I. WHAT IS THE PURPOSE OF THE P-CARD?

The Procurement Card (P-Card) Program is designed to be an efficient and cost effective way to expedite college authorized small dollar purchases for goods and services. *(NYS Procurement and Travel Card(s) can not be utilized as personal credit cards. The cards are governed by NYS/CSI procurement guidelines.)*

II. ALLOWED PURCHASES FOR THE FOLLOWING COMMODITIES:

- Books/Publications
- Conference Fees
- Membership and Subscriptions
- Office Supplies unavailable from proftech.ediversitynetwork.com
- Training and Workshops

III. PROHIBITED PURCHASES FOR THE FOLLOWING COMMODITIES:

- Accommodations: Hotel, Airfare, Car Rentals, etc. *(must use Travel Card)*
- Advertising
- Cameras
- Cash Advances
- Equipment Maintenance/Leasing
- Gifts
- Insurance
- IT (Consumer electronics and Software) unless pre-approved by the Vice President of Information Technology
- Meals, Catering, Restaurants
- Non-Tax Levy Purchases (i.e., CSI Auxiliary Services, CSI Association, Material Fee, Research Foundation, Center for International Service, etc.)
• Personal Use
• Printing
• Professional Services (Consulting, Medical, Legal, etc.)
• Repetitive Purchases (contact Purchasing)
• Telephone Bills: including Long Distance and Wireless
• Wireless Devices (i.e., Cellular phones, Kindle, Nook, Palm Device, Smartphones, etc.)

IV. P-CARD HOLDER/DIVISION/AREA VICE PRESIDENT RESPONSIBILITIES

Before making purchases with the P-Card, the cardholder should understand the College’s procurement guidelines and procedures: (Procurement guidelines can be found on the College’s website.)

• **Division/Area Vice President must review and approve all Monthly Transaction Logs prior to submission to the Accounts Payable Office.**
  - Do not give their card or account number to anyone else other than the vendor from whom they are making the purchase.
  - Be able to substantiate the reasonableness of price of purchased items.
  - Purchase only the number of items, at the quantity and quality needed for appropriate use.
  - Be knowledgeable about individual card limits and do not attempt to make purchases in excess of the single transaction limit.
  - Do not split order just to use the P-Card when the purchase price will exceed the per transaction limit.
  - Immediately notify Citibank and the Purchasing Office of a lost or stolen card.
  - Ensure credits for reported or disputed items or billing errors appear on a subsequent statement.
  - Attempt to resolve disputes or billing errors directly with the vendor and notify Citibank if the dispute or billing error is not satisfactorily resolved.
  - **Obtain all required documentation for reconciliation and forward to the Accounts Payable office within 5 business days.** The documentation should support authorization of the purchase, i.e., invoices, statements, printed internet confirmations, credit card receipts, receiving acknowledgements, monthly transaction log, etc.
  - Return the card to the Purchasing Office upon terminating employment.

P-Card Holder Review:

• Cardholder can view their statements on CitiDirect at the end of each billing cycle @ [https://home.cards.citidirect.com](https://home.cards.citidirect.com).
• Cardholder should review the monthly Citibank statements for accuracy and reconcile each charge transaction to the vendor receipts and/or invoices.
• Ensure all items are received in satisfactory condition and dispute any times not received thusly.

P-Card Holder review should include the following questions:

• Did I purchase all items appearing on statement?
• Are there any items I purchased that do not appear on the Statement? Keep documentation associated with these purchases until the following Statement. If the charge does not appear, contact the vendor.
• Does the amount quoted to me by the vendor match the amount I was charged for each item? Was I charged any tax or freight I was not aware of? College is tax exempt.
• Did I receive all items ordered in satisfactory condition? If not, the cardholder should ensure the items are received in satisfactory condition within the 60-day dispute window or dispute charge.
• Do credits appear on the statement in the proper amount for any returns?
• Have I retained a copy of my transaction documents for my records?

V. DOLLAR LIMITS

Your card has per-transaction and monthly maximums. Please refer to your Procurement Card Agreement for specific maximums.

VI. BUDGET

• Blanket Purchase Order established for the fiscal year to cover anticipated charges.
• You are responsible for not overspending your budget.
• Any charge exceeding your budget will be posted to your senior executive’s budget and/or cause the card to be suspended or terminated.

