



SUNY MARITIME COLLEGE

CITIBANK-VISA PROCUREMENT CARD MANUAL

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A. Background

New York State's Procurement Card program is designed to be an efficient and cost effective way to expedite small dollar purchases, while allowing the employees to do their work more efficiently. This program allows SUNY Maritime the flexibility to streamline local procedures and controls for procuring goods and services. Proper use of the Procurement Card significantly reduces the time between requesting, ordering and receiving goods and services.

The Vice President for Operations approves employee requests for a Citibank Visa Procurement Card. The Visa Purchasing Card is not usually issued to a Department Head but to someone within the department so that charges can be reviewed and approved by a Department Head. Cards should be assigned to program staff that need to make purchases for goods and/or services in order to carry out Campus operations. For all Cardholders, a single transaction limit is \$2,500 and a monthly transaction limit is \$25,000.

In addition to providing procurement efficiencies, the Procurement Card program reduces the volume of Accounts Payable transactions and associated administrative costs. Supplier invoices are eliminated and multiple supplier payments are consolidated into one monthly voucher payment to the Procurement Card vendor. The Procurement Card vendor is paid monthly through an automated clearing house (ACH) via electronic check from the Office of the State Comptroller (OSC). This process contributes to the overall efficiency and cost effectiveness of the program.

There are certain inherent risks associated with a Procurement Card program. Purchases are completed before supervisory authorization. In order to minimize the risks associated with the program, procurement laws, guidelines and procedures established by SUNY, the Office of General Services (OGS) and SUNY Maritime College shall be followed.

B. Overview

Procurement Card services are provided through a State-wide contract administered by the State of New York Office of General Services, Division of Standards and Purchases. Maritime College has a list of items that may not be purchased using the Visa Purchasing Card. This is a comprehensive list of

vendor types (e.g., airline, lodging, golf courses, etc.) that are prohibited for use with a Procurement Card. If a Cardholder attempts to purchase goods or services from a vendor with an excluded MCC, the charge will be declined.

The Procurement Card is a non-transferable financial instrument assigned to SUNY Maritime College employees with appropriate purchasing authority. These employees are provided security clearance within the State University Accounting System (SCSO). They are given access to the American Express Procurement Card (AEPC) application.

SUNY Maritime College utilizes a Program Administrator (PA) who is the liaison between the College, SUNY, vendors and Citibank. The Program Administrator is primarily responsible for Cardholder training, account maintenance (e.g., name changes, creating department hierarchies, etc.), new Card applications, and general Procurement Card issues. The Campus Program Administrator makes certain that Cardholders are aware of all the responsibilities and privileges associated with the program. Cardholder responsibilities include, but are not immediately limited to: using the Procurement Card for authorized State transactions only, notifying Citibank and the Campus Program Administrator immediately if the Visa Card is lost or stolen and complying with the Procurement Card program's policies and procedures established within this manual. SUNY Maritime's Purchasing Manager is the designated Program Administrator for SUNY Maritime College.

Cardholders are issued a single Procurement Card, embossed with their full legal name. SUNY Maritime College's program does not allow for group or departmental Cards. Before receiving the Card, all Cardholders must sign the New York State Citibank Travel Card / Procurement Card Acknowledgement Form. This form ensures that Cardholders have read and understand the terms and conditions of the program. All Cardholders must surrender the Procurement Card at the request of SUNY Maritime's Program Administrator or upon termination of employment.

NYS Fiscal Year – If the budget for the next immediate fiscal year has not been adopted, all Purchasing Card privileges may be suspended effective Close of Business (COB) of the concluding year (June 30). Note: In past years, the State has passed weekly budget extensions which have included the Procurement Card Program.

C. Cardholder Responsibilities

The use of the Citibank Visa Procurement Card is a privilege, not a right. By activating and signing the Procurement Card, the employee agrees to participate in the State University Procurement Card program and assumes responsibility in accordance with program guidelines. Misuse or fraudulent use of the Card or failure to abide by its terms may be viewed as grounds for disciplinary action up to and including dismissal. Responsibilities include but are not limited to the following:

- Policies and procedures related to the Procurement Card program may be updated or changed at any time. New York State will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.
- The Procurement Card is issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and is accountable for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder. The Cardholder may not give their Card or account number to anyone else other than the vendor from whom they are making the purchase.
- The Procurement Card shall be kept in a secure location known only by the Cardholder. Ultimately, it is the Procurement Cardholder who is responsible for the proper use and safe-keeping of a Procurement Card.
- The Procurement Card is used to purchase business-related goods and services that are within the guidelines of New York State's Procurement Card program. The State University Procurement Card is to be used only for legitimate State business expenditures (see F – Items That Can Be Purchased).
- If the Procurement Card is not used within a consistent six-month period, the Card may be cancelled.
- Check with your supervisor and the person who oversees your department's budget account to see if it has sufficient funds to cover your purchases.
- Inform the vendor that the purchase is made on a Government Procurement Card, and that it is a Tax Exempt Purchase.

- Employees should only purchase items that are within the transaction limit and **not split orders** (make multiple small dollar payments to the same vendor for a single transaction).
- Cardholders must obtain a vendor receipt for each purchase for submission with your monthly statements to the Accounts Payable Manager.
- Download monthly statement off Citibank website.
- Reconcile and certify billing statements in a timely manner. (Cardholders who fail to meet the certification deadline and/or the documentation requirements may be subject to disciplinary action and possible suspension of the Card.)
- Send the monthly statement with all receipts attached to the Account Payable Manager after certification is complete on SUNY/American Express Procurement Card (AEPC). Note: Additional justification may be required for certain purchases.
- Retain accurate and complete billing statements and supporting documentation for the current year.
- Report a lost or stolen Card immediately to the Program Administrator and to Citibank.
- Return your Card immediately to a Human Resources representative or to the Program Administrator when it is no longer needed or when you are no longer an employee of SUNY Maritime.
- In unique situations and with the approval of your supervisor, purchases of equipment and furniture, as well as components to enhance an existing piece of equipment or furniture with a unit cost of \$500 or greater may be completed; and in these instances, purchases must be reported on a New Asset Receipt Form (attached) upon receipt of item to Central Receiving x7215 or to the Property Control Coordinator x4978.
- Misuse or fraudulent use of the Card will result in disciplinary action and may be grounds for dismissal.

