I. CITIBANK® PROCUREMENT CARD PROGRAM OVERVIEW

The Procurement Card simplifies the procurement process for low cost items. Visa transactions are limited to a maximum of $4,999 per item, including freight. See Section III, Part C, Paragraph (3) of these guidelines for more detail about the dollar limit per item and freight. Cardholders can purchase periodical subscriptions, equipment, and conference registrations directly from vendors without:

- Purchase Requisitions
- Purchase Orders
- Purchasing Agent Approval

II. AEPC APPLICATION PROCESS

A. Access to the P-Card Web Application

To participate in the Citibank® Procurement Card program, cardholders need access to the P-Card Web Application within the SUNY Employee Portal. Upon receipt of your P-Card application, the Campus P Card Administrator will email the applicant instructions on configuring their web access for the p-card web application. Please note: All applicants must complete this configuration in order for their application to be transmitted to Citibank®.

B. Procurement Card (P-Card) Application Form

At this time, the P-Card is only available for use with State Purpose, Dormitory Fund, Construction Fund, or Income Fund Reimbursable (IFR) accounts. Account Managers may apply for the card at any time. The application form, the NYS Purchasing Card Application/Acknowledgment Form, is provided in Appendix A of this manual and at

http://www.albany.edu/accounting/assets/s_pcardapplication_4-12-2017.docx

Applicants should:

- Print the application and complete Part I.
- Have their supervisor approve their application by completing Part II.
B. Procurement Card (P-Card) Application Form (Continued)

(1) Application Approvals

Procurement card applications must be approved and signed by the applicant’s supervisor. The completed application should be sent to Eileen Scanlan, Campus Manager of the P-Card Program, in the University Accounting Office, Management Services Center, Room 326.

(2) Approved Applications

Once applicants have completed the required web configuration for access to the p–card web application, applications are transmitted to SUNY Central Administration for submission to Citibank®.

(3) Rejected Applications

If a card application is not approved, the Campus P-Card Manager will notify the applicant in writing indicating why the application was rejected.

C. Citibank® Procurement Card Distribution

OSC guidelines require the cardholder to attend a procurement card training session held by the Accounting Office before receiving their card. The training will cover:

- The appropriate use of the card.
- How to use the card, including what information to give vendors.
- How to document your purchases for audit purposes
- The reconciliation of purchases, including how to handle disputed charges.
- What to do if your card is lost or stolen.

Cards will not be activated and distributed by the Campus P-Card Manager until:

(1) Cardholders have attended a procurement card training session.

(2) Cardholders have returned the Receipt of Procurement Card Guidelines form available on the web at http://www.albany.edu/accounting/assets/Procurement_Card_Guidelines.html to the Campus P-Card Manager in the University Accounting Office.
III. USING THE CITIBANK® PROCUREMENT CARD

A. Procurement Card Security

Procurement cards should be kept in a secure location accessible only by authorized personnel. The cardholder is the only authorized user of the card. Lending cards to other University staff is strictly prohibited. Safeguard card numbers at all times. Do not reference account numbers in documents and files that are not secure from unauthorized access. When providing account numbers to vendors, make sure numbers are not heard by others. Instruct vendors not to place card numbers on address labels of packages.

B. Use of Appropriate Vendors

The Citibank® Procurement Card allows University personnel to order and pay for authorized purchases in a more efficient way. P-Card Program, State, SUNY, and University Purchasing Guidelines must be adhered to when selecting a vendor for a purchase. These include all applicable ethics provisions, potential conflict of interest avoidance, and obtaining competitive prices.

(1) Vendors on State Contracts

Items available on State contract must be purchased from the authorized vendor. To determine if a desired item is available on a state contract, contact the University Purchasing Office at 437-4579. Cardholders, who do not use vendors on State contract, must justify the price paid to the vendor. Any cost savings must be documented.

(2) Vendors that accept the Citibank® Procurement Card

If an item is not available on state contract, cardholders can purchase the item from any vendor that accepts the Citibank® Procurement Card. Cardholders should always thrive for the best price when selecting a vendor. Items from vendors that do not accept credit cards must be ordered via the traditional purchase requisition. If a vendor does not accept the Citibank® Procurement Card, notify Eileen Scanlan, the University Procurement Card Program Manager. Citibank® will attempt to enroll the vendor to accept the card.

Remember the procurement card is not intended to circumvent established State, SUNY, University, and Departmental Purchasing Guidelines.
C. Appropriate Purchases

(1) The Dollar Limit Per Transaction

Individual transactions on the card can not exceed $4,999. Splitting orders to avoid the transaction dollar limit is prohibited. Spending more than your transaction limit at a vendor in one day or in two consecutive days will be considered a split order. Splitting orders will result in suspension of card privileges while the matter is investigated and actions up to and possibly including revocation of card privileges will be taken.

