Agenda

Card overview

Guidelines

Cardholder Responsibilities

Supervisor Responsibilities

Allowable vs. Unallowable Purchases

Misuse & Abuse of P-Card Privileges

Consequences

Questions & Answers
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:

Alternate payment method

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

P-Card Administrator and Citibank hold the right to suspend/cancel accounts
VISA Procurement Card

How to obtain a card:

1. Complete application

2. Submit (original)

3. Training session
Application reviewed/approved

Applicant accesses Employee Services Portal (SUNY Web)

P-Card security granted

P-Card administrator applies for card

Applicant configures initial web access
Step III

Card arrives and is registered as company property

Cardholder activates card

Cardholder follows guidelines...

Applicant attends training session
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
Certification

1. Signed Statement Information Sheet
2. Citibank statement
3. Itemized receipt
4. A written business purpose for each transaction *
5. Any additional required supporting documentation

* Monthly Summary Log
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
- 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

Stocking your breakroom

Auxiliary heating/cooling equipment

Non-employee compensation
Misuse & Abuse Privileges

- Split ordering
- Making inappropriate purchases
- Accidental personal charges
- Failure to report lost or stolen VISA Procurement Cards
- Sharing your card and/or account number
Consequences

1st Offense - The cardholder and supervisor are notified of the violation. The cardholder will be advised to review guidelines with his/her supervisor and report back to the Procurement Card Administrator with any questions and/or concerns. The cardholder will also be advised that if any other violations should occur, their P-Card privileges will be suspended.

2nd Offense - All VISA Procurement Card privileges will be suspended until the cardholder and supervisor attend a subsequent training session. The cardholder’s supervisor, the Director of Accounts Payables, and Director of Purchasing will be notified of both offenses.

3rd Offense - Use of the VISA Procurement Card will be revoked. Department supervisors will be required to select another employee for the responsibility of being a Cardholder.
VISA Procurement Card

Do’s and Don’ts
- Plan ahead
- 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
● Place an order and then ask if it is OK to use your P-Card
● 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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