



Downstate Health Sciences University
Office of Research Administration

The Research Foundation for SUNY Policy and Procedure

Subject: Procurement Card (P-Card)

Effective Date: April 1, 2024

Issued By: The Office of Research Administration (ORA)

Responsible parties:

- Principal Investigators
- Department Administrators
- Department Chairs
- RF Grant Managers
- RF Procurement
- RF Accounts Payable

Reason for this policy:

This policy provides a statement of use, administration, and controls around the Research Foundation for The State University of New York ("Research Foundation" or "RF") credit card programs.

Purchasing cards are a corporate liability and the purchasing card must be centrally billed and paid within 25 days. Each campus must establish and fund an account from which the bills will be paid. The costs are then billed back to the grant or cardholder, as appropriate. Purchases must comply with sponsor regulations.

Background:

A procurement card (P-card) is a method of payment that allows a Principal Investigator (PI) to purchase supplies for sponsored projects. The use of the P-card is regulated and should only be used when necessary. The P-card is intended to be used outside of normal business hours when the Procurement Team is not available to place orders. Unless prior approval is obtained from RF Procurement, it may not be used to replace the standard requisition/purchase order process.

The P-card is issued to a Downstate employee who will be responsible for its proper use, including compliance with Research Foundation for SUNY (RFSUNY) Procurement policies. P-cards may be requested by Principal Investigators (PIs) with active funding. However, requests are subject to review by the Office of Research Administration and neither issuance, nor continued access, are guaranteed.

P-cards are not for personal use and should not be shared with other individuals. The PI is solely responsible for all purchases made with the P-card.

As a tax-exempt organization, RFSUNY is exempt from paying sales tax for goods and services in New York, California, Florida, Kentucky, Massachusetts, New Jersey, Pennsylvania, Tennessee, and Texas. RFSUNY's tax-exempt ID, 119222, is printed on the P-card and must be provided to the vendor, along with the tax-exempt certificate, when procuring goods. Contact [RF Procurement](#) for a copy of the certificate for any of the states listed above.

General Responsibilities:

Business or project-related purchases made with a P-card must be reviewed for compliance with the financial institution's rules and regulations, federal regulations, sponsor guidelines, and Research Foundation policies. Since this review takes place after the purchase and payment to the vendor or supplier has been made, the cardholder is responsible for reimbursement to the RF if it is determined that the purchase is not allowable. If an expense is deemed unallowable to the award(s) it was made for, the PI is responsible for reimbursing RFSUNY (via personal check) for these expenses.

This policy will be sent to individual cardholders at the beginning of each calendar year. Cardholders and their Department Chairs must sign and return the attestation to Procurement no later than January 31st to use and retain their P-card for that year.

Requesting a P-card

The Principal Investigator requesting a P-card should contact the [RF Procurement](#) team. Upon request, the PI will be sent a cardholder agreement form and the Cardholder attestation form (see Exhibit 2). Both signed documents should be submitted to the Procurement team.

Upon review and if approved, RFSUNY's Central Office will process the request and mail the card to the requestor's office typically within 7-10 business days. Once received, the card will need to be activated by the cardholder.

Use of the P-card

When use of the p-card is required, it is recommended that faculty, staff, and administrators order from suppliers already in RFSUNY's system and invoice with Net 30 terms. The P-card may be used for grant-related purchases; therefore, expenses must be allowable, allocable, reasonable, and consistently treated. The PI must ensure that all compliance approvals are in place before using the P-card for any related expenses.

All Downstate RF-issued P-cards have a maximum monthly spending limit of up to \$5,000. In addition, there is a transactional limit of \$2,500.

Unallowable P-Card Expenditures

For a full list of unallowable P-card expenditures, please refer to Exhibit 1. Three noteworthy unallowable expenditures are:

Travel Expenses: The P-card must not be used for travel expenses such as airline or train tickets, hotel stays, or rental cars. A [Travel Advance](#) should be requested for these travel-related costs.

Additionally, if the per diem method of travel reimbursement is utilized, the P-card cannot be used for meals while traveling.

Equipment: The P-card may not be used for most equipment including laptops, printers, and similar devices. Some devices and software require the prior approval of Downstate Information Technology Services (ITS) and should be procured through the standard requisition process. If the device/software is on [Downstate's list of approved items](#), the P-card may be used.

MetroCards and expenses related to Human Subject Payments must use the standard procurement process.

Monthly Reconciliation

Upon receipt of the P-card, cardholders will receive information regarding registration for an online account. It is the cardholder's responsibility to obtain their monthly statement by logging into [Global Card Access – log in \(works.com\)](#), in addition to transaction receipts from the supplier each time the P-Card is used. Upon receipt of the billing statement, the cardholder should reconcile their sales receipts to the statement. The billing statement, along with a completed [payment voucher \(pdf or doc\)](#) and receipts for **every** transaction need to be submitted to your Grant Manager by the 15th of each month. Late submissions may incur late fees or finance charges from BOA. Late fees are the cardholder's responsibility and are not allowable charges to an award. The PI must provide a personal check to the RF to cover late fees.

