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## General Procedures for Facilities Office Purchasing

### I. Overview and Purpose

Effective October 1, 2007, most procurement cards (i.e., "P-Cards") provided to Facilities staff, whether project or operating/maintenance related, will be returned to the Administrative Services Unit (ASU) on a phased basis to enable the creation of a centralized purchasing function. Selected supervisors, however, will retain their P-Cards for emergency and after-hours (*to be determined*) purchases. A new purchasing procedure, through a new "P-Card Order Form", will be put in place that will improve the time-sensitive financial, transactional, and record-keeping work necessary to manage the limited budget of the Department and help meet the requirements of various University and State oversight offices. It is anticipated that the day-to-day administrative burden placed on shop staff will be reduced.

What follows below are new procedures for the P-Card Order Form and P-Card Audit steps for selected individuals retaining their P-Cards.

### II. Applicability

All purchases of materials impact the limited project and operating budgets of the Office of Facilities Management. Varying levels of ASU oversight and decentralized discretion will be afforded based on operational needs.

Selected supervisory staff, retaining their P-Cards for limited use **only**, specifically for **emergencies and after-hours purchases**. These staff must use their discretion for such purchases, with the understanding that centralized purchasing through the P-Card Order Form in ASU provides more real-time budget oversight and a reduced need for record keeping. Accordingly, more routine and planned purchases must follow the "P-Card Order Form" procedures described in section III below. Staff that will hold P-Cards for such emergency and after-hour use have been determined based on the following criteria:

- Selected titles/responsibilities: Plant Utilities Engineer IV, Chief Janitor, Maintenance Supervisor III, Maintenance Supervisor II, and Senior Staff Assistant.
- Selected supervisors in selected locations will retain their P-Cards: Maintenance Supervisor for Empire Commons, Maintenance Supervisor for Downtown, and AECM.
- Materials Management staff will retain their P-Cards: Stores Clerk and Principal Stores Clerk
- The Facilities purchasing team will also retain their cards: Principal Account Clerk, Calculations Clerk II, and Secretary I.

Those Facilities staff persons authorized to make purchases, but do not have or retain a P-Card, will be subject to the P-Card Order Form Procedure described in section III.

All P-Card holders must comply with the audit procedures described in section IV.

### III. P-Card Form Procedure

- A. All purchases of materials will be routed to ASU for centralized purchasing through the "Facilities purchasing team".
  - Purchases less than or equal to \$2,500 – items previously purchased with P-Cards - will be routed to ASU through the completion of a "P-Card Order Form", a form somewhat similar to a Purchase Requisition, through a process described below.

- Similar to current practice, if the purchase amount exceeds the P-Card limit (>\$2,500), then a standard **Purchase Requisition Form** will need to be filled out by the requester and delivered to Administrative Services Unit to be processed.
  - Similar to current practice, shop staff will use pick tickets to pull inventory out of the warehouse and directly charge material costs to the appropriate work order and phase.
- B. **P-Card Order Form** can be obtained on-line through the Facilities Management webpage and filled-out in detail by the purchase requester listing all pertinent information regarding the purchase including:
- account number
  - work order number
  - purchase requester name and shop information
  - date
  - vendor information and Fed ID
  - delivery or pickup terms
  - cost amount

Requesters should double check entered information to ensure accuracy and decrease the potential for incorrect pricing, part numbers, etc and increased ordering time.

Back-up material or supporting information should be provided by fax (442-2614) or delivery to ASU, SBA 212. The Purchase requester should clearly state on the back up supporting documentation that an on-line form was provided to the purchase agent on \_\_\_\_\_ date. This process will decrease duplication and streamline work flow.

- C. P-Card Order Forms can be delivered to ASU via email ([asu@uamail.albany.edu](mailto:asu@uamail.albany.edu)) or in person, to the main desk in room SBA 212. ASU will stamp receipt of the form and distribute it to the appropriate Facilities purchasing team member for processing.
- D. The Facilities purchasing team is staffed with a Project purchasing agent and an Operating/Maintenance purchasing agent with appropriate back-up.
- E. When providing information to the Facilities purchasing team, a vendor quote should be provided when appropriate.
- F. Upon receipt of the P-Card Order Form, the appropriate Facilities purchasing team will check the appropriate project or operating account balance to ensure funds are available to cover the cost of the purchase.
- G. The Facilities purchasing team will process the purchase via phone, internet, or fax, as appropriate, to the vendor. Facilities purchasing staff will utilize a centralized procurement card to make payment on the item(s), and establish delivery or pick up arrangements. When orders are via phone, the credit card receipt signature line should indicate "phone order".
- H. The Facilities purchasing team member will communicate back to the purchase requester, either through email or phone call, all of the necessary information to finalize and complete the purchase.
- I. It is at the discretion of the requester and vendor specifications whether pick-up or delivery of the purchase items is most advantageous. If pick up is necessary it is the responsibility of the shops to assign the task of collecting the purchase items.



- J. It will be the Facilities purchasing team's responsibility to obtain all necessary purchase documentation in hard copy from the purchase requester and/or vendor via phone, email, or fax.
- K. After completion of a purchase (i.e., delivery or pick up), the Facilities purchasing team will enter all purchases posted to their individual p-cards as an external charge posted against the work order on CMMS.
- L. On no less than a weekly basis prior to certification, the Facilities purchasing team will use the mainframe system to sweep eligible expenditures from the procurement card default accounts to the appropriate operating or project account. *Strong adherence to this process will help alleviate unintended account deficits, reduce the number of expenditure transfers sent to the University Accounting Office, centralize account activity, and allow for better management of account activity and balances.*
- M. The Facilities purchasing team will retain and maintain documentation of all original receipts, procurement card statements and certification pages.
- N. The Facilities purchasing team will certify and reconcile his/her procurement card on a monthly basis and abide by all University and NYS Procurement Card Guidelines.

