppliers.</td>
<td>Each card has a threshold for individual purchases and a monthly threshold that should not be exceeded. Purchases should NOT be split to be within those limits.</td>
<td>State employees, must be approved by Supervisor and University Executive Controller.</td>
</tr>
<tr>
<td>Travel Card (or T-Card) for the Employee</td>
<td>Purchase of approved business travel expenses for the named card holder when in travel status. Eligible charges include lodging, airfare, baggage fees, train tickets, car rental (following State Contract), gas for car rental, conference fees, and meals.</td>
<td>As per New York State guidelines, the T-Card should not be used to pay for travel arrangements for other than the card holder. Other prohibited uses include: gas for personal vehicles, food expense for other staff members, personal use of any kind, alcoholic beverages, incidentals on hotel bill, including but not limited to movies, gym, valet parking, laundry, and dry cleaning, excess baggage fees and non-travel related expenses.</td>
<td>State employees, must be approved by Supervisor and University Executive Controller.</td>
</tr>
<tr>
<td>Non-Employee Travel Card (or NET Card)</td>
<td>Purchase travel expenses for Non-State (Non-Payserv) CUNY Employees and/or Non-Employees including research foundation employees, students, candidates for employment. Eligible charges include lodging, airfare (including baggage fees), train tickets, car rental (following State Contract), gas for car rental, conference fees, and meals.</td>
<td>Prohibited uses include: personal use of any kind, alcoholic beverages, incidentals on hotel bill, and non-travel related expenses.</td>
<td>State employees, must be approved by Supervisor and University Executive Controller.</td>
</tr>
</tbody>
</table>
State Contract), gas for car rental, conference fees, and meals.

Due Date and Reconciliation

All Card payments are due to Citibank within 28 days after the receipt of Statements. More importantly, Citibank accepts only one payment for each CUNY unit. Failure to pay by the due date will likely result in the deactivation of cards for that specific unit (i.e., College, or CUNY department).

State guidelines indicate that all reconciliations of the Statements are performed as a post payment activity and that reconciliation should occur within 30 days of the Statement.

In that regard, it is the responsibility of the card holder to provide supporting documentation to Accounts Payable within 15 days of Statement.

Current CUNYfirst Process

The current credit card process is as follows:

At the beginning of each fiscal year, each credit card holder should enter a requisition into CUNYfirst that takes into account the projected annual use of the card. This requisition must be approved by a supervisor. Once the requisition is approved, a purchase order will be created and then approved by Purchasing.

Thereafter, each credit card holder must enter a ‘receipt’ into CUNYfirst for the expenses charged that month. Accounts Payable will then prepare a voucher for payment. Accounts Payable then needs to build the payment by accessing each line on multiple Purchase Orders in order to process the payment.

The current process is burdensome and has proven to be challenging to effect timely payments.

New Streamlined CUNYfirst Process

After review of current process, the University has determined to simplify the practice by using a non-purchase order method, which is detailed below.

Card Holders and Supervisors

1. Card holders will charge approved allowable and prudent costs to the P-card, T-card or Net card.

2. Card holders will be responsible for accessing their Statements on-line at the Citibank website. Statements are available on the 6th of each month for the Procurement card, and on the 22nd of each
month for the Travel and NET cards. The monthly Statement from Citibank must be reviewed for accuracy of charges and physically signed by the cardholder and supervisor.

3. Card holders should submit the signed Statement AND all receipts and appropriate documentation to the appropriate business unit within 15 business days from the Statement date.

Accounts Payable/Reconciliation Unit

4. Accounts Payable department will voucher monthly Statements using a non-PO voucher and charge one designated GL account and one department within 20 days of receiving a Statement.

5. Once supporting documentation is received and the amounts are reconciled, the appropriate department budget and correct GL accounts will be charged using a journal entry.

6. Any Statement that remains unreconciled beyond the 30 days will be considered delinquent. For unreconciled statements, credit card charges will be journaled against departmental budgets 30 days after Statements are issued. Multiple delinquent statements may lead to the revocation of the card (as cited in State Guidelines). Using this method, expenses will be posted to the appropriate cost center within 30 days after Statement date.

Next steps:

All existing requisitions for Credit Card payments should be cancelled in CUNYfirst by the requester in order to release encumbered funds. In addition, all purchase orders created for this purpose will be immediately cancelled by the Purchasing Department.

Departments should expect to see the credit card expenses journaled against their budgets effective immediately.