D. Cardholder Guidelines

When making purchases using the Visa Procurement Card, the Cardholder should abide by the following guidelines:

- Understand the State's procurement guidelines: (Office of General Services – OGS).
- Use preferred sources when an item is available from a preferred source vendor. Preferred sources are New York State Department of Correction Services (Corcraft), Industries for the Blind of New York State and NYS Industries for the Disabled (NYSID).
- Purchase the item from an Office of General Services' contract vendor when the item is available on State contract.
- Use a certified MBE, WBE and M/WBE when an item is available from these sources.
- Understand SUNY Maritime's accounting procedures concerning the availability of funds to cover an expense. Check the SUNY Management Resource Tool (SMRT) system to confirm that there are sufficient funds in your department's budget before making the purchase. The Cardholder should seek the approval of the Department Supervisor prior to making the purchase.
- Substantiate the price is reasonable for purchased items (i.e. another price quote, discount from list price, cost vs. benefit in monetary terms, cost comparisons of similar projects).
- Purchase only the number of items needed for appropriate State use.
- **Splitting an order is a violation of the State Finance Law.** The purchase of services or commodities shall not be artificially divided to meet a buying threshold. Split orders are prohibited and an individual's Procurement Card shall be cancelled. If the Cardholder needs to make an emergency purchase in excess of an approved spending limit, the Cardholder should contact the Purchasing Department to have an emergency purchase expedited.
- Maintain the Card in a secure location at all times.
- Do not accept cash in lieu of a credit.

E. Credit Limits

Be knowledgeable about individual Card limits and do not attempt to make purchases in excess of a single transaction limit. SUNY Maritime College Cardholders are given an individual transaction spending limit of \$2,500 per transaction and a maximum total spending limit of \$25,000 per month. You cannot exceed your individual spending limit, as the charges will not be approved for processing.

F. Items That Can Be Purchased

The Visa Procurement Card can be used for the following purchases:

- Items from Preferred Sources - New York State Department of Correction Services (Corcraft), Industries for the Blind of New York State and NYS Industries for the Disabled (NYSID)
- Items on an Office of General Services' State contract
- Maintenance/repairs of equipment
- Supplies and materials
- Equipment
- Printing
- Conferences/seminars including conference room rental fees
- Catered meals for a group, such as, at a conference
Note: Obtain prior approval. Please clearly document the business purpose and provide a listing of attendees or name of the group and a meeting agenda (see attached Meals/Catering Form).
- Freight

G. Items Prohibited From Purchase

The VISA Procurement Card may **NOT** be used for:

- Personal use

- Personal or business travel/entertainment (i.e. entertainment tickets or expenses, airline, car rental, taxi, bus, train, tolls, gas, lodging, and meals) -- the Travel Card is to be used for travel-related expenses
- Rent
- Cash advances
- Cash refunds
- Formal contracts
- Gifts and Gift Cards (retirement, birthday, award plaques/trophies, etc.), flowers, fruit baskets
- Charitable donations or political contributions
- Non-employee compensation (e.g. payment to consultants or guest speakers)
- Medical provider services
- Alcoholic beverages
- Weapons, explosives or any hazardous materials
- No purchases may be made with the intent of later reimbursing the College

If you have questions regarding the appropriate use of the Procurement Card, please contact the Procurement Card Program Administrator or Accounts Payable.

H. Merchant Category Codes (MCCs)

The Procurement Card has specific Merchant Category Codes (MCCs) that are excluded from purchase. The Card, at the Campus Program Administrator's request, can be further restricted to prevent certain purchases such as:

- Crystal and glassware
- Cameras and photography
- Games, toys and hobbies
- Clocks, jewelry and watches
- Clothing and apparel
- Pet shops

A list of common MCCs that are excluded are attached for your reference.

I. Property Control/Equipment Purchase

All assets purchased with the New York State Procurement Card are considered State-owned and therefore, all State regulators regarding property retention and disposal apply. Purchases of equipment and furniture, as well as components to enhance an existing piece of equipment or furniture, with a unit cost of \$500 or greater, must be reported on a New Asset Receipt Form upon receipt of item to Central Receiving x7215 or to the Property Control Coordinator x4978. A sample of this form is attached.

It is critical that the New Asset Receipt form is completed in full and that a copy of any paperwork (invoice, packing slip, etc.) is included for reference. Distinction between equipment for tagging purposes and an item of supply is that equipment is generally durable and has a life expectancy beyond a single reporting period (generally one year).

It is the responsibility of the Purchase Cardholder to ensure that the equipment gets tagged with either a Maritime College tag or SUNY tag. **Note:** all computer equipment purchases should be made through DOIT. The Office of the State Comptroller and Maritime College Internal Audit Department make periodic audits of Procurement Card equipment purchase. It is important that Cardholders comply with all Property Control policies.

J. Reconciliation

Each month, Cardholders can access a summary of their monthly Procurement Card activity or the "Cardholder Memo Statement" through the Citibank website. Statements can be viewed on CitiDirect either at the end of each billing cycle or periodically throughout the month. The Accounts Payable Manager has the instructions for accessing this data. In addition to the Citibank statement, the monthly Procurement Card transactions are available for review by the Cardholders by the 8th of the month. Each Cardholder is trained by the Accounts Payable Manager on accessing and reconciling the monthly statement or the "Cardholder Reconciliation" on the State system.

The Cardholder activity statement includes a listing of purchases made and credits received during the monthly cycle. The activity statement is a reference document and not a bill. The Cardholder is responsible for verifying that all activity listed on the activity statement is accurate. The Cardholder may need to

refer to previous orders to reconcile credits that may have been posted on the current activity statement.

