



SUNY OLD WESTBURY
DIVISION OF BUSINESS & FINANCE

DATE: JUNE 26, 2018
TO: DEPARTMENT & DIVISION HEADS
FROM: ARTHUR ANGST, ASSOCIATE VICE PRESIDENT, BUSINESS COMPLIANCE
SUBJECT: NYS CREDIT CARD USAGE – LATE LOG SUBMISSION

Policy Statement: It is the policy of the College to adhere to SUNY and New York State credit card policies and guidelines pertaining to the use of state funds and state issued credit cards. The Office of the State Comptroller requires that state agencies take action against cardholders who do not follow these guidelines.

Effective July 1, 2018, supervisor approved credit card logs and documentation (i.e. logs, receipts, certification page and reason for business travel) are due to the Business Compliance Office within five (5) business days from when statements are available and emailed to each cardholder. Specifically:

- NET-card/P-card statements are ready by the 6th day of each month.
- T-card statements are ready by the 23rd day of each month.
- Registered cardholders receives an alert email that a statement is available on the Citibank web site for charges incurred that month.

Actions taken regarding late submissions are as follows:

1st Offense

If signed and approved logs are not received within 5 business days after the statement becomes available, cardholder and immediate supervisor will receive a warning email. If logs are not received within 5 business days after warning, cardholder's state issued cards will be placed on a credit hold until log is received.

2nd Offense

If signed and approved logs are not received within 5 business days after the statement becomes available, cardholder and immediate supervisor's cards will be placed on credit hold until log is submitted. Cardholder's card will also be placed on hold for a minimum of one month after receipt of the log in the Business Compliance Office. In addition, the entire department's cards in which the cardholder works may be put on a credit hold until log is received.

3rd Offense

If signed and approved logs are not received within 5 business days after the statement becomes available, cardholder's credit will be suspended. Cardholder is still required to submit log(s) and entire department is at risk for having their cards placed on credit hold.

It is with great reluctance that this policy be implemented but overdue submissions have caused statements not being paid timely, rebates not being received and raised red flags in the NYS Comptroller's office. Thank you for your anticipated cooperation.

cc: Len Davis, SVP & CFO