(2) Procurement Card Credit Limit

A cardholder’s credit limit is equal to the uncommitted Other Than Personal Service (OTPS) balance in the account for which the procurement card was issued. Cards are coded to charge that account automatically. If cardholders need to designate a new account due to insufficient funds, contact Eileen Scanlan at escanlan@albany.edu.

(3) Freight

The $4,999 transaction limit includes any shipping charges associated with your order. If your transaction total including shipping exceeds $4,999, the Citibank® Procurement Card cannot be used.

(3) The procurement card may NOT be used for the following items:

This list is NOT all inclusive.

- Items for which the University has an established direct billing arrangement with a vendor (e.g. office supplies from Staples.)
- Hazardous Materials (including chemicals)
- Live lab specimens
- Personal Expenses
- Travel and Entertainment Expenses
- Advertising Expenses
- Tuition, Textbooks, and Student Fees
- Consulting Services
- Leases or Rentals
  Gifts and Gift Cards
- eBay

Cardholders who use their procurement card inappropriately are subject to disciplinary action. See Section VII of these guidelines for details about this OSC mandated process.
D. Making purchases with the procurement card

Once a valid procurement card purchase has been identified and a vendor selected, as outlined in Part B of this section, always verify that the uncommitted balance in Other Than Personal Service (OTPS) within your account is sufficient to cover the cost of your procurement card purchase before placing an order. Consider the Visa purchases made during the month that have not been posted to your account when determining the available balance in OTPS.

(1) Placing an order with the Citibank® Procurement Card

Provide the vendor with the following information.

- Cardholder’s name, as it appears on the card.
- The card number and its expiration date.
- The tax-exempt ID number of the University
- The ship to address for the purchase, which must be the cardholder’s campus address. Under no circumstances should a package be shipped to a cardholder’s home. Packages shipped to the University Accounting Office will not be accepted.

Request the following information from the vendor:

- Order confirmation number
- Cost of purchase and cost of freight.
- Expected delivery date
- Transaction documentation (See PART E, Paragraph (2) for details)

Request that the following information be placed on the package:

- The cardholder’s name and campus address.

CAUTION: INFORM THE VENDOR THAT YOUR ACCOUNT NUMBER SHOULD NOT APPEAR ON THE OUTSIDE OF YOUR PACKAGES.

E. Delivery of Purchases

(1) Method of Shipment

United Parcel Service (UPS) is the preferred carrier for University purchases, but consideration should be given to the nature of the purchase when selecting the method of shipment.
(2) Appropriate Purchase Documentation

The following documentation is sufficient for audit purposes:

**Please Note: The business purpose of all purchases must be documented. Note on each invoices why and for whom an item was purchased.**

- If the NYS contracted vendor is not used, this must be justified and documented. Any cost savings must be documented.
- Vendor Invoice indicating credit card payment
- Itemized Register Receipt & credit card transaction slip
- Detailed Packing Slip indicating items shipped and amount paid
- Order Form for subscriptions, memberships, and conference registrations
- Detailed Order Confirmation email for internet transaction

All of the above documentation must be maintained by the cardholder for the month-end reconciliation of charges and subsequent audit. **Do not send a vendor invoice or an AP 102 to the University Accounting Office.**

(3) Accuracy of order

Always check goods delivered to confirm:

- The items delivered are what was ordered and are in acceptable condition.
- The price charged is equal to the price quoted, when ordered, and that NYS sales tax was not charged.

If there are problems with an order, see Section IV for guidance on the return of merchandise and obtaining credit from a vendor.
F. Receipt of Equipment Purchases

Any equipment purchase costing $500.00 or more must be reported to the Office of Equipment Management (OEM), using the New Equipment Receipt Form provided in Appendix A of this manual and on the web at http://www.albany.edu/accounting/assets/NewAssetReceiptForm6.1.14(2).pdf

Cardholders should always attach a copy of the invoice for their p card purchase. This information will enable OEM to determine the appropriate tagging and reporting of their purchase.

(1) Equipment Purchases Costing Less Than $500.00

Most of the time the receipt of equipment costing less than $500.00 does not need to be reported to the Office of Equipment Management. There is one exception to this rule. If the equipment purchased becomes part of an existing piece of equipment that has a property control tag, the cardholder must report the purchase. At the bottom of the form, indicate the SUNY tag number of the existing equipment in the space provided. An example of this type of equipment is a disk drive that becomes part of an existing computer. Contact the Office of Equipment Management via email at oem@albany.edu for assistance with determining if a new equipment receipt form should be completed for your purchase.

(2) Mobile Device Purchased with a P-Card

It is highly recommended that mobile devices, such as laptops and IPADs be tagged by the Office of Equipment Management. This will deter theft and document the validity of warranties. ITS will not troubleshoot any devices without a UAlbany property tag.

(3) Mobile Devices Taken Off-Campus

Any mobile devices taken off-campus must have an off-campus use form on file with the Office of Equipment Management. This form is available at http://www.albany.edu/equipment/media/Off_Campus-01-12-11.pdf. This form must be on file before the device is taken off-campus. University personnel are liable for any device that is lost or damaged while in their possession off-campus.