Cardholder reconciliation procedures include:

- Review all transactions listed on the activity statement.
- Attach all sales receipts and other documentation to the activity statement as support for each transaction. All purchases made using the Procurement Card should be supported by store receipts, Visa® 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.
- Provide additional documentation to support certain expenditures such as meals, grocery items, restaurant and catering expenses, building supplies, vehicle maintenance and weekend purchases. For example, additional documentation for food purchases for a business meeting or conference should include a list of attendees, the name of the group and a meeting agenda. Please document the business purpose. *For building supplies, the documentation could include the work order associated with the supplies.*
- Identify and highlight all discrepancies on the activity statement.
- Contact the supplier directly to resolve discrepancies.
- Review the reconciled activity statement (with attached receipts) with Cardholder's supervisor for approval.
- Forward statement and receipts to the Accounts Payable Manager by the 20th of the month.
- The Cardholder should always maintain a complete copy of their monthly activity for their personal files.

Obtain all required documentation for reconciliation and forward documents to the Accounts Payable Office in a timely manner. If a Cardholder has not reconciled their statement and/or provided their copies to the Accounts Payable Manager within two weeks, they will be issued a warning. Further violations may result in suspension or revocation of one's Card privileges.

NOTE: In instances where receipts for transactions are missing, the Cardholder must provide a check payable to SUNY Maritime College for the amount of the

purchase. Cardholders who consistently fail to provide a substantial percentage of their receipts will have their Card cancelled.

The Cardholder should review the monthly Citibank statement for accuracy and reconcile each charge transaction to the vendor receipts and/or invoices. The Cardholder should also ensure all items are received in satisfactory condition and dispute any items not received.

The Cardholder review should include the following questions:

1. Did I purchase all items appearing on the statement?
2. Are there any items I purchased that do not appear on the Statement? Keep documentation associated with these purchases until the following month's statement. If the charge still does not appear, contact the vendor.
3. 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 I was not aware of? Additionally, **SUNY Maritime College is a tax-exempt institution.** When a Cardholder purchases an item, please submit a tax exempt certificate to the vendor. Vendors located in New York and New Jersey cannot charge SUNY Maritime sales tax. If there is a sales tax charge on your Card purchase, please direct the vendor to remove the tax charge from your purchase. The use of the Procurement Card for a purchase does not preclude the Cardholder from the purchasing requirements set by the State of New York and SUNY Maritime College.

Note: If the vendor does not remove the sales tax, the purchaser will be responsible for reimbursing SUNY Maritime College for this charge.

4. 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.
5. Do credits appear on the statement in the proper amount for any returns?
6. Have I retained a copy of my transaction documents for my records?

Cardholders who fail to meet the certification deadline and/or the documentation requirements may be subject to disciplinary action and possible suspension of the Card.

K. Supervisor Review and Signature On Visa Card Statement

The Cardholder's supervisor must review the monthly Card statement and receipts and authorize those charges by signing the Visa Card statement before it is sent to Accounts Payable. The supervisor must ensure that all transactions were for the official duties of the Cardholder and were in accordance with the NYS, Citibank, and Maritime College Procurement Card Guidelines. The supervisor will ensure that the Cardholder abides by security policies, as well as applicable requirements related to certification/reconciliation and documentation of all Purchase Card purchases.

L. Disputes

SUNY Maritime College is responsible for paying the Citibank bill in full, including any disputable charges, within 30 days of receipt of the invoice. The Cardholder should review their statement each month for accuracy of charges. Cardholders should also ensure all items are received in satisfactory condition and dispute any items not received.

The Cardholder should attempt to resolve disputes or billing errors directly with the vendor and notify Citibank if the dispute or billing error is not satisfactorily resolved. If the Cardholder cannot resolve a dispute with a vendor or there is a charge that is unauthorized or unrecognized on the Cardholder's Citibank statement, the Cardholder or Program Administrator may dispute the charge using CitiDirect. After filling out an online form, CitiDirect will prompt the user to print a form and fax it to Citibank. All forms should be faxed directly to (605) 357-2019 or conventional mail (address to: Citibank Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125). Card program regulations require that Campuses provide additional billing statements to document the specific item or items being disputed.

Dispute forms can be filled out manually if the Cardholder is not using CitiDirect. A copy of the Citibank dispute form is attached. If the dispute was entered online, Cardholders and Program Administrators can check on the status of the dispute by going to CitiDirect and viewing the dispute log.

Contract terms require disputed items be submitted to Citibank within 60 days from receipt of invoice, so it is important for the Cardholder or Program Administrator to review charges each month upon receipt of the statement. If the Cardholder or Program Administrator fails to dispute the charge with 60 days, SUNY Maritime College may lose the ability to dispute the charge and as a

result, pay for a fraudulent charge.

In some cases, the Citibank Fraud Protection Unit determines when fraud occurs before charges appear on Cardholder statements. This proactive approach may eliminate the need to complete the transaction dispute form. However, it does require Citibank to cancel the current Card account number and re-issue a new account. New Cards will be sent to the Campus Program Administrator within a few days.

Before a Cardholder gives any type of account information over the telephone they must be completely certain that they are speaking with a Citibank representative. If there is any question whether the caller is on a “phishing expedition” for personal information, hang up and call Citibank Government Customer Service at 800-790-7206.

NOTE: Ensure credits for reported disputed items or billing errors appear on a subsequent statement.

M. Lost Or Stolen Procurement Cards

A SUNY Maritime College Procurement Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or account number has been compromised, the Cardholder must immediately notify Citibank Customer Service by calling 1-800-248-4553. The Cardholder must also immediately notify the SUNY Maritime Program Administrator.

When calling Citibank Customer Service, 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.

