# Process for Purchasing Held P-Cards

Purchasing Held P-Cards can be used by Procurement to address requisitions that are more effectively sourced by the use of a P-Card for purchases where the vendor will not accept a purchase order or small dollar purchases. Buyers will proceed to build a purchase order just like they would any other PO following CUNY Purchasing Policy but will use a Procurement Card as the method of payment. The Buyer and Requester are responsible to ensure that transactions are accurate and the Buyer has the responsibility to attach receipts to the transactions using the Reconciliation Workbench in CUNYfirst.

<table>
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<tr>
<th>Process Step Details</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>1) Select DUMMY P-CARD VENDOR</td>
<td></td>
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<tr>
<td>2) Select the Use Procurement Card hyperlink and select the card you wish to use. <em>(See image in the next row)</em></td>
<td><img src="image" alt="Maintain Purchase Order" /></td>
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1. Select DUMMY P-CA-001 Vendor
2. Use Procurement Card
Continuation from step #2 above

It is important for buyers to know that in order for the Purchasing Held P-Card to appear, the card needs to be associated with the buyer on the Purchaser Order.

If this is not the case, buyers **should not** create the PO and must contact Vendor Management Unit (VMU) to resolve the card association before proceeding with the PO creation.

To keep the Purchase Order from interfacing to SFS/FMS select the DNI PO TYPE. This is imperative, as CUNY does not want Purchase Orders with Purchasing Held P-Cards on them to interface to SFS/FMS to establish an encumbrance.

CUNY creates a prepaid voucher for payments to Citibank.

Select the Header Details hyperlink to select the PO Type DNI.
- Budget check and dispatch PO in accordance with CUNY Purchasing Policy.
- DO NOT send the electronically authorized PO to the vendor.
- Buyer places the order via phone or web for requested goods or services.
- Buyer confirms with end-user if goods or services were rendered via email before beginning the reconciliation process.

CUNYfirst will notify the Purchasing Held P-Cardholder that transactions are ready to be reconciled. To reconcile Purchasing Held P-Card transactions as a Buyer navigate to:

Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The search functionality on this page is robust; you can search by your Employee ID, your Card Number and other parameters for transactions you wish to review.
- Review all transaction details, but pay close attention to:
  - Transaction Merchant
  - Transaction Amount
- Associate pending transaction with the appropriate dispatched DNI Purchase Order.
  1. Place a check mark on the appropriate transaction to be reconciled.
  2. Click on ‘Purchase Details’ hyperlink to begin the PO association.

- Confirm correct Business Unit and search for the appropriate dispatched DNI Purchase Order Number. In addition, buyer validates that the PO Line #, Quantity and the Unit Price matches the transaction being reconciled.

- **NOTE**: The selection of the **correct** PO line is crucial at this step.

Selecting the incorrect PO line will result in Document Tolerance errors once the voucher gets created. Again – make sure to select the correct PO line.

Click OK.
- Attach supporting documentation including the email confirmation from the requester acknowledging the receiving of goods or services, the transaction receipt and a copy of the dispatched DNI Purchase Order including applicable comments. **Clicks OK**

- Change the status of the transaction from **Staged** to **Verified** so Accounts Payable can review and approve for payment.

- **Click on SAVE**

- To complete the reconciliation process, the buyer must confirm that their transactions are **approved** by Accounts Payable by searching again via Reconciliation Workbench. Communication between Purchasing and AP is encouraged to make sure their transactions are approved.