(4) Trading in or Surplusing Equipment Purchased with a P-Card

If you plan on trading in or surplusing tagged equipment, please contact the Office of Equipment Management via email at oem@albany.edu for guidance on the proper procedure to follow.
IV. PROBLEMS WITH ORDERS AND/OR VENDORS

A. Returning merchandise to a Vendor
   • Promptly notify the vendor that a return is necessary.
   • Provide cardholder’s name, card number, phone number, and the confirmation
     number of original order.
   • Get a return authorization number from the vendor.

(1) Account Credits for Returned Merchandise
   • Credit must be requested for the card used in the original purchase.
   • The vendor should issue a credit receipt to document the return of the
     merchandise.
   • Provided the vendor has authorized a credit to an account, it should
     appear on the next statement received by the cardholder. If a credit is
     requested late in the month, it may not appear on a cardholder’s
     statement for the next billing cycle. Monthly charges from Citibank®
     must be paid in full. During the reconciliation process, do not
     reduce billing statements by the amount of any anticipated credit.

B. Inappropriate Charges on Monthly Statement
   • Contact Vendor directly to resolve the disputed charge.
   • If unable to resolve, contact Eileen Scanlan at (518) 442-3195.
   • We only have 60 days from the statement

C. Disputed Charge Investigation by Citibank®

   Once Citibank® customer service has been notified about a disputed charge that
   can’t be resolved with the vendor, the following will occur:

   • Citibank® will open a charge investigation.
   • Cardholder must complete a notarized affidavit of unauthorized use form
     which the P Card Program Manager will fax to Citibank.
   • This form is available upon request from the P Card Program Manager
   • The cardholder’s account will receive a temporary credit.
   • Upon completion of the investigation, the cardholder will receive a determination
     letter from Citibank®. If the disputed charge is found to be valid, the temporary
     credit will be reversed. If the charge is invalid, a permanent credit will be applied
     to the cardholder’s account.
   • When determining your available balance in OTPS, treat the funds for any
     disputed charges as committed and unavailable, until a permanent credit is
     received.
V. CITIBANK® PROCUREMENT CARD AUDITS

A. Internal Audits

Internal audits of cardholder activity will be conducted by the University Accounting Office. These audits will be both announced and unannounced. The purpose of the unannounced audits is to determine how prepared cardholders are for external audits.

1. Monthly Spot Audits

All p card transactions are reviewed by the University Accounting Office. We randomly select 15%-20% of monthly transactions for audit. Cardholders, with transactions selected for spot audit, will be notified via email to provide all documentation for the transactions selected. Documentation must be submitted by the deadline issued in the email. Cardholders who fail to act on a spot audit request by this deadline will have their card privileges suspended.

2. “Show Me” Audits

These audits are visits to the cardholder to view the items they have purchased with their p card. Cardholders are randomly selected and notified of these audits via email. **Cardholders are not given the list of what we wish to see in advance.**

3. Certification of Monthly Charges

After completing their monthly certification within the p card web application, cardholders are required to print and sign their monthly certification document. Once printed and signed, cardholders must submit their statement and supporting documentation to their supervisor for review. Once completion of their review, supervisors are required to sign the monthly certification document as evidence of their review for audit purposes. This type of audit would request a copy of a cardholder’s certification documents to ensure the cardholder has signed them and that their supervisor has reviewed their activity and signed their certification document as required.

4. Sample Audits

Three to four months of cardholder activity are reviewed in depth to gauge compliance with all state and university rules and regulations. Cardholders must submit their statements and all supporting documentation for the months selected for a sample audit. A formal audit report and opinion will be issued for this type of audit.
B. External Audits

External audits of cardholder activity will be conducted periodically by the Office of the State Comptroller (OSC). OSC auditors do NOT provide advance notice to the campus of a pending procurement card audit. It is very important that a cardholder’s documentation be complete and readily available at all times.

C. Documentation Required for Procurement Card Audits

Cardholder Monthly Procurement Card Statements with Supporting Documentation for all charges included on the statement.

D. Attached to each month’s statement should be a printed copy of the cardholder’s completed certification printout followed by the supporting documentation for each charge on that month’s statement. Details on appropriate documentation are provided at Section III, Part E, Paragraph (2) of this manual. Supporting documentation should be attached to the statement and arranged in the order the charges appear on the statement.

E. Procurement Card Audit Scope

(1) Cardholders should have the statements and supporting documentation for the current fiscal year centrally located and readily available for examination on demand. The University’s fiscal year runs from July 1st to June 30th.