N. Misuse/Fraudulent Use of Procurement Cards

Misuse or Abuse of Procurement Card – The term “misuse or abuse” as used herein, shall mean the willful use of the Purchasing Card outside of the employee’s authorized parameter (e.g. purchases of items of a type other than those allowed). Depending on the severity of the violation and their department’s discretion, the following actions may be taken:

1st instance will result in a warning: If the department requests, the Cardholder can be personally responsible for reimbursing the State for unauthorized purchases.

2nd instance will result in three-month suspension of Purchasing Card privileges: The Cardholder can be held personally responsible for reimbursing the State for any unauthorized purchases.

3rd instance possible revocation of Card privileges: The Cardholder will be personally responsible for reimbursing the State for any unauthorized purchases.

Fraudulent Use of the Card – The term “fraudulent use,” as used herein, shall mean the use of the Purchasing Card with a deliberately-planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the State of New York. The following actions will be taken:

Immediate suspension of Card privileges

Removal of Cardholder’s purchasing authority

Mandate employee reimbursement to the State

Formal disciplinary action which may result in termination of employment

O. Employment Termination from SUNY Maritime College

Return the Card to Human Resources or to the Program Administrator upon terminating employment. The Cardholder agrees to surrender and cease use of his/her Card upon separation 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 re-location. The Cardholder may also be asked to surrender the Card at any time deemed necessary by SUNY Maritime College.

The Procurement Card will be terminated for the following reasons:

- Employee Separation – It is the responsibility of each Cardholder and Cardholder supervisor to notify the Accounts Payable Manager of the employee’s pending separation from Maritime College at least one full billing period prior to the employee’s departure or immediately upon notice of separation. This notification will allow the Cardholder sufficient time to submit all receipts and complete certifications before leaving. Upon separation, the Card should be turned over to Human Resources or the Program Administrator.
- Procurement Card with No Activity – Purchase Cards with no activity for six (6) consecutive billing period months will be terminated by the Program Administrator as appropriate.

P. 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 Procurement Card. Employees who complete an application for the Citibank Procurement Card will not be subject to a credit check. All authorized and appropriate charges incurred using the Procurement Card are paid by the State of New York.

New York State will be liable for all charges to the Procurement Card 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 Maritime College and accepted by Citibank. 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 Procurement Cards or unauthorized use of the Card to Citibank and the Program Administrator.

Citibank 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.

Q. Audit Responsibility

SUNY Maritime College established a program to audit Procurement Card transactions. Each month Visa Cardholders submit to their immediate supervisor (department head) their Procurement Card statement with all supporting

documentation (receipts, etc. attached). The immediate supervisor performs an initial review of the completeness and appropriateness of the procurements. The Director/Manager reviews and signs the summary pages of the certification statements. Subsequently, the Visa Cardholders submit their Procurement Card statement with all supporting documentation (receipts, etc. attached) to Accounts Payable.

Each month, the Accounts Payable Manager will review the statements and supporting documentation provided by the Cardholders. The Accounts Payable Manager verifies that the purchases are in accordance with SUNY Maritime College's guidelines and that supporting receipts are attached. The Accounts Payable Manager reviews the statement and supporting documents and contacts the Cardholders regarding any missing documents. The Accounts Payable Manager reviews the appropriateness of the purchases and follows up with Cardholders to obtain justification and explanation. In addition, through the Certification process, the Controller certifies that the Purchase Card voucher is correct and approves it for processing.

Time Limit Policies – Upon notification of unreconciled purchases, the Cardholder logs on and certifies their purchases within 10 working days or as soon as practicable. After 10 working days, the following will occur:

- E-mail reminder to return documentation within 5 business days
- Contact Cardholder supervisor
- Possible suspension of Procurement Card privileges if not turned in within 5 more days after contacting the supervisor.

The Program Administrator reviews Cardholder activities every six months and may cancel any inactive Cards, as well as assess the controls and effectiveness of the Procurement Card program. Tentative dates for review are May and November of each year.

Periodic reviews of the Procurement Card activity will be performed by the Internal Control Coordinator as part of the Campus Internal Control program.

The Office of the State Comptroller may elect to audit any and all Visa Procurement Cardholder accounts. These OSC audits do not require advance notice. It is important that SUNY Maritime College maintain accurate records of all Procurement Card transactions. These records must be available to the Office of the State Comptroller upon request. 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 produce statements and receipts to verify appropriate use.

R. Program Administrator's Responsibilities

The SUNY Maritime College Purchasing Manager is the Campus Administrator and is responsible for managing all aspects of the Procurement Card program. The Program Administrator is the liaison between the Campus, the suppliers and Citibank.

The Program Administrator is responsible for ensuring that all employees who are issued a Procurement Card are properly instructed on Card usage and responsibilities. The Program Administrator is also responsible for ensuring that all Cardholders and their immediate supervisor/managers attend training prior to issuance of the Card.

Cardholder training covers the use of the Procurement Card consistent with New York State policies and SUNY Maritime College procurement practices. Each Cardholder will be given instruction in the use of the AEPC application.

Upon completion of the AEPC training, the Cardholder signs a copy of the Citibank Cardholder Acknowledgement Form. A copy of this form is enclosed for your reference. By signing this form, the Cardholder acknowledges that they have read and understand the terms and conditions of the program.

The responsibilities of the Program Administrator are as follows:

- Evaluates Cardholder, department and vendor compliance within the State Procurement Card program.
- Serves as a liaison to both Citibank and the Office of General Services.
- Manages and evaluates the agency's Procurement Card program.
- Administers and maintains the Procurement Card accounts using CitiDirect at <http://www.Cards.citidirect.com>
- Coordinates issuing Cards consistent with budget and accounting requirements.
- Review applications for valid approval and funding information.
- Receives and distributes Cards and notifies Human Resources
- Ensures Cardholders sign the Acknowledgement Form before distributing the Card.

