


<p>Procedure No. B-06</p>	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Procurement Card</p>	<p style="text-align: right;">Index</p>
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EXHIBIT A - PURCHASING CARD LOG

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1.0 PURPOSE and SCOPE

It is the policy of the State University of New York College at Old Westbury (the College) to establish guidelines for the use of the State of New York's Procurement Credit Card (P-Card).

2.0 DEFINITIONS and RESPONSIBILITIES

- 2.1 The Program Administrator, under the direction of the Chief Financial Officer, is the individual assigned to the administration of the P-Card Program.
- 2.2 The Card User is a College staff member authorized to make P-Card purchases in a responsible and appropriate manner. The Card User is also responsible for safeguarding information about its use and payment of statement chargers on time.
- 2.3 The Purchasing Department within the Division of Business & Finance is responsible for processing purchase requisitions, certifying transactions in the system and verifying requested purchases are appropriate in accordance to SUNY guidelines.
- 2.4 The Accounts Payable Department within the Division of Business & Finance is responsible for receiving payment requests, reviewing such requests, processing payments and filing documentation.
- 2.5 The Business Compliance Office within the Division of Business & Finance is responsible for conducting periodic reviews of the P-Cards use as it relates to these procedures.

3.0 PROCEDURE

3.1 General Usage


The P- Card usage procedure to follow is determined by the actual staff using the card and the type of card. For all card users a purchase log (Exhibit A) must be maintained, signed by the card user and submitted to Accounts Payable, with the appropriate documents. Payment of statements cannot be delayed. If documentation is not completed or submitted by Card User prior to payment due date, payment is to be approved by Card User and follow-up with user documentation must be done. All documents must be submitted to Accounts Payable within 10 days after travel is completed.

3.2 Purchasing Department

3.2.1 Ordering and Purchasing Item or Service:

- A. Requisition developed and approved by departmental staff.
- B. Requisition forwarded to Purchasing Department.
- C. Card User orders item using P-Card.
 - 1. Card User notes purchase on log and requests the following information from vendor: Order Confirmation Number
 - 2. Cost of purchase and freight (if applicable)
 - 3. Expected delivery date

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3.2.2 Payment Processing

- A. Statement is emailed by Business Compliance Office to Card Users and Accounts Payable monthly.
- B. Statement is verified and reconciled against Card Users submitted log, signed and dated by Card User. Card User certifies purchase(s) in SUNY AEPC System. Card User log is sent to Accounts Payable Department by Card User with receipt(s) and requisition(s) attached.
- C. Accounts Payable Department matches specific purchase to statement using:
 - 1. Vendor invoice, register receipt, credit card transition slip or packing slip showing receipt by staff
 - 2. Documentation for subscriptions, memberships and conference registration
 - 3. An email confirmation
- D. Accounts Payable processes payment; files documentation.


3.2.3 Using Travel Card

When department staff wants to travel they need to follow items 3.2.1 A. and 3.2.1 B. above. The Purchasing Department will coordinate travel arrangements with the vendor notifying requesting department of travel plans. Purchasing Department will then follow 3.2.1 C. documenting cost and travel dates on log.

3.2.4 Payment Processing for Travel Card

- A. Card User follows items 3.2.2 A. and 3.2.2 B. above.
- B. Card User attaches appropriate documentation, including but not limited to:
 - 1. requisition
 - 2. boarding pass
 - 3. receipts/confirmation of purchase
 - 4. conference notice/flyer or documentation showing purpose of trip
- C. Card User forwards documentation to Accounts Payable.
- D. Should Card User not have documents, justification must be submitted to complete payment.
- E. Accounts Payable matches documentation with statement, processes payment, and files documentation.
- F. Once travel is completed, Card User must then submit required documentation confirming trip expenses to Accounts Payable as per SUNY Guidelines.

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3.3 Athletic Department

3.3.1 Ordering and Purchasing Item or Service

- A. Card User follows steps 3.2.1 A. and 3.2.1 B.
- B. Once requisition is approved Card User orders items using P-Card.
- C. Card User follows item 3.2.1 C. above.

3.3.2 Payment Process

- A. Card User follows steps 3.2.2 A. and 3.2.2 B. above.
- B. If any documentation is not attached to the log, justification must be included. If the travel or receipt is received after log was submitted then documentation supporting expenses must be sent to Accounts Payable as soon as travel or purchase is completed.
- C. Accounts Payable Department should follow items 3.2.2 C. and 3.2.2 D.

3.4 Other Departments

3.4.1 Ordering and purchasing item or service

- A. Card User follows steps 3.2.1 A. and 3.2.1 B.
- B. Card User orders items using P-Card.
- C. Card User follows step 3.2.1 D.

3.4.2 Payment

- A. Follow steps 3.2.2.1 and 3.2.2 B.
- B. Accounts Payable Department should follow items 3.2.2 C. and 3.2.2 D.

4.0 REFERENCES

The following authoritative documents were used in the preparation of this policy:

- a. SUNY Policy “AEPC Application – Citibank Visa Procurement Card”
- b. SUNY Policy “State University Procurement Card Policy and Guidelines”
- c. Citibank Publication “Citibank Travel Card Cardholder Guide”
- d. Citibank Publication “Citibank Purchase Card Cardholder Guide”

5.0 APPROVALS

This policy was reviewed by the Purchasing Director, Associate Vice President for Business Compliance, Associate Vice President for Business Affairs, Chief Financial Officer, Executive Vice President and Assistant to the President for Administration prior to approval by the President.

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