(2) Statements and supporting documentation for prior years must be retained in storage for 7 years for audit purposes. If auditors want to examine prior year activity, cardholders will be given sufficient time to retrieve their documents from storage.
F. Procurement Card Audit Focus

Audits will examine cardholder activity to ensure University and NYS Procurement Card Guidelines are being followed. Auditors will be focused on ten types of inappropriate activity:

(1) Personal Purchases
(2) Unallowable Purchases
(3) Split Purchases
(4) Overreliance on the Unavailable Documentation Form
(5) Cardholders allowing others to use their procurement card
(6) Lack of supporting documentation for transactions
(7) Failing to certify monthly charges or failing to certify timely
(8) Paying sales tax instead of informing vendor of tax exempt status
(9) Failing to file a New Equipment Receipt Form
(10) Failing to use a vendor on state contract

G. Audit Findings and Opinions

Audit findings will be formally communicated to the cardholder, their supervisor, and the University Controller. An audit opinion will be issued at the conclusion of the audit. There are three possible opinions:

(1) Substantially Compliant
   Cardholder has adhered to all NYS/University Guidelines in using the procurement card.

(2) Compliant
   Cardholder has 1 or 2 minor violations which the cardholder must address ASAP. Failing to address these findings may result in card suspension or revocation.

(3) Non-Compliant
   Cardholder has substantial violations or has failed to address previous audit findings. This finding will result in suspension or revocation of your card privileges. The cardholder will be required to explain any negative audit findings in writing and to take whatever action deemed appropriate to correct the problem and to prevent it from occurring in the future.

H. Procurement Card Revocation

If a card is revoked, the department involved must designate a new cardholder in order to obtain items costing $4,999 or less. Until the new cardholder receives a card, these items must be obtained via a traditional purchase requisition.
VI. PROCUREMENT CARD MAINTENANCE

A. Lost or Stolen Procurement Cards

Lost or stolen procurement cards should be reported immediately to:

- Citibank® Customer Service at 1-800-248-4553
- Eileen Scanlan, the Campus P-Card Manager at 442-3195

Following these verbal notifications, the cardholder should complete the Citibank® Procurement Card Maintenance Form found on the web at http://www.albany.edu/accounting/media/s_forms_card_maint.htm and send it to the Campus P-Card Manager, who will notify cardholders when their replacement cards are ready.

Cardholders can be held personally liable for charges occurring after the loss or theft of the card, if the above notifications do not occur or do not occur in a timely manner.

B. Cardholder Legal Name Changes

If a cardholder’s legal name changes a new procurement card must be issued. Submit the Citibank® Procurement Card Maintenance Form to the Campus P-Card Manager to request a card in your new name.

C. Cardholder Termination of Employment

If a cardholder is leaving the University, the cardholder must provide the following to the manager of the account for which their procurement card was issued:

- Their procurement card
- All cardholder statements pertaining to the card
- All documents pertaining to the current month’s P-Card transactions so that the monthly statement can be certified at the appropriate time.

Departments cannot continue to use cards issued to former employees. The account manager must hand deliver the card to the Campus P-Card Manager, so it can be properly voided. If the department still requires a procurement card, a new cardholder should be designated and a card application submitted for that individual. Account managers will be responsible for reconciling the purchases of former cardholders. Contact the Campus P-Card Manager for assistance, if necessary.
VII. SUSPENSION OF CARDHOLDER PRIVILEGES

Under certain circumstances, the Office of the State Comptroller requires state agencies to take disciplinary action against cardholders. This section details those circumstances and the actions to be taken.

A. Misuse or Abuse of the Procurement Card

The term “misuse or abuse” means using the procurement card outside of authorized parameters, including, but not limited to:

- Using the card in a manner that violates established P-Card Program, State, SUNY, and University Guidelines
- Using the card for purchases of equipment and failing to file the new equipment receipt form
- Failing to reconcile and certify monthly statement within the required timeframe and delaying the campus certification of the Visa voucher.
- Using the card for prohibited purchases (e.g. personal/travel expenses)
- Splitting up orders to remain within the dollar limit for Visa transactions

In all cases, the cardholder must reimburse the University for any Unauthorized Purchases. Outlined below are the general disciplinary procedures provided for the program. Based on the severity of an offense, the University reserves the right to advance the disciplinary process to whatever stage it deems appropriate and require retraining of the cardholder and/or supervisor where necessary.
Citibank Procurement Card Guidelines

A. Misuse or Abuse of the Procurement Card

(1) Disciplinary Action for 1st Offense

Upon the first offense, the cardholder and their supervisor will be notified about the violation. The cardholder will be advised to use the card for official purposes only in accordance with P-Card Program, State, SUNY, and University guidelines. The cardholder will be warned that if such violations persist, card privileges will be suspended.

(2) Disciplinary Action for 2nd Offense

Upon the second offense, the cardholder’s supervisor and the University Controller will be notified of the violation. The card campus manager will inform the cardholder that their procurement card privileges have been suspended for a period of three months. At the conclusion of the suspension, the Controller will determine if card privileges will be reinstated.

(3) Disciplinary Action for 3rd Offense

Upon the third offense, Procurement Card privileges will be permanently revoked.