Payment vouchers must include the Project/Task/Award that expenses are to be charged, ensuring that it is active and has the funds to cover the charges. Proper [Expenditure Types](#) and Organization need to be provided as well.

It is the cardholder's responsibility to follow up on any erroneous charges, returns, or adjustments and to ensure proper credit is applied on subsequent statements. Documentation of the pending credit must be provided with reconciliation.

The Grant Manager will review the documents, approve the Payment Voucher, and submit to Accounts Payable for processing. In the event an expense is deemed unallowable, the PI must provide an alternate source of (non-sponsored) funding to support the charge or provide a personal check to reimburse RFSUNY for the expense.

Vendor Disputes and Returns

It is the cardholder's responsibility to notify the Procurement team if a vendor dispute occurs or in the case of a return. It is the cardholder's responsibility, prior to placing an order, to inquire about the vendors' return policy and restocking fees.

If an expenditure is deemed unallowable, the cardholder will be responsible to reimburse the RF for the full cost of the expenditure. If an item is returned, it is the cardholder's responsibility to ensure a credit in the full amount is issued to the P-card. Any discrepancy between the order amount and the restocking fee is the cardholder's responsibility, and this amount must be reimbursed to the RF.

The cardholder will contact the supplier to resolve any outstanding issues. If there is any charge under dispute, please advise procurement/accounts payable as soon as possible. Any item ordered and subsequently returned may incur a shipping or restocking fee; it is the PI's responsibility to understand the supplier's return policy prior to making a purchase. Defective items typically do not incur these types of fees; however, if an item is returned at the PI's discretion, any fees incurred are the personal responsibility of the PI and must be reimbursed to the RF with a personal check. These expenses cannot be charged to an RF award.

Cancellation of a P-Card

Misuse of a P-card will result in card cancellation. Cards may be canceled by RFSUNY Downstate at the Office of Research Administration's discretion if the cardholder:

- is on a project or award for which funding has terminated;
- uses the card to bypass the standard procurement process;
- transfers to another SUNY campus;
- requests cancellation;
- is no longer employed by SUNY and/or the Research Foundation;
- misuse of the P-card:
 - using the card for personal use;
 - habitually failing to submit monthly reconciliation reports by the deadline;
 - failure to maintain proper records in accordance with RF guidelines;
 - purchases supplies from an unauthorized vendor *OR* the purchase of goods or services that are unallowable on the sponsored award;
 - unallowable p-card expenses (see Appendix 1)
- submits more than 5 (five) Missing Receipt forms in a fiscal year;
- loses the card or the card is stolen.
- other violations of the policies herein.

If a P-card is cancelled, the individual must wait three years before applying for another P-card.

APPENDIX 1

Unallowable Expenditures on a P-card

The items listed below cannot be procured via the p-card and must follow the standard [purchase requisition](#) or [travel advance](#) processes where it is allowable based on sponsor guidelines and policies.

Please contact the [Procurement Team](#) or [Post Award](#) for questions about unusual purchases.

Alcoholic beverages	Cash Advances
Computers and similar devices*	Conference Registration
Controlled substances**	Flowers
Food / Drink	Gift Certificates/Pre-paid cards
Gifts	Independent Contractors
Insurance	Lease Payments
Live Animals	Maintenance agreements
Medical Services	Office Supplies
Orders exceeding \$2,500	Personal expenses
Pre-paid services	Purchases requiring a contract
Radioactive materials	Recurring or automated charges
Software without approval from IT	Specialty gases/cylinder rentals
Travel (airline, rail, car rental, hotel)	

*unless *pre-approved* by Information Technology Services

**narcotics, prescription drugs

APPENDIX 2

Procurement Card Attestation

By signing below the cardholder and their Department Chair agree to comply with the RF's Procurement Card policy. Upon request of a P-card, and annually after receipt of a card, P-card holders must send a signed copy of this document to RFPurchases@downstate.edu to confirm that the policy was read and understood.

I, _____, understand the Downstate P-card Policy and agree to follow it. I understand I am personally liable for any purchase deemed unallowable and will cover the cost of such item(s).

PI Signature:

Date:

I, _____, understand that per the Downstate P-card policy the PI is ultimately responsible to cover the cost of any item deemed unallowable, whereby RF must be reimbursed. In the event the PI cannot or does not, as Department Chair, I understand my department will be responsible for covering the cost.

Department Chair Signature:

Date: