I. JPMC 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 supplies, subscriptions, equipment, and conference registrations directly from vendors without:

- Purchase Requisitions
- Purchase Orders
- Purchasing Agent Approval

II. PROCUREMENT CARD APPLICATION PROCESS

A. Access to the P-Card Web Application

To participate in the JPMC Procurement Card program, cardholders access the P-Card Web Application, within the SUNY Employee Portal, using their Net ID and password. Access will be established automatically upon receipt of their card.

B. Procurement Card (P-Card) Application Form

Currently, 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


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 scanned and emailed to Eileen Scanlan, Campus Manager of the P-Card Program, at escanlan@albany.edu.

(2) Approved Applications

Applicants must be on university payroll before their applications can be processed. Once entered into the web application, applications are transmitted to SUNY Central Administration for submission to JP Morgan Chase.

(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. JPMC Procurement Card Distribution

OSC guidelines require the cardholder to attend a procurement card training session, over Zoom, held by the university’s State 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 https://www.albany.edu/accounting/assets/Receipt-of-Guidelines-Card-Form.pdf to the Campus P-Card Manager in the University Accounting Office.
III. USING THE JPMC 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 JPMC 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 Procurement Office at purchasing@albany.edu. 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 JPMC Procurement Card

If an item is not available on state contract, cardholders can purchase the item from any vendor that accepts the JPMC Procurement Card. Cardholders should always strive 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 JPMC Procurement Card, notify Eileen Scanlan, the University Procurement Card Program Manager. JPMC 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 cannot exceed $4,999. Orders more than $4,999 must be submitted to the University Procurement Office for processing. Purchasing Agents hold cards with higher limits to facilitate larger dollar purchases. 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

All applicants must submit a p card threshold form outlining their projected monthly p card expenses to establish a monthly credit limit that meets departmental needs within your account budget and mitigates risk. A cardholder’s credit limit is limited 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) Card Limit Changes to Address Campus and NYS Emergencies

Should Health and Safety concerns warrant an emergency purchase of $5,000 or more, cardholders should reach out to the Campus Credit Card Manager, Eileen Scanlan at escanlan@albany.edu for assistance with the purchase. Most of these purchases can be handled centrally but temporarily increasing a card held outside of the Office of Procurement Services may be necessary. Emergency purchases will be addressed on a case-by-case basis. The severity and urgency of the situation will dictate exactly how the situation is resolved. Procurement cards provide the university with a rapid and flexible payment tool that is critical in emergency situations.

If NYS agencies, which includes SUNY campuses, are placed under an essential spending only directive, card limits will be drastically reduced or suspended to allow campus management to control spending and comply with this directive. Cardholders will be notified of any NYS spending directives via a broadcast university email.

(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 JPMC Procurement Card cannot be used.
(4) 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., VWR, Fisher Scientific, Intivity)
- 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 (Student Incentive payments are allowed with prior approval)
- eBay and Etsy

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 JPMC 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.
- Our tax-exempt letter from NYS Tax and Finance
- 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 invoice 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 transactions

All 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.

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F. Receipt of Asset Purchases

All asset purchases costing $500.00 or more must be reported to the Office of Asset Management (OAM), using the New Asset Receipt Form provided in Appendix A of this manual and on the web at New Asset Receipt Form. A copy of the form must be retained with the statement that includes the asset purchase.

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

(1) Equipment Purchases Costing Less Than $500.00

Most of the time the receipt of assets costing less than $500.00 does not need to be reported to the Office of Asset Management. However, if the asset 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 Asset Management via email at asset@albany.edu for assistance with determining if a new asset 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 Asset 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 Asset Management. This form is available at Off-Campus Use Form. A copy of this form must be retained with the statement that includes the asset purchase. 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 Asset Management via email at asset@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 the 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 JPMC 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 escanlan@albany.edu and Melinda Schissler at mthomann@albany.edu.
   • We only have 60 days from the statement ending date to dispute a charge.

C. Disputed Charge Investigation by JPMC
   Cardholders should contact Eileen Scanlan at escanlan@albany.edu and Melinda Schissler at mthomann@albany.edu to initiate a charge dispute. We need to be aware of all credit card issues to advocate for our cardholders and expedite the resolution process. Please do NOT contact the bank directly. Once we notify JPMC customer service about a disputed charge that can’t be resolved with the vendor, the following will occur:
   • JPMC will open a charge investigation that may take up to two billing cycles to complete.
   • Upon completion of the investigation, the cardholder will receive a determination email from JPMC. If the charge is invalid, a 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 credit is received.
V. JPMC 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 10%-15% 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 Statement Audits

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. 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. Upon completion of their review, supervisors are required to sign the monthly certification document as evidence of their review for audit purposes.

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.

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.

D. 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.
E. 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) Business Purpose is not sufficiently documented for audit purposes
(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 Asset Receipt or Off-Campus Use Form
(10) Failing to use a vendor on state contract

F. 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.

G. Procurement Card Revocation

If a card is revoked, the department involved must designate a new cardholder 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:

- Eileen Scanlan, the Campus P-Card Manager at escanlan@albany.edu
- Melinda Schissler, Assistant Manager, at mthomann@albany.edu

We will contact JPMC and request a rushed cancel/reissue. If cardholders contact the bank themselves, the reissued card will not be prioritized and make take weeks to arrive.

We will notify cardholders via email when their replacement cards are available for pick up. Cards pickups are made by appointment only with Melinda Schissler.

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. Notify the Campus P-Card Manager, Eileen Scanlan, via email at escanlan@albany.edu to request a card in your new name. Cardholders will be notified when their replacement cards are available for pickup.