Please Note:

- O. **Original Invoices should NOT be paid using the on-line form. Invoices should be faxed (442-2614) or delivered to ASU, SBA 212. This process will decrease duplication and streamline work flow.**
- P. **Original contract invoices should be delivered to SBA, to the Contract Specialist so that they can be processed**

#### IV. Procurement Card (P-Card) Audit Procedure

- A. The procedures below are designed to ensure compliance with University and State requirements for continued operation of the P-Card program
- B. Per previous and signed agreements necessary to retain a P-Card, the cardholder will certify monthly.
- C. A printed copy of the cardholder's certification page, the current month's statement, and all corresponding original receipts shall be forwarded to ASU on a monthly basis immediately following the certification process, but no later than 5 business days. Cardholders are allowed to keep copies of all documentation submitted for their own record keeping purposes at their own discretion. ASU shall maintain all originals.
- D. If the cardholder fails to forward the required monthly documentation to ASU, they will receive an email requesting all necessary information and steps concerning noncompliance will be taken, if necessary.
- E. ASU will review all required monthly documentation when received. The monthly audits will determine that all original receipts are available with accurate vendor and cost amount information that precisely corresponds with the information presented on the Citibank statement.
- F. Cardholders will receive email responses when receipts are missing or insufficient.

- G. It is the cardholder's responsibility to obtain necessary documentation. If acquiring the necessary documentation becomes a problem for the cardholder, ASU will assist, at its discretion, with the responsibility of obtaining missing receipts.
- H. When all required documentation has been received in ASU, an e-mail confirmation will be sent to the cardholder. This e-mail will serve as a receipt acknowledging that ASU has received all required documentation and a monthly review was performed up to standard and deemed "successful".
- I. All certification records, statements, and receipts will be maintained in ASU. Should the cardholder need any documentation already provided to ASU, the information is on file and available to them during ASU office hours (8am – 5pm, Monday – Friday). ASU will provide the requested documentation through photocopies or fax, but given other ASU work demands, the requester must respect turn around times.
- J. ASU, with the help of the cardholder, will work closely with the University's Accounting Office to address and resolve any issues that arise from procurement card activity.
- K. Any potential future audit conducted by the University's Accounting Office or the Office of State Comptroller (OSC), for those monthly certification, statements, and corresponding receipts held by ASU will be facilitated through ASU. ASU is not responsible for any audits that find inappropriate p-card activity outlined in the Citibank Procurement Card Guidelines. If inappropriate p-card activity is determined through an audit it is the responsibility of the p-card holder.

#### **V. Procurement Card Audit Procedure for Materials Management Staff**

- A. The procedures below are designed to ensure compliance with University and State requirements for continued operation of the P-Card program and apply to those limited P-Card holders in Materials Management
- B. Per previous and signed agreements necessary to retain a P-Card, the cardholder will certify monthly.
- C. A printed copy of the cardholder's certification page, the current month's statement, and all corresponding original receipts are forwarded to ASU on no greater than a **SIX MONTH LAG** immediately following the certification process for the current month. For every month, ASU should receive procurement card documentation for the month that is no greater than six months prior to the current month. Cardholders are allowed to keep copies of all documentation submitted for their own record keeping purposes at their own discretion. ASU should have all originals.
- D. If the cardholder fails to forward the required monthly documentation to ASU, they will receive an e-mail requesting all necessary information and steps concerning noncompliance will be taken, if necessary.
- E. ASU will review all required monthly documentation when received. The monthly audits will determine that all original receipts are available with accurate vendor and cost amount information that precisely corresponds with the information presented on the Citibank statement.
- F. Cardholders will receive e-mail responses when receipts are missing or insufficient.
- G. It is the cardholder's responsibility to obtain necessary documentation. If acquiring the necessary documentation becomes a problem for the cardholder, ASU will assist, at its discretion, with the responsibility of obtaining missing receipts.

- H. When all required documentation has been received by ASU, an e-mail confirmation will be sent to the cardholder. This e-mail will serve as a receipt acknowledging that ASU has received all required documentation and a monthly review was performed up to standard and deemed “successful”.
- I. All certification records, statements, and receipts will be maintained in ASU. Should the cardholder need any documentation already provided to ASU, the information is on file and available to them during ASU office hours (8am – 5pm, Monday – Friday). ASU will provide the requested documentation through photocopies or fax, but given other ASU work demands, the requester must respect turn around times.
- J. ASU, with the help of the cardholder, will work closely with the University’s Accounting Office to address and resolve any issues that arise from procurement card activity.
- K. Any potential future audit conducted by the University’s Accounting Office or the Office of State Comptroller (OSC), for those monthly certification, statements, and corresponding receipts held by ASU will be facilitated through ASU. ASU is not responsible for any audits that find inappropriate p-card activity outlined in the Citibank Procurement Card Guidelines. If inappropriate p-card activity is determined through an audit it is the responsibility of the p-card holder.

## **VI. Contacts**

For questions regarding this policy as it pertains to Facilities Management, please call ASU at 442-3416. For questions regarding the general P-Card program at the University, please call the Accounting Office at 442-3195