

**Procurement Card Policy  
Procedure Number 30003.1P**

Type of Policy:	Administrative
Last Revised:	May 19, 2025
Review Date:	May 19, 2027
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Reason for Policy:	This policy exists to provide the approved alternative method for purchasing small dollar value items utilizing State and Income Fund Reimbursable (IFR) account funds consistent with published purchasing authority guidelines and procedures (as provided in Procedure Number 30003.1P).
Policy Statement:	It is the policy of SUNY Cobleskill to provide limited authorization to Procurement Cardholders to purchase commodities for most day-to-day campus needs. Procurement Cardholders' actions must be consistent with published purchasing authority guidelines and procedures as provided in Procedure Number 30003.1.P.
Summary:	<p><b>SUMMARY</b></p> <p>The State University of New York Procurement Card (PCard) program offers campuses an alternative method of purchasing small dollar items. This program is intended to allow campuses the flexibility to streamline local procedures and controls for procuring goods and services. Proper use of the PCard significantly reduces the time between requesting, ordering, and receiving goods and services. The program is currently managed by JP Morgan Chase (JPMC.)</p> <p>In addition to saving time, the PCard program greatly reduces the volume of accounts payable transactions and the associated administrative costs. This is done by eliminating supplier invoices and consolidating multiple supplier payments into one monthly voucher payment to the PCard vendor.</p>
Procedures:	<p><b>OVERVIEW</b></p> <p>The PCard program is a privilege and will be monitored by the Office of Business Affairs to ensure all purchases meet approved guidelines. PCard privileges will be revoked for cardholders who utilize the card for <b>unapproved</b> expenditures. Continued misuse of the PCard will jeopardize the future of the PCard program for the entire campus. PCards are used for State and IFR (General IFR, SUTRA, DIFR) funds only. The Research Foundation and the Cobleskill College Foundation have different cards, rules, and guidelines.</p>

**CARDHOLDER RESPONSIBILITIES**

By signing for and activating the PCard, the employee agrees to participate in the State University Procurement Card program and assumes responsibility in accordance with program guidelines as described in further detail below. Failure to abide by these terms may be viewed as grounds for disciplinary action up to and including dismissal.

#### Obtaining and managing a PCard

- Employees may apply for a PCard using the Credit Card Application available on the Business Affairs web page under Purchasing.
- The PCard will be issued in the name of the employee. By accepting the card, the employee assumes responsibility for the card and will be accountable for all charges made with the card. The card is **not transferable** and may not be used by anyone other than the cardholder.
- All charges will be billed and paid directly by the campus. Therefore, the cardholder's credit rating is not affected by participating in the New York State PCard program.
- The PCard must be maintained with the highest level of security. If a PCard ever becomes lost or stolen or suspected fraudulent activity is detected on the PCard account, the cardholder must contact JMPC and the campus Program Administrator immediately.
- The cardholder agrees to surrender and cease use of their card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal. In addition, the cardholder must surrender and cease use of the card in the event of transfer or relocation. The cardholder may also be asked to surrender the card at any time deemed necessary by campus management.
- Misuse or fraudulent use of the card may result in disciplinary action and may be grounds for dismissal.
- Understand the campus' accounting procedures regarding the availability of funds to cover the expense.
- Be knowledgeable about individual card limits and do not attempt to make purchases in excess of the single transaction limit.
- Cardholder accounts may be subject to periodic internal control reviews and audits designed to protect the interests of New York State. By accepting the card, the cardholder agrees to comply with these reviews and audits. The cardholder may be asked to produce the card to validate its existence and are required to produce statements and receipts to verify appropriate use.
- Policies and procedures related to the PCard program may be updated or changed at any time. New York State and the campus will promptly notify all cardholders of these changes. The cardholder agrees to and will be responsible for the execution of any program changes.

#### Use of a PCard

- The State University PCard is to be used for business expenditures only and within the guidelines of New York State's PCard program.
- The PCard may not be used for personal, business travel, or entertainment purposes. A list of allowed and prohibited purchases can be found at the end of this section.
- Purchase items from M/WBE vendors, SDVOB (veteran owned) businesses, small businesses and preferred sources when possible.
- Be able to substantiate the reasonableness of price for purchased items.
- Purchase only the number of items, at the quantity and quality needed for appropriate State use.
- Ensure the vendor knows the purchase is a Sales Tax-Exempt purchase. If sales tax is charged, the cardholder is responsible for contacting the vendor directly and requesting a refund of the sales tax. If required by the vendor, a State of NY Tax Exemption Certificate, AC946, must be properly completed, signed by the cardholder and submitted to vendors requiring tax exempt

documentation.

- Orders cannot be split to facilitate use of the PCard or bypass the single transaction limit.
- To make a purchase using the PCard, follow the same general procedures used for any type of credit card purchase.
- All purchases made using the PCard should be supported by store receipts, charge slips, shipping detail, etc. The documentation must be maintained and stored for reconciliation, auditing, and tax purposes. In addition, these documents will be necessary to resolve billing and shipping disputes.
- The cardholder should ensure following current campus policy for prior approval of purchases/purchasing dollar limits.
- If returning an item or otherwise getting a refund, do not accept cash in lieu of a credit.
- Do not ship any purchased items to a personal/home address.

<b>Allowed Purchases</b>
Items from Preferred Sources
Items on an Office of General Services' statewide contract
Maintenance/repairs of equipment
Supplies and materials
Equipment
Printing
Conferences/seminars
Freight

<b>Prohibited Purchases</b>
Personal use
Gift cards, gifts for any occasion, greeting cards, etc.
Flowers, floral arrangements, or gift baskets to send to employees, students, or families
IT Purchases (Computers, iPads, tablets, software, etc. are handled through ITS)
Furniture (Business Affairs or Facilities must purchase all furniture)
Alcoholic Beverages
Gasoline Purchases
Weapons
Memberships at Warehouse Clubs
Charitable donations or political contributions
Travel/entertainment (i.e. airline, car rental, lodging) <sup>1</sup>
Rent
Cash advances
Cash refunds
Personal Services
Formal contracts <sup>2</sup>

***All items purchased with a Procurement Card become the Property of SUNY Cobleskill and New York State. This property MAY NOT be given away.***

***If you have questions regarding the appropriate use of the purchasing card, contact [Businessaffairs@cobleskill.edu](mailto:Businessaffairs@cobleskill.edu), or ext. 5532.***

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<sup>1</sup> It is important to note the JPMC PCard is different from the JPMC Travel Card. Travel related expenses such as meals, lodging, airfare, and car rentals should be charged on the JPMC Travel Card, not the JPMC PCard. Catered meals for a group such as at a conference are allowable on the procurement card. Conference room rental fees are also allowed on the procurement card.

<sup>2</sup> The procurement card may not be used for payments on formal contracts or purchase orders approved by the Office of the State Comptroller (OSC), other than statewide Office of General Services (OGS) contracts (P-contracts). OSC requires agencies always show available funding for a contract by encumbering all expenses against contract records in the Central Accounting System.