- Assigns a single transactions dollar limit and cycle credit limit for each Card.
- Coordinates employee training for the Procurement Card program. Training is provided by the Program Administrator to all employees issued a Procurement Card. Training covers the use of the Procurement Card consistent with New York State policy, as well as SUNY Maritime College purchasing practices. Training is completed prior to issuance of the Card.
- Develops procedures for the Cardholder to ensure funds are available in SMRT to cover the purchase.
- Monitors Card activity and closes inactive Card accounts.
- Directs Citibank to cancel Procurement Card privileges for any Cardholder who either leaves SUNY Maritime College or whose duties no longer include a purchasing function.
- Maintenance of Cardholder records, such as; account number, transaction limit, monthly limit, reporting hierarchy and Card expiration dates
- Completes a Program Administrator setup form to add, delete or change any Program Administrator information.
- Identifies potential preferred suppliers.
- Notifies Cardholders of approved suppliers and pricing.
- When requested, provides assistance with transaction disputes.

S. Useful Websites

State Procurement Guidelines (Office of General Service – OGS)
www.ogs.state.ny.us/purchase/

SUNY Procurement Policy and Guidelines
www.suny.edu/sunypp/documents.cfm?doc_id=644

Visa Purchase Card Reconciliation
www.Cards.citidirect.com

Travel Policies

www.ogs.state.ny.us/travel

Minority/Women Owned Business

www.nylovesmwbe.gov/

New York State Department of Correctional Services (CORCRAFT)

www.corcraft.org

Industries for the Blind of New York State

www.ibnys.org

NYS Industries for the Disabled (NYSID)

www.nysid.org

CitiDirect Cardholder Quick Reference Card

www.ogs.state.ny.us/purchase/snt/awardnotes/7900802837CCMS_Cardholder_Quick_Ref.pdf

CitiDirect Program Administrator Quick Reference Guide

www.ogs.state.ny.us/purchase/snt/awardnotes/7900802837CCMS_PA_Quick_Ref.pdf

Citibank Online Statement Guide

www.ogs.state.ny.us/purchase/snt/wordfiles/7900802837OnlineStatement_Guide.doc

OSC Credit Card Accountability Brochure

www.osc.state.ny.us/localgov/costsavings/creditCard.pdf

T. Contacts

For questions regarding the Visa Procurement Card, please contact the Program Administrator - Patricia Sabatino at 718-409-7209 or psabatino@sunymaritime.edu

For questions regarding the reconciliation of the Visa Procurement Card statement, please contact the Accounts Payable Manager - Terri Phillips at 718-409-7206 or tphillips@sunymaritime.edu

NEW YORK STATE CITIBANK TRAVEL CARD/PURCHAING CARD

ACKNOWLEDGEMENT FORM – To Be Completed by Card Recipient

Your use of a NYS Citibank Travel or Purchasing Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool – a NYS Citibank Travel or Purchasing Card – which is to be used for business travel expenses or the State’s purchase of services and commodities. Because you will be making a financial commitment on behalf of the State, you must strive to obtain the best value for the State by following established travel or purchasing policies as appropriate.
2. All charges made to your credit card will be posted to a central bill by Citibank and sent to your agency’s Card Program Administrator or other designee for payment. You will not receive a bill from Citibank (although you may view your monthly statement of charges on line). If you have a travel card, it is important that you submit your travel voucher promptly in order for all charges to be reconciled. Failure to submit your voucher in a timely manner may result in revocation of your travel card.
3. You may use the travel card to pay for travel expenses when you are on official State business or the purchasing card for authorized State transactions only. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
4. You must follow the policies and procedures established by New York State for the use of this credit card. Failure to do so may result in revocation of your user privileges or other disciplinary actions which could include termination of employment.
5. NYS Citibank Travel and Purchasing Cards are the property of New York State. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status, you must return this card and arrange to have a new card issued if necessary.
6. If this credit card is lost or stolen, your must notify your agency’s Card Program Administrator and Citibank immediately.
7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

I have been issued a **Travel Card** **Purchasing Card**

As the employee receiving this card, I have read and understand these terms and conditions.

Name: _____ SSN#: _____

Signature: _____ Date: _____

Work Address: 6 Pennyfield Avenue – Bronx, NY 10465 Phone: 718-409-

CITIBANK CARDHOLDER'S LETTER OF DISPUTE FORM

- If you wish to dispute a retail transaction on your Citibank credit or Debit Card account, please print and complete this form and return it to CITIBANK SINGAPORE LIMITED, Robinson Road P.O. Box 330, Singapore 900630.
- Upon receipt of your dispute letter, we will review your case and respond to you in writing.
- Note: Please examine your monthly statements immediately upon receipt. If no discrepancy is reported within 10 DAYS from the date of the statement, the account will be considered as correct.

CARDHOLDER'S NAME: _____ CARD NUMBER: _____
TELEPHONE NUMBER: (O) _____ (HP) _____
NAME OF MERCHANT: _____ LOCATION: _____
TRANSACTION DATE: _____ AMOUNT: _____
(please specify currency)
TRANSACTION AMOUNT: (SGD) _____
(FCY): _____

I have examined the charges to my account and wish to **dispute** the above charge based on the following reason(s):
(please tick the appropriate brackets below).

Please complete individual forms for each dispute charge or list charges at "Others" if dispute is for the same reason:

- duplicate billing – the second charge of \$ _____ on _____ (date) is not valid.
- have cancelled recurring membership/subscription on _____ (date). Enclosed is my copy of the sales draft I signed.
- amount on sales draft was altered from _____ to _____. Enclosed is my copy of the sales draft I signed.
- neither authorized nor participated in the above transaction and the card was in my possession at the time for other transaction(s).
- did authorize one transaction for _____ at the above merchant, but did not participate in the other transaction(s) for _____ and the card was in my possession at the time of the other transaction(s).
- did make a hotel reservation but notified them to cancel the reservation, cancellation number:
_____.
- was not given a cancellation number or advised of a "NO SHOW" charge for not claiming the room at scheduled arrival date or cancelling the reservation in time.
- have already paid for the transaction by cash or other credit card number _____. (Please find attached relevant receipts).
- returned the merchandise that was received but defective or damaged. Enclosed is the merchant's acknowledgment for the return arrangement.
- have not received the merchandise (after 30 days from the promised delivery date) or service for the above billed transaction.
- Others: _____

As per the Association requirement governing Visa/MasterCard disputes, please submit the signed letter of dispute within the next 7 calendar days. Otherwise, the temporary credit for the disputed charges will have to be debited from your account as we cannot continue with investigation without our written dispute.

