TO: Deans, Directors, Department Chairs, and Account Managers
FROM: Kevin C. Wilcox, Assistant Vice President and Controller
DATE: April 2, 2008
SUBJECT: University Procurement Card Program Enhancement

As has been previously relayed from this office, the State’s procurement card program with Citibank Visa has created an ever-increasing opportunity for the campus community to enjoy the benefits of credit card purchasing. The University at Albany continues to rank second among SUNY campuses in terms of dollars spent per month via procurement cards and third in terms of the number of transactions per month. UAlbany processes 19,000 transactions and posted over 9 million dollars in procurement card usage for the fiscal year ending June 30, 2007.

Responses from cardholders to periodic inquiries regarding the procurement card program have been very positive with the number one response being the card is extremely useful in meeting the OTPS needs of departments in a timely and efficient manner. Other program benefits cited by cardholders include the following statements:

- The procurement process is very fast.
- The ability to purchase commodities on-line or by phone is handled with ease. Items are often available more cost effectively on the web so cardholders are able to use their limited financial resources more efficiently.
- Using the card fosters good working relationships with vendors because they are always paid timely and refunds to campus accounts for returned merchandise are processed quickly.

Based on the overall success of the procurement card program, the ease of use in meeting the needs of the departments, and the demands for greater flexibility in OTPS expenditures, I am happy to announce an increase from the $2,500 per transaction limit to a $4,999 per transaction limit.

Because procurement card users are already currently completing a monthly reconciliation of their card use, the additional procurement card transaction limit will create a minimal amount of work for card users in exchange for double the amount of purchasing power and flexibility. All other aspects of the procurement card program from the necessity to respect account budget limits to retaining procurement card documentation within the originating office will remain in effect.

The higher transaction limit will become effective July 1, 2008. Accordingly, beginning on July 1st, the Office of Purchasing and Contracts will no longer handle purchase requisitions or issue purchase orders for eligible commodity/service purchases up to $4,999. If you do not currently have a procurement card, a card application can be downloaded from the Accounting Office’s Procurement Card web site at: http://www.albany.edu/accounting/s_procurement.shtml.

Any questions regarding the Procurement Card Program may be directed to Eileen Scanlan or Dave Mason in the Accounting Office at 442-3195.