

SUNY Downstate Health Sciences University

Policy & Procedures

Title: Procurement Card (PCard) Policy	Original Issue Date: 07/01/2020
Reviewed by: Card Services	Revised Date: 07/01/2024
Approved by: Richard Miller, PhD, CFO	SUNY Policy Ref. No. <u>N/A</u>

A. Purpose

This policy outlines the proper use, guidelines, and procedures for the New York State (NYS) Procurement Card (PCard) at SUNY Downstate Health Sciences University. These policies are in accordance with the [NYS Procurement Card Guidelines](#) and are designed to supplement, not replace, existing Downstate purchasing policies.

B. Program Overview

The PCard program enhances current purchasing processes. It is not a replacement for established purchasing protocols and must not be used to bypass university guidelines or procedures.

C. Obtaining a PCard

- I. To request a PCard, applicants must complete a Cardholder Application Form and meet the following criteria:
 - Possess a valid **@downstate.edu** email address
 - Have reliable internet and computer access
 - Be registered in the SUNY Portal with a valid N#

For University Hospital at Downstate-funded cards, **Hospital Administration** approval is required. Approved applications should be emailed to: **CardServices@downstate.edu**

D. Suspension and Revocation of Privileges

Violations of PCard policy are subject to review and corrective action, depending on severity. Human error and extenuating circumstances may be considered.

Triggering Violations:

1. Late, missing, or incomplete monthly reconciliations
2. Use of the PCard for personal purchases
3. Purchase of prohibited items

Violation Consequences:

- **1st Offense:** Notification to cardholder and supervisor; reimbursement required
- **2nd Offense:** Same as above, plus temporary limit reduction to \$1.00
- **3rd Offense (within 12 months):** Card revoked for 3–6 months; mandatory retraining
- **Immediate Revocation:** May occur in cases of personal use, fraud, or misuse. Additional departmental disciplinary actions may apply.

E. Spend Profile and Limit Adjustments

I. Default Limit

New cards are issued with a **\$4,999.00** single transaction limit.

II. Requesting Higher Limits

For Hospital Employees:

- Submit a Limit Increase Request to **Hospital Administration**
- Include an approved Requisition and vendor quote
- Forward approval to CardServices@downstate.edu

For Campus Employees:

- Submit to **CFO-transactions@downstate.edu**
- Follow the same documentation requirements

III. Processing

- Card Services reviews and processes all limit changes
- Approved increases are valid only for the authorized purchase
- Limits revert to \$4,999.00 after the transaction period ends

F. Authorized & Prohibited Purchases

I. Authorized Purchases

- a) Standard goods and services ≤ \$4,999
- b) Technology (with CIO/IT-approved requisition)
- c) Business services (e.g., seminars, memberships, consulting)
- d) Food/catering (requires Senior leadership-approved requisition – AVP and above, list of attendees, and meeting agenda/business purpose)
- e) OGS-contracted items
- f) PayPal (itemized receipt must be submitted from the vendor)
- g) Trophies/awards (for graduation purposes only; requires Senior leadership-approved requisition – AVP and above)
- h) Gift Cards (requires Senior leadership-approved requisition – AVP and above, and list of recipients and their signatures)
- i) Flowers/decor (only for common areas, with Senior-leadership approved requisition – AVP and above)
- j) HP/Toshiba toner (Supported Printer models need CIO/IT Approval).

II. Prohibited Uses

a) Financial/Administrative

- Split payments
- Graduation ceremonies (hospital-funded)
- Digital wallets (Google/Apple Pay)
- Premium membership programs (e.g., Amazon Prime, Uber One, Instacart Plus)
- Gifts, donations/contributions, insurance, rent, late invoices, fines, sales tax

b) Personnel/Travel:

- Travel/moving expenses (e.g., airfare, hotels, Airbnb, car rentals, trains, buses, tolls etc.)
- Independent contractor services
- Entertainment (e.g., DJs, photographers, etc.)

c) Marketing/Recruitment:

- Advertising and recruitment-related costs (unless otherwise stated by HR Director or above)

d) Facilities/Office:

- Office supplies (order via WB Mason)
- Water (Campus/Hospital CFO approval required)

- Construction/renovations (Facilities Management Director or above)

e) Controlled Items:

- Alcohol, weapons, explosives, radioactive material, specialty gases
- Live animals, medical equipment (unless authorized)

G. Monthly Reconciliation Process

I. Transaction Review

- Cardholders and their supervisors **MUST** review and approve all monthly transactions in a timely manner.
- Submit receipts for each transaction

II. Report Submission

- Expense reports are due by the **10th of the month** following the cycle end
- Reports must include:
 - Signed Certification Page
 - J.P. Morgan Statement
 - Itemized receipts
 - Requisitions for food, IT, or over-limit transactions

III. Submission Format

Submit the complete packet as a PDF to CardServices@downstate.edu. Departments should retain copies if required for audit and/or review.

H. Shipping Guidelines

All PCard purchases for campus projects must be shipped to:

SUNY Downstate Health Sciences University

Requisition # _____

Recipient Name, Building & Room #

445 Lenox Rd., Brooklyn, NY 11203-2098
(Alternate address: 450 Clarkson Avenue, Brooklyn, NY 11203)

NOTE: *Ensure accurate requisition and shipping details to avoid delays and/or returns.*

I. Roles and Responsibilities

I. Cardholder

- Sign the User Agreement
- Review and assign fund codes in SUNY FMS
- Maintain itemized receipts
- Submit monthly reconciliation to supervisor and Card Services

Only the assigned cardholder may use the PCard. Misuse may result in disciplinary action and reimbursement.

II. Approving Supervisor (AS) must:

- Be a SUNY DHSU employee with budget/signature authority
- Not be the cardholder
- Approve spend profiles and verify all charges
- Submit reconciliations to Card Services by the **10th of each month**
- Notify PCA of staff changes or terminations

III. Procurement Card Administrator (PCA)

Responsible for:

- Program oversight and training
- Processing applications and issuing cards
- Collecting and auditing reconciliation packets
- Monitoring for fraud, policy compliance, and system integrity
- Liaising with JP Morgan and SUNY DHSU departments

J. Card Security & Prohibited Sharing

PCards must be safeguarded like personal credit cards. Only the assigned cardholder may use the card. Lost or stolen cards must be reported immediately to:

- **JP Morgan Chase:** 1-800-316-6056
- **PCard Administrator (PCA):** 718-221-6568 or CardServices@downstate.edu

K. Disputes, Fraud, and Lost Cards

Disputes:

PCard Policy, Effective 7/1/2024

- Contact the vendor first
- If unresolved, file in PaymentNet within 60 business days
- Report fraudulent activity immediately

Returns/Credits:

- Contact supplier for return
- Retain all return documentation
- Credit must appear on a future statement

L. Card Renewal

Cards are auto-renewed for active users. Expiration occurs at the end of the month on the card. Activate new cards within 30 days. Contact the PCard Administrator (PCA) for:

- Missing or damaged cards
- Renewal questions
- Limit changes
- Merchant code issues

Support & Contacts

- **Card Services Website:** <https://www.downstate.edu/about/our-administration/finance/departments/card-services/index.html>
- **Card Issues/Training/Changes:** Contact PCard Administrator @ 718-221-6568
- **Application/Limit Changes:** Email - CardServices@downstate.edu