Please attach the relevant documentation to support your dispute as without which, the dispute cannot be raised and processed. If the transaction information on the sale draft/transaction record/transaction receipt matches the billing information on my statement, I agree to bear the retrieval fee of S\$5.00 per retrieval request based on my dispute request.

Declaration: I hereby affirm that the information furnished above is true and accurate to the best of my knowledge. I acknowledge and agree that I am bound by the terms and conditions of Citibank Cardmember's agreement.

Principal Cardholder's Signature

Supplementary Cardholder's signature

Date

MEALS/CATERING

Vendor Name _____ (Attach receipt)

DATE OF EVENT _____

PURPOSE OF THE EVENT: ALSO – Attach an AGENDA/DESCRIPTION

Number of EXPECTED PARTICIPANTS _____

Actual PARTICIPANTS: OR Attach a List of Attendees

NAME:

CO./COLLEGE/BUSINESS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

MERCHANT CATEGORY CODES (MCCs)

MCC Description	MCC #
Airline	3000-3299, 4511, 4582, 4722-4723, 4761
Lodging	3501-3771, 7011
Car Rental	3351-3441, 7512
Restaurants	5811-5814
Veterinary Services	0742
Airline	3000-3299,4511,4582,4722,4723,4761
Lodging	3501-3795,7011
Car Rental	3351-3441,7512
Steamship & Cruise Lines	4411
Boat Rentals & leasing	4457
Precious Stones & Metals	5094
Mobile Home Dealers	5271
Duty free stores	5309
Boat Dealers	5551
Motor Home Dealers	5592
Furs and Furriers	5681
Package Stores-Beer, Wine & Liquor	5921
Antique Shops	5932
Pawn Shops	5933
Antique Reproduction Stores	5937
Jewelry	5944
Financial Institutions-Manual Cash Disbursements	6010
Financial Institutions-Automated Cash Disbursements	6011
Savings Bonds	6760
Time shares	7012
Funeral Services & Crematories	7261
Dating/Escort Services	7273
Tax Preparation Service	7276
Counseling service-debt, marriage, personal	7277
Massage Parlors	7297
Health and Beauty spas	7298
Golf Courses	7992
Video Amusement game supplies	7993
Betting Facilities	7995
Country Clubs	7997
Aquariums	7998
Dentists & Orthodontists	8021

Child Care Services	8351
Court Costs incl. Child Support	9211
Fines	9222
Bail & Bond Payments	9223
Tax Payments	9311
Food Stamps	9401
Automated Referral Service	9700



Category:
Financial

Responsible Office:
[University Controller](#)

Policy Title:
State University Procurement Card Policy and
Guidelines

Document Number:
7558

Effective Date:
September 01, 2004

This policy item applies to:
State-Operated Campuses

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Summary

The State University of New York Procurement Card 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 Procurement Card significantly reduces the time between requesting, ordering, and receiving goods and services.

In addition to saving time, the Procurement Card 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 Procurement Card vendor. Currently, the Procurement Card vendor is paid monthly through an

automated clearing house (ACH) via electronic check from the Office of the State Comptroller (OSC). This process contributes to the overall efficiency and cost effectiveness of the program.

According to a recent study by the National Association of State Comptrollers (NASC), savings related to Procurement Card use ranges from \$24 to \$75 per transaction. A similar study conducted by a commercial Procurement Card vendor estimates it costs \$67 to process a voucher compared to \$11 with a Procurement Card — a savings of \$56 per transaction. Using the lowest reported savings estimate, \$24 per transaction, the University saved approximately \$2.3 million in the 2004/05 fiscal year.

In 2004, New York State transitioned to a new Procurement Card vendor, Citibank. Due to the greater acceptability of the Visa Card, it is anticipated that the change from American Express to Citibank will greatly increase the number of Cardholder transactions and dollar amounts for the next several years.

Operation of the University program follows the basic New York State Procurement Card guidelines as established by the Office of General Services (OGS). Due to the University's flexibility, there may be minor differences in the operation between the New York State and the University program. Where the operation of the two programs are different, University guidelines, as noted in this policy manual, will take precedence.

Overview

Procurement Card services must be obtained through participation in the State-wide contract administered by the State of New York OGS, Division of Standards and Purchases. As such, the University has adopted an identical [Purchase Card Template for Excluded Items by Merchant Category Code \(MCC\)](#). This MCC template is a comprehensive list of vendor types (e.g., airline, lodging, golf courses, etc.) that are not allowed when using the Procurement Card. If a

Cardholder attempts to purchase goods or services from a vendor with an excluded MCC the charge will be declined.

The Procurement Card is a non-transferable financial instrument assigned to University employees with appropriate purchasing authority. These employees must have proper security clearance within the State University Accounting System (SCSO), and be given access to the AEPC application (Procurement Card reconciliation tool).

Each campus utilizes a Program Administrator (PA) who is the liaison between the University, the suppliers, and Citibank. The PA is primarily responsible for Cardholder training, account maintenance (e.g., name changes, creating department hierarchies, etc.), new card applications, and general Procurement Card issues. These campus PA's must make certain that Cardholders are aware of all the responsibilities and privileges associated with the program. Cardholder responsibilities include, but are not limited to, using the Procurement Card for authorized State transactions only, notifying Citibank and the campus PA immediately if the Visa Card is lost or stolen, and following the policies and procedures established within this manual.

