



SUNY OLD WESTBURY
DIVISION OF BUSINESS & FINANCE

DATE: AUGUST 14, 2018
TO: DEPARTMENT & DIVISION HEADS
FROM: ARTHUR ANGST, ASSOCIATE VICE PRESIDENT, BUSINESS COMPLIANCE
SUBJECT: NYS CREDIT CARD USAGE – POLICY REMINDERS

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

A recent internal control review of purchases showed a few recurring concerns between SUNY, state regulations and credit card usage. Each usage should have a clear business purpose. This memo was developed to remind card holders of purchasing restrictions so your submission can be processed timely and not returned, which keeps the clock on credit card holds ticking.

- Restaurant Receipts- Detailed restaurant receipts, showing actual items purchased, need to be attached to your log upon submission. Logs with summary receipts, those showing only the total charged, will not be accepted.
- Alcohol Purchases- No purchases of alcohol are allowed with college funds. Purchases of alcohol may be reported to the cardholder's supervisor and the cardholder will need to reimburse the college, with a check attached to the log.
- New York State Sales Tax- Sales tax should not be paid using state funds. A tax exemption letter, located on the Old Westbury purchasing website, can be printed at any time for the cardholder's convenience.
- Room Service Charges – At no time should any type of room service charges be paid for with the state issued credit card.
- Ground Transportation – Each time ground transportation is used a brief description of need is required (list on log from where to where). Personal use is not allowed to be charged.
- Airbnb – State credit cards currently cannot be used for Airbnb under any circumstances.

Thank you for your anticipated cooperation. As always, should you have questions you can contact Sheila Washington, or myself.

Cc: Len Davis, SVP & CFO