B. Fraudulent Use of the Procurement Card

The term “fraudulent use” refers to the use of the card with a deliberately planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or others. In addition to the University receiving reimbursement from the cardholder, any or all of the following actions may occur when fraudulent use of the card occurs:

- Immediate suspension of card privileges
- Removal of cardholder’s purchasing authority.
- Formal disciplinary action, which may result in the termination of employment
- Any actions deemed appropriate by the University, including criminal prosecution.
VIII. ACCESSING AND USING THE P CARD WEB APPLICATION

A. Accessing the P Card Web Application in the SUNY Portal

The SUNY Employee Portal is available at

https://idm.suny.edu/security/login/loginForm.do?redirectUrl=https://www2.sysadm.suny.edu/EmployeeServices/Main/employeeportal.cfm

Control +Click on this link or copy and paste it into your browser to access the application

- Select “Albany” from the dropdown and Click the login Button
- Enter your normal UAlbany Sign on and Password on the screen below and click the sign on button
Citibank Procurement Card Guidelines

1. Click on the Finance & Management System link to access SUNY Financials -See Arrow

2. Click the Finance tab –See Arrow
3. Under the **FINANCE** dropdown menu, click **Cardholder Statement** under the **Procurement Card** Section.
B. Viewing Your Most Recent Statement

1. Click on the 'Statement cycle' dropdown under the SELECT PERIOD and select the prior billing cycle to view your most recent procurement card bill. It will say (not certified).

Once the billing cycle is selected from the dropdown menu, the statement will appear on the screen. From this screen you can:

- Edit the transactions listed to change the university account and/or the sub object to be charged
- Post and save descriptions and notes about your purchase
- Certify your statement, once account updates are completed
C. Viewing and Editing Transaction Details

All expenditure moves and other transaction edits must be completed before your certify your bill.

To view and/or change transaction details,

1. Click the **Edit** button under the **Actions** column of the **Statement Detail** Section below.
Citibank Procurement Card Guidelines

The following pop up window will appear. The grayed out vendor data can **NOT** be altered. The vendor data typically lists a contact number for the vendor in the “City” field on the screen below.

To edit the **FUNDING INFORMATION**, the data within the navy blue stripe,

2. Click the **Edit Funding** button
The following Funding Line screen will appear. The screen lists the following data:

A. Default Account Charged. With the new web app you are no longer limited to four accounts when splitting a charge up to be funded from multiple accounts. The splits must equal the total charged or the system will not allow you to save your account edits.

B. A Funding Description box. This box is provided to allow cardholders to note what was purchased and any other notes they wish to record about the transaction. Special Note: Completing this box will not satisfy the OSC Audit Requirement of having detailed purchase justifications included with your p card bill documentation.

C. Fiscal Year – Please note 99% of cardholders will never need to change this information.

D. Amount – The total charged by the vendor

E. Sub Object Code – The State Financial System (SFS) sub object assigned to the purchase. The sub object listed is based on the Merchant Commodity Code (MCC) of the vendor. To determine the corresponding SUNY sub object, ignore the first and last digit of the SFS expenditure object assigned. For example in the transaction below, SFS sub object 554990 is the equivalent of SUNY sub object 5499 – IT Telecommunication Services. Please note 99% of cardholders will never need to change this information.
A. Default Account Edits

Please Note: If you attempt to move a charge to an account that is in deficit or that has insufficient available allocation to cover the charge, the P Card Web Application will reject the move, stating that the **account has insufficient unencumbered balance and that an account override is not allowed**.

If you are trying to move to a sub account, the P Card Web Application will verify that the Master Account has adequate funding to cover the charge. If the Master Account does not, the same error message will appear.
1. Highlight the Account Number field, as shown below, and delete the data.
Citibank Procurement Card Guidelines

2. Type the first 2 digits of an account in the black account field, a dropdown will appear listing all of your accounts with those first 2 digits. Just select an account from the dropdown menu.

Special Note: Only use the **Save/Add Next Account** to add a funding line to split a charge between 2 or more accounts. If you click **Save/Add Next Account** in error, a funding line will be added that you can **NOT** delete. As long as the funding line amount is zero, the charge will not be split.
B. Funding Description Field

1. Type your purchase justification details in this field. Then click the **Save & Return** to retain your transaction edits.

Special Note: Only use the **Save/Add Next Account** to add a funding line to split a charge between 2 or more accounts. If you click **Save/Add Next Account** in error, a funding line will be added that you can NOT delete. As long as the funding line amount is zero, the charge will not be split.
The application will return to the **TRANSACTION DETAIL** screen and display the message “**Added/Updated Funding Successfully**” at the top of the screen. Click Save to return to your statement.
C. Fiscal Year 99% of cardholders will never need to change this information.

Your account and fiscal year access are based on your security profile. You are only given access to accounts that you are a signatory on or accounts where a signatory has provided written permission to grant you charging authority.

All state and IFR Accounts are permitted to charge the current fiscal year only.

Special Note: Only for Facilities Management Cardholders:

When charging construction fund project or campus based dorm rehab accounts, you must input the correct fiscal year for the account you are moving an expense to. If the fiscal year is incorrect, your expenditure will error out and will not save.