Training will be provided by the Program Administrator for all persons receiving a Procurement Card. This training will cover the use of the Procurement Card consistent with New York State policy, as well as University and/or campus purchasing practices. Training must be completed prior to issuance of the card.

Cardholders are issued a single Procurement Card, which is embossed with their full legal name. The University program does not allow for group or departmental cards. Before receiving the card, all Cardholders must sign the New York State Citibank Travel Card / [Purchasing Card Acknowledgement Form](#). This form ensures that Cardholders have read and understand the terms and conditions of the program. All Cardholders must surrender the Procurement Card to the

University at the request of the campus Program Administrator or upon termination of employment.

Transaction limits for the Procurement Card may be set equal to the campus quick pay threshold. While the median transaction limit University wide is \$2,500, campuses certified with high levels of internal controls may set the limits as high as \$15,000. Campuses may enact additional restrictions on the cards, including lower transaction limits, limiting use to a particular type of vendor (or set of vendors), and or temporarily disabling the card due to non-compliance of responsibilities.

Managerial review of all departmental transactions within AEPC is strongly suggested, however this process is optional. If charges are not reviewed by the department manager, they must be completely reviewed by the accounts payable department before campus certification.

Terms and conditions that constitute misuse and/or abuse of the Procurement Card are outlined in New York State Procurement Card guidelines. Campuses must refer to the appropriate sections of these guidelines for information on disciplinary steps, and should incorporate them into the written campus- specific procedures for Procurement Card use.

Policy

Voucher Payment

Voucher payments made to the Procurement Card vendor (Citibank) are automatically generated by System Administration at the end of each monthly billing cycle. Currently, the billing cycle consists of purchases made from the seventh of the month to the sixth of the following month. An e-mail is sent to members of the University Procurement Card and accounts payable listservs explaining that the voucher is ready for completion.

This e-mail contains all voucher numbers by campus, the due date for the Procurement Card bill, and explains that the campus needs to select a payment date to complete the voucher. If the voucher is for an amount greater than the campus quick pay threshold they must send it to OSC for approval. OSC requires that only the voucher is sent for approval – the Procurement Card bill or any other related paperwork (e.g., receipts, invoices, etc.) should be retained by the campus.

The University is responsible for all charges made within the billing cycle, except those related to fraud or misuse. Procurement Card bills containing charges related to fraud or misuse will be paid in full by the campus before the payment due date. After investigation, if the charges are deemed to be fraudulent the Procurement Card vendor will credit the campus billing account for the total amount of the fraud.

Transaction Disputes

Cardholders must immediately report all transaction disputes to the campus Program Administrator. The Program Administrator must then contact the Procurement Card vendor directly and complete the [Citibank Government Cardholder Dispute Form](#). This dispute form must be filled out completely and forwarded to Citibank within 60 calendar days of receipt of the campus invoice.

The following information is required to complete the dispute form:

- **Inquirer's Name:** name of individual submitting dispute (i.e., Program Administrator)
- **Date:** day, month, and year for the day the dispute is being filed
- **Cardholder Name:** list the name that appears on the account where the charge in dispute resides
- **Account Number:** 16-digit account number
- **Transaction Date:** indicate the date the transaction in dispute was made
- **Dollar Amount of Charge:** indicate the dollar amount for the disputed transaction(s)

- **Merchant:** provide the name of the merchant for the disputed transaction(s)
- **Cardholder Signature:** Cardholder must sign
- **Error Description:** check the box that most appropriately relates to the type of dispute being made

This form may be sent to Citibank by fax (605-357-2019) or conventional mail (address to: Citibank Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125). Card program regulations require that campuses provide additional billing statements to document the specific item or items being disputed.

In some cases, the Citibank Fraud Protection Unit determines when fraud occurs before charges appear on Cardholder statements. This proactive approach may eliminate the need to complete the transaction dispute form. However, it does require Citibank to cancel the current card account number and reissue a new account. New cards will be sent to the campus Program Administrator within a few days. The Program Administrator must call the University Controller's Office with the new account number and then distribute to the Cardholder.

Before a Cardholder gives any type of account information over the telephone they must be completely certain that they are speaking with a Citibank representative. If there is any question whether the caller is on a phishing expedition for personal information, hang up and call Citibank Government Customer Service at 800-790-7206.

AEPC Subobjects

The University Controller's Office has developed a crosswalk between the Merchant Category Code (MCC) that is provided by Citibank and University subobject codes. This newly established process enables campuses to better track purchases made using the Procurement Card. For example, if a Cardholder purchases office supplies from a vendor with MCC XXXX the

corresponding University subobject will be applied to the transaction within AEPC.

Program Administrator

The Vice President's designee, generally the purchasing director at each campus, acts as the campus Program Administrator (administrator). This campus administrator is responsible for managing all aspects of the Procurement Card program. The administrator is the liaison between the campus, the suppliers and Citibank.

The campus administrator evaluates Cardholder, department and vendor compliance within the Statewide Procurement Card program. They may also be involved in evaluating enhancements to policies and the AEPC application (on the University accounting system).

Additional responsibilities of the position include:

- Cardholder training
- Maintenance of Cardholder records, such as; account number, transaction limit, monthly limit, reporting hierarchy, card expiration dates
- Review applications for valid approval and funding information
- Coordination of Cardholder enrollment, termination and changes
- Assist with review of program effectiveness
- Coordinates distribution of MIS reports
- Identifies potential preferred suppliers
- Negotiates purchase pricing with supplier
- Notifies Cardholders of approved suppliers and pricing
- When requested, provides assistance with transaction disputes.

The Program Administrator is responsible for ensuring that all employees receiving a Procurement Card are properly instructed on card usage and responsibilities. They are also responsible for ensuring that all Cardholders and their immediate supervisor/manager attend training prior to issuance of the card. The University Controllers Office, with the assistance of the Office of General

Services (OGS) and Citibank, will provide the necessary literature and training to the campus. These training sessions are designed as a “train-the-trainer” course for the campus administrator and the procurement staff. The administrator, with the assistance of the procurement staff, will provide necessary campus end-user training.

