Agenda

Card overview

Guidelines

Cardholder Responsibilities

Supervisor Responsibilities

Allowable vs. Unallowable Purchases

Questions & Answers
VISA Procurement Card - Overview

The Procurement Card simplifies the procurement process for low cost items.

All purchases must be made in accordance with NYS Procurement Guidelines, SUNY, and Campus Policy.
VISA Procurement Card - Overview

You should know:

- Official University business
- Card is issued to an individual employee (NO SHARING)
- State funding
- $2,500/$50,000
- Transactions will appear on State (AES) report
- Subject to review & audit
VISA Procurement Card - Overview

How to obtain a card:

1. Complete application

2. Submit (original)

3. Training session
Application reviewed/approved

Applicant accesses Employee Services Portal (**SUNY Web**) (SUNY Web)

P-Card security granted

P-Card administrator applies for card

Applicant configures initial web access
Card arrives and is registered as company property

Applicant and supervisor attend training session

Cardholder activates card

Cardholder follows guidelines...
VISA Procurement Card - Cardholder Responsibilities

Understand State’s procurement guidelines

Use preferred sources

Purchase items from an OGS contract vendor

Make open market purchases

Substantiate price reasonableness and justification of purchase if applicable

Stay within transaction limits (do NOT split order)

Obtain property control decals for equipment purchases >$500

Dispute unauthorized charges to Citibank

Report lost or stolen P-Cards to Citibank and P-Card Administrator

Advise P-Card Administrator of a leave/vacation or department change

Certify your monthly P-Card statements and submit packet by designated due dates
Certification

1. Signed Statement Information Sheet
2. Citibank statement
3. Itemized receipt (vendor name, item(s) purchased, cost of each item, total that matches the listed transaction)
4. Justifications and supporting documents (event sheets, list of attendees, BOL for freight charges >$100, Certified Payroll, etc.)
VISA Procurement Card - Supervisor Responsibilities

Develop/implement a plan for card oversight

Ensure proper department procurement procedures are followed

Provide prior approval for orders if/when necessary

Monitor department’s budget and resolve funding issues

Inform P-Card administrator of any cardholder terminations

Ensure that cardholder adheres to certification deadline

Review and sign cardholder’s prepared certification packet

Take appropriate action for misuse

Ensure that cardholder forwards approved packet by deadline

Inform P-Card administrator of department transfers or employment termination
Allowed

Preferred sources
Items on OGS statewide contracts
Services, supplies and materials
Equipment maintenance/repairs
Printing
Small Social Media campaigns*
Seminar/conference registration fees
Branded items**

*subject to prior approval by the Office of Communications and Marketing
**must use approved vendors stonybrook.edu/brand/design-visual-identity/merchandising-licensing/

NOT Allowed

Personal use
Travel/entertainment
“Holding” reservations
Rent
Cash advances/refunds
Formal contracts
Amazon Prime or club memberships
Catering/restaurant dining
Auxiliary heating/cooling equipment
Non-employee compensation
● Use the P-Card for low cost items
● Make sure all prices are fair/reasonable
● Use preferred sources
● Stay within your transaction limits
● Keep your VISA card in a safe location
● Obtain prior approval for advertising (Communications/HR)
● Order promotional items from licensed vendors
● Obtain supervisory approval before booking a conference/seminar
● Monitor your transactions
● Report fraudulent activity and lost/stolen cards to Citibank and P-Card Administrator
● Certify your monthly statements by designated deadline
● Certify all transactions
● Submit your certification packets by designated deadline (original signatures, invoices, statement, BOL, payroll, etc.)
● Cross your 16 digit credit card number off of all correspondence
● Notify P-Card Administrator of any vacations/leaves and department/profile changes
● Contact the P-Card Administrator with any questions and/or concerns
● Share your P-Card or passwords
● Split order
● Sign formal contracts
● Purchase items through eBay
● Use the P-Card for catering/restaurant dining
● Make political contributions or charitable donations
● Pay tax
● Use the P-Card for travel/lodging/entertainment
● Purchase Amazon Prime/Fresh or wholesale club memberships
● Purchase gifts or gift cards
● Ship items off campus
● Pay for non-employee compensation
● Assume or take chances
Useful Links

SBU Procurement: http://www.stonybrook.edu/procurement/employees/


Property Control: http://www.stonybrook.edu/propertycontrol/

SUNY Web: https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm?

CitiBank: https://home.cards.citidirect.com/commercialcard/cards.html?classic=2

Certification Training Video: https://learn.it.stonybrook.edu/pcard/

Communications & Marketing Approval Form: http://www.stonybrook.edu/brand/request-assistance

NYS Department of Labor: https://labor.ny.gov/workerprotection/publicwork/PWContents.shtm
Thank you!

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