### Monthly Reconciliation and Certification Process

- At the end of each billing cycle, the cardholder is required to print the monthly statement from the JPMC website and review it for accuracy. While the cardholder will not be responsible for making payments, the cardholder will be responsible for the verification and reconciliation of all account activity.
- The billing cycle for JPMC Visa begins on the 7th of a month and continues through the 6th of the following month.
- Following the completion of a billing cycle, all cardholders will be reminded via email by the Office of Business Affairs of the time period for reconciling and certifying all transactions, normally within twenty-one (21) business days. Failure to comply with the reconciliation and certification deadline may result in suspension of PCard privileges or permanent cancellation. *Timely reconciliation and certification is critical to allow the proper accounting of expenditures for the entire campus*
- Obtain all required documentation for reconciliation and forward to the Business Affairs Office by the monthly deadline. The documentation should support authorization of the purchase, the purchase price of the item and the receipt of the item. Examples of documentation include invoices, JPMC statements, printed Internet confirmations, credit card receipts, receiving acknowledgments and/or a procurement log.
- Statement review questions:
  - Did I purchase all items appearing on the statement?
  - Are there any items I purchased that do not appear on the statement? Keep documentation associated with these purchases until the following statement. If the charge still does not appear, contact the vendor.
  - Does the amount quoted to me by the vendor match the amount I was charged for each item? Was I charged any tax or freight of which I was not aware?
  - Did I receive all items ordered in satisfactory condition? If not, the cardholder should ensure the items are received in satisfactory condition within the 60-day dispute window or dispute the charge.
  - Do credits appear on the statement in the proper amount for any returns?
  - Have I retained a copy of my transaction documents for my records?
- Reconciliation checklist:
  - Review all transactions listed on the activity statement
  - Attach all sales receipts and other documentation to the activity statement as support for each transaction
  - Identify and highlight all discrepancies on the activity statement
  - Contact supplier directly to resolve discrepancies
  - If attempt to resolve disputes or billing errors directly with the vendor are not satisfactorily resolved, notify JPMC
  - Review the reconciled activity statement (with attached receipts) with cardholder's supervisor for approval
  - Forward statement and receipts to the Office of Business Affairs

### Disputed Items

Agencies are responsible for paying the JPMC bill in full, including any disputable charges, within 30 days of receipt of the invoice. If the cardholder identifies a disputable charge on their statement during the regular monthly review process, the cardholder should attempt to resolve the dispute with the vendor. If the cardholder cannot resolve a dispute with a vendor or there is a charge that is unauthorized or unrecognized on the cardholder's JPMC statement, the cardholder must dispute the charge by contacting JPMC directly.

### Lost or Stolen Credit Cards

Any lost and/or stolen PCard must be reported immediately to JPMC by calling 1-800-316-6056. The cardholder should be prepared to give their name exactly as it appears on the face of the card, the account number, the card's expiration date, and a brief explanation surrounding the loss. Immediately following this notification, the cardholder must notify the campus's PCard Program Administrator.

### Separation from the Campus

Employees who separate from the campus for any reason must turn their PCards in to the Human Resources office or the office of Business Affairs. All cards will be deactivated effective their date of separation.

### **STATE LIABILITY**

The Procurement Cardholder will not be billed directly for the charges, but will be able to access a monthly statement of transaction information. The State of New York will be liable for all appropriate charges made using the PCard. Employees who complete an application for the JPMC PCard will not be subject to a credit check. All authorized and appropriate charges incurred using the PCard are paid by the State of New York.

New York State will be liable for all charges to the PCard account **except** for fraudulent use of the card by a vendor and/or an employee, those in excess of the single transaction or monthly limits and any other limits imposed by participating State agencies and accepted by JPMC. Employees will be responsible for reimbursing the State of New York for any charges incurred as a result of their misuse of the card. The employee may also be subject to other disciplinary action. New York State will not be liable for any charges incurred by non-employees. Therefore, it is important to report immediately any lost and/or stolen PCards or unauthorized use of the card to JPMC.

JPMC uses the last four digits of a cardholder's social security number for identification purposes when a cardholder contacts them for account information and card activation. The full social security number is not required.

### **AUDIT RESPONSIBILITY**

The campus issuing the card should establish a program to audit the PCard transactions. At a minimum this audit should be done monthly. This audit function may rest in the Business Affairs office, the internal auditor's office or other appropriate office with staff possessing the skills to effectively audit these transactions.

The Office of the State Comptroller may elect to audit any and all procurement cardholder accounts. These OSC audits do not require advance notice. It is important that all entities using the PCard retain accurate records of all transactions made. These records must be made available to the Office of the State Comptroller upon request.

### Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
August 4, 2021	Laura Gross	Adoption of the policy
May 19, 2025	Laura Gross	Revision of policy