Cardholder training will cover the use of the Procurement Card consistent with New York State policy, as well as University and campus specific procurement practices. Each Cardholder will also be given instruction in the use of the AEPC application.

Upon completion of the training, the Cardholder will sign a copy of the Citibank Cardholder Acknowledgement Form. By signing this form, the Cardholder acknowledges that they have read and understand the terms and conditions of the program.

Cardholder

By activating and signing the purchasing card, the employee agrees to participate in the State University purchasing card program and assumes responsibility in accordance with program guidelines. Failure to abide by these terms may be viewed as grounds for disciplinary action up to and including dismissal. These responsibilities include but are not limited to the following:

- The State University Procurement Card is to be used for business expenditures only.
- The Procurement Card may not be used for personal or business travel and entertainment purposes.
- The Procurement Card 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.
- The University Procurement Card must be maintained with the highest level of security. If the card is lost or stolen, or if the Cardholder suspects the card or

account number has been compromised, the Cardholder agrees to immediately notify Citibank customer service and his/her manager.

- All charges will be billed and paid directly by your Agency. Therefore, the Cardholder's credit rating is not affected by participating in the New York State purchasing card program. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all account activity.
- 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 produce statements and receipts to verify appropriate use.
- Policies and procedures related to the purchasing card program may be updated or changed at any time. New York State will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.
- The Cardholder agrees to surrender and cease use of his/her 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 Agency management.
- Misuse or fraudulent use of the card may result in disciplinary action and may be grounds for dismissal.
- The purchasing card will be used to buy business related goods and services that are within the guidelines of New York State's purchasing card program.

The purchasing card may not be used for:

- Personal Use
- Business Travel (Airfare, Hotels, etc.) The Travel Card is to be used for such travel expenses
- Cash Advances

If you have questions regarding the appropriate use of the purchasing card, contact your Agency Purchasing Card Program Administrator or Agency Site Coordinator.

To make a purchase using the New York State Purchasing Card, follow the same general procedures used for any type of credit card purchase.

All purchases made using the purchasing card should be supported by store receipts, Visa® 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.

Each month, Citibank will deliver to the Cardholder a document referred to as the Cardholder activity statement. The Cardholder activity statement includes a listing of purchases made and credits received during the monthly cycle. The activity statement is a reference document and not a bill. The Cardholder is responsible for verifying all activity listed on the activity statement is accurate. The Cardholder may need to refer to previous orders to reconcile credits that may have been posted on the current activity statement.

Cardholder reconciliation procedures include:

- 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
- Review the reconciled activity statement (with attached receipts) with Cardholder's supervisor for approval
- Forward statement and receipts to campus coordinator

Definitions

There are no definitions relevant to this policy.

Other Related Information

In support of this procedure, the following links and/or references to additional resources for related information are included:

[Citibank Custom Reporting Quick Reference](#)

[Citibank Electronic Reporting System Quick Reference Guide \(.pdf\)](#)

[Citibank List of all MCC Codes \(.pdf\)](#)
[Citibank Online Statement Guide](#)
[CitiDirect Cardholder Quick Reference Card \(.pdf\)](#)
[CitiDirect Program Administrator Quick Reference Card \(.pdf\)](#)
[CitiDirect Program Administrator Quick Reference Guide \(.pdf\)](#)
[Credit Card Program Setup Checklist](#)
[Employee Liability for State Charges](#)
[NYS 2007 Conference Presentation on Information Security & Identity Theft](#)
[NYS Procurement Card Blocked MCC Codes \(Best Practices\)](#)
[NYS Training Presentation \(PowerPoint\)](#)
[OGS Citibank P-Card Guidelines](#)
[Program Administrator Reference Guide](#)
[WARNING - PHISHING SCAMS](#)

Procedures

There are no procedures relevant to this policy.

Forms

Where applicable, this section contains links and/or references to forms as they relate to this procedure:

[Card Acknowledgment Form for Other Authorized Users \(Best Practices\)](#)
[Citibank Cardholder Transaction Dispute \(.pdf\)](#)
[Citibank Electronic Reporting System User ID Set Up](#)
[NYS Card Acknowledgement](#)
[Program Administrator Setup](#)
[Program Administrator Setup \(.pdf\)](#)
[Program Card Acceptance of Risk \(.pdf\)](#)

[NYS Tax Exempt Letter](#)

Authority

Where applicable, this section contains links and/or references to the authority governing this procedure:

Office of the University Controller accounting requirements

History

There is no history relevant to this policy.

Appendices

There are no appendices relevant to this policy.

MARITIME COLLEGE

The State University of New York

NEW ASSET RECEIPT FORM

INSTRUCTIONS: Please return this form to the Property Control Coordinator (Fort B12), upon receipt of a new asset. Multiple forms may be required if your order is not shipped all at once. If you have questions, please call the Property Control Coordinator at 718-409-74978.

Please select one option and complete the appropriate information:

Purchase Order issued by the Office of Purchasing and Contracts. Purchase Order Number _____

P-Card Charge made through the Office of Purchasing and Contracts. P-Cardholder Name _____

P-Card Charge made within the department. P-Cardholder Name _____
 ((For P-Card and other orders, please send with this form a copy of any invoice, packaging slip or other paperwork in support of the purchase).

Select Funding Source of Purchase:

State

Research Foundation

University Auxiliary Services

ASSET DESCRIPTION	MANUFACTURER	SERIAL #	MODEL	COST	BLDG.	ROOM #

If the item(s) received are components(s) to an existing asset, please provide the barcode tag number/property tag color, serial number and/or purchase order number of the asset.

Maritime College or SUNY property tag number _____

Purchase order number of existing asset: _____

Serial number of existing asset: _____

 State inventory Account number Name of end-user or contact person Phone Number Asset acquisition date

End-user or contact persons email address: _____