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 notify the Campus P-Card Manager, so the card 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 and for retaining the former cardholder’s p card documentation. The credit card unit will assist managers with the reconciliation and certification of the cardholder’s final p card statement.
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.
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 p card campus manager will inform the cardholder that their procurement card privileges have been suspended and that they must attend another p card training session. After training is completed, their card will be reinstated but, they will be required to submit their monthly p card documentation to the Accounting Office for audit for three to six months in ensure their purchases comply with all program and procurement rules and regulations.

(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/login.do

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
JPMC 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.
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, we 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.**
VIEWING AND EDITING TRANSACTION DETAILS

A. Default Account Edits

Please Note: If you attempt to transfer 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 transfer 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.
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** button 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 \textit{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.

\textbf{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. \textit{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. \textit{If your expenditure splits don’t equal what the vendor charged, you will receive an error message.}
VIEWING AND EDITING TRANSACTION DETAILS

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**
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.
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.
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 JPMC Website

JPMC will establish a User ID and initial password for their card management module, PaymentNet, and email it to new cardholders. Cardholders must then sign onto https://www.paymentnet.jpmorgan.com/ and complete the following steps:

1. **Create a new password** - If you have trouble signing on with your initial password, do not contact JPMC. Your campus program managers are best equipped to assist you with a password reset.

2. **Confirm your email address** - Use your university issued email address.
3. **Set your security questions**—answer at least three questions with easy to remember answers. These questions will be used by the bank to verify your identity if you forget your password and need to reset it. If you retain a copy of your answers, please keep it in a secure location to prevent unauthorized access to your JPMC account.
4. **Register your computer**—for security reasons this is a necessary step. You must have access to your university email to complete this step. The bank will send a verification email with a code that must be entered on PaymentNet to register your computer.

Once you enter the code, the registration is complete. Keep in mind you may need to complete this process again, for any of the reasons listed, in the screenshot above.
IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

B. Downloading Your Monthly Statement

To download your monthly Procurement Card Statement, log onto the JPMC site at https://www.paymentnet.jpmorgan.com/ using your newly registered JPMC User ID and password.

Enter your credentials and click Log in.

JPMC Billing Cycle

The billing cycle for p card is from the 6th of a month to the 5th of the following month. Cardholders can also set up a statement reminder so that they receive an email notification when their account statement is ready to view.

1. Click the My Accounts option on the PaymentNet menu bar.
2. On the My Account List screen, select the Statement Reminder check box for the account.
3. Click Save.

Special Note: If the 5th falls on Saturday or Sunday, JPMC extends the billing cycle through the next business day.
Viewing and Printing a Statement

1. Click the **Statements** option on the PaymentNet menu bar.
2. To view the statement for a billing cycle other than the current cycle, select a date from the **Billing Date** list.
3. Click **View Statement (PDF)**.
4. When prompted, indicate whether you want to open the statement in a new browser tab or save a local copy. Use your Adobe PDF viewer to print the statement, if desired.

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IX. MONTHLY CARDHOLDER CERTIFICATION OF PURCHASES

C. 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 the p card web application. Be sure to save all edits before proceeding.

B. Download your Statement from the JPMC 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
(2) 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 and is available seven days a week between the hours of 7am 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 not 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

C. 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
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 63 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).
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.
PRINTING YOUR CERTIFICATION

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 that you can **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 to 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
KEY CONTACTS FOR THE JPMC PROCUREMENT CARD

For:

1. Questions about the Procurement Card Program or specific transactions on your JPMC Account
2. Assistance logging in to the JPMC Website,
3. Reporting a lost or stolen Procurement Card

Contact: **Eileen Scanlan**  
Campus Manager of the Procurement Card Program  
Management Services Center Room 326  
E-mail Address: [escanlan@albany.edu](mailto: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](mailto:mthomann@albany.edu)  
Phone: (518) 442-3182

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

Contact: University Procurement Office  
Email Address: [purchasing@albany.edu](mailto:purchasing@albany.edu)  
Phone: (518) 437-4579

To determine if an asset purchase should be reported, or for assistance completing the new asset receipt form or the off campus use form,  

Contact: Office of Asset Management  
Email: [asset@albany.edu](mailto:asset@albany.edu)  
Phone: (518) 437-4596
Frequently Asked Questions About the JPMC 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?

   Email Eileen Scanlan (escanlan@albany.edu) and Melinda Schissler (mthomann@albany.edu) to expedite issuance of a new p card. Special Note: Expedited service is not provided, if cardholders contact JPMC

5. How will I get my statement?

   Paper statements will not be issued. Statements will be available via the JPMC website.

6. How soon should cardholders activate their cards?

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

7. Can we email electronic copies of any requested documents?

   Yes. Please email all requested documents. Do NOT fax or send through campus mail

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.
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 JPMC the bill will still be paid in full. All adjustments will be credited to your account 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 state or IFR account.

Contact Email Eileen Scanlan (escanlan@albany.edu) and Melinda Schissler (mthomann@albany.edu) to have your card coding revised before using it in your new position.
JPMC Procurement Card Guidelines

APPENDIX A
VISA FORMS

FORMS INCLUDED IN THIS APPENDIX

1. APPLICATION/ACKNOWLEDGMENT FORM


   **Purpose:** Used to apply for a JPMC Procurement Card.

2. RECEIPT OF PROCUREMENT CARD GUIDELINES FORM


   **Purpose:** Used to document that cardholders have received a card and a copy of the procurement card guidelines as required.

3. NEW ASSET RECEIPT FORM

   **New Asset Receipt Form**

   **Purpose:** Used to report the receipt of new Asset to the Office of Asset Management.

4. OFF-CAMPUS FORM

   **Off-Campus Use Form**

   **Purpose:** Used to notify the Office of Asset Management that an asset will be used off-campus. Special Note: This form must be on file with Asset Management before the asset is taken off-campus.