D. Amount – The total charged by the vendor.

With the new web application, you can split a charge among as many accounts as you wish. However, the splits must equal the total amount charged by the vendor. If your expenditure splits don’t equal what the vendor charged, you will receive an error message.
E. Sub Object Code Changes

1. Click the Edit button next to the charge you need to update

The State Financial System (SFS) sub object assigned to the purchase

The sub object listed is based on the Merchant Commodity Code (MCC) of the vendor. To determine the corresponding SUNY sub object, ignore the first and last digit of the SFS expenditure object assigned. For example in the transaction below, SFS sub object 530010 is the equivalent of SUNY sub object 3001 – Office Supplies. Please note 99% of cardholders will never need to change this information.
2. Then click the **Edit Funding** Button
Citibank Procurement Card Guidelines

In this example we will change the account number, the sub object, and the fiscal year. Highlight the Account Number and begin typing the new account to view the dropdown menu of available accounts.
Once an account is selected, the system places a red box around the sub object field to indicate that the assigned sub object is not valid for the account selected. In order to place the charge in the selected account, we must select a valid sub object for that account.
Citibank Procurement Card Guidelines

3. Highlight the sub object field and begin typing in the new sub object field to view the dropdown menu of valid objects for the account selected. Select an object from the dropdown. Note: All SFS sub objects begin with ‘5’ and end with a “0” with the SUNY Object placed in between.
4. When we attempt to save these changes, by clicking the **SAVE & RETURN** button, the system indicates that account 096201-05 is not a valid account on the 2015 chart. We must change the fiscal year to properly charge this account.
Citibank Procurement Card Guidelines

Account 096201-05 is a dorm rehab account on the fiscal year 2012 chart of account so the 'Fiscal Year' must be changed to 2012. With our edits complete, we can now:

5. Click the **SAVE & RETURN** button to save our edits and return to the Transaction Detail Screen. The message “Added/Updated FUNDING SUCCESSFULLY” will appear at the top of the screen. If you need another funding line to split the transaction, click **Save/Add Next Account**.
IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

A. Registering Your Card on the Citibank Website

Cardholders must register on the Citibank site in order to print their statements. Use the link below and bookmark the site for future use.


Under first time users
Click on “Self registration for Cardholders”
Citibank Procurement Card Guidelines

On the Screen below, Click on:

- Registration ID/Passcode
  I have my registration details and I would like to register my card

- Fill the card’s data
  I have not received registration details and I would like to register card

Hit Continue
Citibank Procurement Card Guidelines

On the screen below, enter:

1. Your Card Number
2. Account Name – exactly as it appears on your card
3. Address
   a. 1400 Washington Ave
   b. Your Address
   c. Albany
   d. United States of America
   e. NY 12222
Sign on details:
1. Create a Username
2. Create a Password
3. Confirm Password
4. Helpdesk verification question
   a. Click on MMN
5. Create a helpdesk verification answer
6. Confirm helpdesk verification answer
7. Click Continue
Recap:
The screen below will ask you to confirm the data you entered. Make any necessary changes and click “confirm”.

[Image of a web page showing a form with details about a Citibank procurement card]

**Citibank Procurement Card Guidelines**

[Image of the University at Albany logo]

8/17/2017
Confirmation Message:

Once you click confirm the screen above will appear indicating you have signed up successfully. Now, you must click “OK” to sign on to the system and set up your security questions.
Challenge Questions:
Select a security question from the drop down menus and provide an answer in the box provided. You must answer three separate questions. (Write these answers down you will not be able to view them later).

Click “continue” when finished
Citibank Procurement Card Guidelines

When you receive a similar screen below your registration is **complete**.
IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

B. Downloading Your Monthly Statement

To download your monthly Procurement Card Statement, log onto the Citibank site at

https://home.cards.citidirect.com/CommercialCard/Cards.html

using your newly registered Citibank User ID and password.

Enter your credentials and click Login. The next screen will ask one of your security questions. Type in your answer and click Continue.
The new Cardholder homepage looks quite different but, it provides all the same information as before. Cardholders can download their statement in various formats, including pdf and excel. That said, the detailed statement discussed in these instructions is necessary for audit purposes. To download the statement necessary for audit purposes, click on the tab on the left side of the screen to access web tools, then click "CITIDIRECT CARD MANAGEMENT SYSTEM (CCMS)".
Citibank Procurement Card Guidelines

The following pop-up screen will appear. Click on the link shown below to access the familiar Citi Direct Card Management System (CCMS)

Once on the CCMS page, select “Inquiry” and then Statement from the drop-down menu.
On the resulting screen, click the **Search** icon.

