The CUNY P-Card (Procurement Card) Program

P-cards are used for small dollar discretionary non-travel related expenditures under certain circumstances on behalf of The City University of New York.

Cardholders must adhere to:

a. New York State Law and University Procurement policies and procedures.

b. ‘Informal Purchasing (Discretionary Purchasing Authority) memorandum of 11/09/15’, which may be updated from time to time. Cardholders will be promptly notified of any policy changes.

c. ‘CUNY Guidelines for Meals Served on Premises for Business Meetings of 04/01/15’.

Cardholder Responsibilities

1. General

   a. Cardholders are responsible for the security of their CUNY issued P-card.

   b. The Cardholder named on the P-card is solely authorized to use that card. The Cardholder may not delegate use of the P-card to others.

   c. Cardholders must report lost or stolen credit cards immediately. Call Citibank on 1-800-248-4553 and notify your institution’s CUNY Card Program Administrator.

   d. A Cardholder that leaves CUNY employment must complete reconciliation of all transactions and return their P-Card to their immediate Supervisor prior to their last day of employment or their final paycheck may be withheld.

2. Purchasing

   Need

   a. Cardholders must establish a business need for purchases made on the P-card.

Prohibited Purchases

Cardholders may not purchase:

a. items without benefit to CUNY

b. goods and/or services for personal use

c. MetroCards

d. Gifts, award plaques and trophies (including for retirement, birthdays, etc.)

e. Gift cards (with exceptions)

f. software licenses, maintenance and/or support of software licenses (This purchase requires the Purchasing Department P-Card)

g. asset-taggable and/or ‘sensitive’ assets (see Capital Asset Policy 07/08/13)

h. travel-related expenses

   i. alcoholic beverages

   j. weapons, explosives, hazardous materials

   k. anything with the intent to reimburse CUNY

When in doubt about whether a purchase is allowed on the P-card, contact your Accounts Payable / Purchasing Department for assistance.

Allowed Purchases

Cardholders may purchase:

a. catering for working meetings with a duration of more than two hours if the meeting would be disrupted by a meal break away only if: the total cost of catering does not exceed (the number of people who respond to confirm attendance) multiplied by (the dollar amount for either light refreshments or a meal as specified in the ‘CUNY Guidelines for Meals Served on Premises for Business Meeting of 04/01/15’).

b. supplies and materials

c. maintenance/repairs of equipment, excluding maintenance of software and hardware

Procurement Card (P-Card) Fundamentals

P-Cards are to be used for purchases made through a procurement process, subject to all guidelines set forth in this Quick Card:

a. P-Card Holders must make every reasonable effort to make purchases through State Preferred Source and centralized contracts (speak with your Purchasing Department for more details).

b. If the item/service you seek is not available through a State Preferred Source or centralized contract, then every reasonable effort should be made to purchase through an existing college or university contract.

c. Every reasonable effort should be made to purchase from a State Certified MWBE or SDVOB vendor.

d. As a last resort, if you cannot purchase through a, b or c above, you may make a P-Card purchase through other available commercial sources.

Price

Cardholders must:

a. ensure there is sufficient departmental budget available for this purchase;

b. search for the best dollar value and retain your search results;

c. purchase within the transaction amount for a single purchase;

d. contact their Finance Office if they need to make a purchase in excess of their approved spending limit;
Price (cont.)
e. Inform vendors that CUNY is tax-exempt and supply the vendor with the Sales Tax-Exempt Organization letter and the Sales and Use Tax Bulletin TB-ST-700 upon request; and
f. ask for an educational discount.

Receipt
Cardholders must:
a. request a receipt that is legible, itemized, and without sales tax at the point of sale.
b. ensure the receipt does not include any charges for alcohol.
c. scan and upload the receipt to the P-Card transaction for CUNYfirst reconciliation.
d. receipts with vendor search documentation, must be retained at the departmental level for six (6) years.

3. Reconciliation

Deadlines
Transactions are loaded weekly into CUNYfirst. Cardholders are notified to reconcile their transactions within five (5) business days.

Validity of Transactions
Cardholders must:
a. enter a comment stating the business need to the P-Card transaction in CUNYfirst.
b. scan and upload a legible, itemized receipt to the P-Card transaction in CUNYfirst.

Disputed or Fraudulent Transactions
Cardholders must:
a. report fraudulent transactions immediately to Citibank and the CUNY Card Program Administrator.
b. complete and file the Citibank Government Cardholder Dispute Form with Citibank for any fraudulent or otherwise disputed charge.
c. follow-up and provide ongoing comments on disputed charges in CUNYfirst until the issue is resolved.
d. upload the scanned Citibank government Cardholder Dispute Form into CUNYfirst.

3. Reconciliation

Validity of Transactions
Cardholders must:
a. enter a comment stating the business need to the P-Card transaction in CUNYfirst.
b. scan and upload the receipt to the P-Card transaction for CUNYfirst reconciliation.
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d. receipts with vendor search documentation, must be retained at the departmental level for six (6) years.

Non-compliance and Penalties

Reconciliation Violation Actions: Cardholder’s repeated failure to adhere to stated reconciliation deadlines will result in:
a. written warning that describes the nature of the violation and required actions to be undertaken to rectify violations with deadlines;
b. written warning and credit limit reduction to $2.00 until reconciliation of charges is completed;
c. written warning and credit limit reduction to $2.00 for three (3) or more months;
d. written notification of P-Card termination.

Abuse Violation Actions: Cardholder use(s) of the P-Card outside of the prescribed parameters will result in:
a. written warning that describes the nature of the violation and required actions to be undertaken to rectify violations with deadlines including the requirement to promptly reimburse CUNY for the unauthorized purchases;
b. written warning and P-card credit limit reduction to $2.00 until reimbursement has been made to and processed by CUNY; and
c. written notification of P-Card termination and request for immediate reimbursement to CUNY for the unauthorized purchases.

FRAUD: Use of a P-Card to deliberately deceive for wrongful advantage to oneself or anyone else other than the State of New York.
Example 1 - Accepting cash in lieu of a credit from a vendor.
Example 2 - Allowing someone else to make a purchase on your card.
Example 3 - Submitting forged receipts or altered receipts.

Fraud Violation Actions: Cardholders may not use a P-Card to deliberately receive wrongful advantage for anyone. Fraud violations will result in one or more of the following:
a. immediate suspension of Card privileges;
b. removal of Cardholder’s purchasing authority;
c. immediate reimbursement to CUNY;
d. disciplinary action that may lead to termination of Cardholder’s employment;
e. cardholder’s paychecks may be garnished and final paycheck will be withheld until outstanding required reimbursements are made to CUNY; and
f. arrest and prosecution.