VII. ADVANTAGES

• Paperwork and processing time are reduced.
• Emergency and off-hour purchases are facilitated.

The process works as follows:

• Order/Charge
• Record transaction on Monthly Transaction Log for Purchases
• Receive goods or service, receipts, packing slips, and update log.
• Reconcile Citibank Visa Statement when received, and send with 5 business days to Accounts Payable with proper signatures, original receipts, budget codes, and
any comments. **Failure to submit receipts for each transaction will result in suspension or termination of the Card.**
- Retain copies of receipts and statements.

**To place an order, provide vendors with:**
- Your and the College’s names
- Dept. and Room No.
- Card No. and Exp. Date
- Receiving Platform’s, 2800 Victory Blvd., 1M Loading Dock address. **Merchandise must be delivered to College’s Central Receiving location. Merchandise can not be delivered to an address other than the College.**
- Method of delivery. (Please use the most economical method, unless justification exists for a more expensive alternative.)

**NOTE:** As a state-funded agency, the College is tax exempt.

**Ask vendor the following:**
- Confirmation No.
- Total dollar amount (excluding sales tax and including any shipping charges.)
- Expected delivery date.
- Confirmation that vendor will mark packages according to delivery instructions.

**VIII. DISPUTES**
- To dispute a charge, please try to resolve it with the vendor first.
- Then, if necessary, call Citibank Visa @ 1-800-248-4553.
- If **still unresolved**, please e-mail “purchasing” or call 2450.

**IMPORTANT NOTES**
- Please ensure that all existing purchasing rules are followed when using the P-Card.
- The Business Office will routinely audit paper and online statements for compliance and accuracy.
- If you have any questions or require assistance, please call Kiesha Stewart at ext. 2450.
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• The Accounts Payable Office will perform a pre-audit of the Procurement/Travel card charges prior to submission to the State for payment.

• The monthly statements along with the monthly transaction log must be submitted to the Accounts Payable Office within 5 business days of the statement closing date.

• Each transaction will be reviewed to confirm that purchases made have a matching receipt and are approved by the department head.

• The Accounts Payable Office will charge the requesting department’s cost center for authorized charges before submission to the State.

• There will be zero tolerance for non compliance of submission of receipts. Failure to comply will result in the suspension or termination of privileges.
COLLEGE OF STATEN ISLAND

NYS PROCUREMENT & TRAVEL CARD AGREEMENT

Name of Cardholder | Department
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Extension No. | Card No. | OTPS Budget Code
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The NYS Procurement Card is intended for the purpose of purchasing goods or services that are for official College projects, activities, or programs. Purchases must be consistent with established Purchasing rules and are not to include prohibited items as designated in the attached Procurement Card Policy and Procedure Guide. Funds must be available in the OTPS Tax Levy budget identified above to pay for the goods or services ordered and received.

The named Cardholder is solely responsible for the protection and proper use of the Procurement Card and/or Travel Card. Personal charges are prohibited. **The College is authorized to deduct from the Cardholder’s salary any personal charges made.**

The Cardholder agrees to record and maintain a log of all purchase transactions and receipts for each transaction, and upon receipt of the monthly Citibank Visa statement, to verify the accuracy of all charges, report any discrepancies to the appropriate vendor and complete a Statement of Discrepancies (form attached). **The reconciled monthly statement must be signed and sent to Accounts Payable with the monthly transaction log and receipts for each transaction, within 5 business days of receipt by the Cardholder. Failure to submit receipts for each transaction will result in suspension or termination of the Card.**

**Merchandise must be delivered to the College’s Central Receiving location at 2800 Victory Blvd, 1M Loading Dock. Merchandise can not be delivered to an address other than the College.**

If card(s) is lost, the Cardholder is responsible for immediately notifying the Purchasing Office at ext. 2450, and Public Safety at ext. 2112.

*I have received the Policy and Procedure Guide governing use of the Card(s). As a holder of the Procurement and/or Travel Card, I agree to accept full responsibility for protecting the Card(s) and charges incurred.*

Authorized Signature ______________________ Printed Name _________________ Date _______

Effective April 2011