A list of available statements will appear. Only statements with a **status** of **New** are final statements. You can only certify the most recent **New** statement. Statements with a status of **Interim** include your most recent transactions. These charges have not been formally billed to, or paid, by the University yet.
The billing cycle for procurement cards is generally the 7th day of the previous month to the 6th day of the current month. For example, on the screen below, the July P Card statement, ending on 8/4/2017, is the most recently billed statement.
Citibank Procurement Card Guidelines

To access and print this statement, click the hyperlinked account number for the statement ended 08/04/2017.
The Cardholder Memo Statement, required for audit purposes, will appear.

To print the statement, click **Print Statement**

The following pop-up screen will appear. Always print the **Statement Summary with Transaction Details** for audit purposes.

Check all the boxes, as shown, and click **Save Print Preference**
Citibank Procurement Card Guidelines

Citibank will confirm your print preference update with the following pop-up message. Click

1. OK

2. print

to print your Cardholder Memo Statement
IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

E. The Procurement Card Statement Certification Process

Cardholders are alerted by an email from the Campus Procurement Card Program Manager that the electronic copy of the procurement card bill is ready for certification. The University Accounting Office must verify that the electronic bill is accurate and make any necessary corrections before cardholders can certify. **Please do not certify your bill until you receive an email from the Campus Procurement Card Manager instructing you to do so.**

(1) Preliminary Steps in the Certification Process

A. Edit log entries to reflect the appropriate accounts and sub objects to be charged. **NOTE: All log entry edits must be completed before the bill is certified. It is strongly recommended that cardholders edit log entries throughout the month, as they are generated in log list. Be sure to save all edits before proceeding.**

B. Download your Statement from the Citibank Website

C. Make sure you have receipts and other supporting documentation for all charges on your monthly statement

D. Wait for email notification that the electronic bill is ready for cardholder certification.

E. Sign on to the P Card Web Application System
Completing the Billing Statement Certification

Cardholder certifications must be completed by the deadline issued in the certification notification email. The university launched a new web application for certifying your monthly procurement card bill, effective with the February 2016 billing cycle. The system has really streamlined the certification process.

The web application is much easier to access and use.

- The web application is accessed via the SUNY Portal, available Monday thru Friday between the hours of 8am and 7pm.
- All that is required to access the p card web application is
  1. Internet Access
  2. SUNY Sign on (all employees have one)
- Users do NOT need to be signed into the University’s Network to access the portal or the web application.

Given the vast improvement in access and ease of use with the new P Card Certification System, all cardholders should make every effort to certify timely. Being off campus should no longer prevent certification.

Cardholders who fail to certify by the deadline, without notifying the University Procurement Card Administrator, will have their card suspended until they have reviewed their statement and submitted their completed certification printout with original signatures to the University Procurement Card Administrator.

The Office of the State Comptroller requires that we have the cardholder and supervisory statement review documented and on file in our office for any statements we are forced to certify to accommodate timely campus bill payment. Once the completed certification printout is received, your card will be reinstated.
IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

E. The Procurement Card Statement Certification Process

ACCESSING THE NEW PROCUREMENT CARD WEB APPLICATION

1. Control + Click on this link or copy and paste it into your browser to access the application
   https://idm.suny.edu/security/login/loginForm.do?redirectUrl=https://www2.sysadm.suny.edu/EmployeeServices/Main/employeeportal.cfm

2. Select “Albany” from the dropdown and Click the Login Button

3. Enter your normal UAlbany Sign on and Password on the screen above and click the “sign in” button
Citibank Procurement Card Guidelines

3. Click on the Finance & Management System link to access SUNY Financials - See Arrow
4. Click the Finance tab – On the dropdown menu, click “Cardholder Statement” under the Procurement Card Section.
VIEWING YOUR MOST RECENT STATEMENT

1. Consult your Certification Email from Eileen Scanlan, the Campus Program Administrator, to determine which billing cycle to certify.

2. On the screen below, (Special Note: if the screen below, does not appear, see page 62 of this manual for further instructions) click on the 'Statement cycle' dropdown and select the prior billing cycle to view your most recent procurement card bill. It will say (not certified).
Certifying Your Most Recent Statement

3. Make sure all necessary transaction edits are done before you certify your statement **then**

4. On the **Statement View** screen, click the **Certify** button
The following certification statement will appear. The system will fill in your name after the “I”, in the certification statement box, and the date in the Date field. Please note: It is not necessary to type anything in the Certification Reason/Comments Box to certify your bill.

5. Once you have read the Certification Statement, click the Certify button to agree with the certification statement.
Clicking the **Certify** button to agree with the certification statement, will return the web application to the “**STATEMENT VIEW**” screen. The message **Certified Statement Successfully** will appear at the top of the screen.

The Certification Process is **not** complete until

6. You click the **CERT PRINT** button at the bottom of the screen-(see next page for more details) **AND**
   - You print and sign (on the Cardholder Sign line) the **STATEMENT INFORMATION** screen **AND**
   - Submit it, along with your statement and supporting documentation, to your supervisor for them to review and sign (on the Supervisor Sign line) and date.
   - The **STATEMENT INFORMATION** printout, with completed signatures and date must be kept with the credit card statement and supporting documentation it pertains to.
7. Click the **CERT PRINT** button at the bottom of the screen, the following screen should pop up. If this screen doesn’t appear and you receive a message asking you whether to allow the pop up, **Click always allow**. This should eliminate this message from future sessions and allow the screen to automatically appear.

8. Click the **PRINT** link - See Arrow

---

**Your Procurement Card Certification is now COMPLETE**
UNCERTIFYING YOUR STATEMENT

You will notice you have the ability to **UNCERTIFY** your statement. This is useful if you forget to transfer a charge or to add notes to a transaction. However, once the campus-wide certification of a monthly bill is completed, you will no longer have the ability to **UNCERTIFY** your statement.

To uncertify your statement,

1. Click the **UNCERTIFY** button on the **STATEMENT INFORMATION** screen
Customizing your Settings - If you see the screen below, when you first sign into the web application, you need save the settings on the screen,

1. Click the **Save** button below **THEN**

2. Click the **Return to Home** button to get to the statement view screen
X. KEY CONTACTS FOR THE CITIBANK® PROCUREMENT CARD

Questions about the Procurement Card,

Contact: Eileen Scanlan  
Campus Manager of the Procurement Card Program  
Management Services Center Room 326  
E-mail Address: escanlan@albany.edu  
Phone: (518) 442-3195

Melinda Schissler  
Assistant for P Card Administration  
Management Services Center Room 326  
E-mail Address: mthomann@albany.edu  
Phone: (518) 442-3182

To report a lost or stolen Procurement Card, or  
Questions about your Citibank® account,

Contact: Citibank® Customer Service  
Phone: 1 800 248-4553

This number is available twenty-four (24) hours per day,  
seven (7) days a week.

For assistance logging in to the Citibank Card Management Web site,

Contact: Citi Direct Help Desk  
Phone: 1-800-790-7206, option 2

To determine if a desired item is available on a state contract,

Contact: University Purchasing Office  
Phone: (518) 437-4579

To determine if an equipment purchase should be reported, or  
For assistance completing the New Equipment Receipt Form,

Contact: Office of Equipment Management  
Phone: (518) 437-4596
Frequently Asked Questions About The Citibank® Procurement Card

1. Can a co-worker use my Procurement Card?

   No. Procurement cards can only be used by the cardholder. Lending the card to other University employees is strictly prohibited.

2. Will my card be mailed to my campus address?

   All cards are sent to the Campus Manager. Should you receive a card in the mail, do not use it. Hand deliver the card to the Accounting Office. Cards must be activated on the system first to ensure proper reporting for log creation.

3. What do I do if I need to return a purchase?

   Contact the vendor directly and make arrangements for the return. Be sure to give the vendor your card number and order confirmation number, so your account will receive the appropriate credit.

4. What do I do if my card is lost or stolen?

   Contact Citibank® and the Campus P-Card Manager immediately.

5. How will I get my statement?

   Paper statements will not be issued. Statements will be available via the Citibank web site. Citibank will send an email to cardholders informing them when the statement is ready for downloading from the web.

6. How soon should cardholders activate their cards?

   The cardholder should activate the card as soon as he or she receives it.

7. Is the electronic signature enough on a Cardholder acknowledgement form?

   No. To be sure that the cardholder has seen the acknowledgement agreement, we require an actual signature.

8. How do we dispute a charge?

   First, try to settle any dispute with the vendor. If you are unsuccessful, contact the campus procurement card administrator to formally dispute the charge. A notarized affidavit of unauthorized use must be completed and faxed to Citibank.
9. Can we adjust our bill for disputes or credits?

All bills must be paid in full within 30 days. If a dispute has been filed with Citibank, the bill will still be paid in full. All adjustments will be credited to your account(s) on the next bill.

10. May a cardholder keep the same card when moving from one department of the University to another?

Yes, but cardholders must have the card coded to charge their new department’s account.
FORMS INCLUDED IN THIS APPENDIX

1. APPLICATION/ACKNOWLEDGMENT FORM
   http://www.albany.edu/accounting/assets/s_pcardapplication_4-12-2017.docx
   
   **Purpose:** Used to apply for a Citibank® Procurement Card.

2. RECEIPT OF PROCUREMENT CARD GUIDELINES FORM
   http://www.albany.edu/accounting/assets/Procurement_Card_Guidelines.html
   
   **Purpose:** Used to document that cardholders have received a card and a copy of the procurement card guidelines as required.

3. PROCUREMENT CARD UNAVAILABLE DOCUMENTATION
   http://www.albany.edu/accounting/assets/s_cardunavailable.pdf
   
   **Purpose:** Used to document purchases when vendor invoices are unavailable.

4. PROCUREMENT CARD MAINTENANCE FORM
   
   **Purpose:** Used to report a lost or stolen procurement card and to request a replacement card. Also to request names changes and card limit increases.

5. NEW EQUIPMENT RECEIPT FORM
   
   **Purpose:** Used to report the receipt of new equipment to the Office of Equipment Management.