



SUNY  
**DOWNSTATE**  
Medical Center

Procurement; Mail Stop 63  
450 Clarkson Avenue  
Brooklyn, NY 11203-2098  
(T) 718-270-7280 Fax 718-270-3342



*Procurement  
Card  
Program*

v.2019-01-11

## **I. PROGRAM OVERVIEW**

The purpose of the Citibank Procurement Card (*Visa*) is to establish an efficient cost effective method of purchasing and payment for small dollar purchases. The Procurement Card will enable cardholders to make authorized purchases directly from approved suppliers without going through the Contracts & Procurement Department. New Cardholders will be able to make single purchases up to \$14,999 per transaction with the Procurement Card.

## **II. RECEIVES A PROCUREMENT CARD**

Department Heads will identify the employees who are to receive a Procurement Card. Cards are issued to individuals. It is mandatory to ensure that each person receiving a Procurement Card is familiar with State procurement procedures and policies.

Each cardholder will be responsible for verifying all charges associated with the department's specific account number. No unauthorized purchases will be permitted. Any employee making unauthorized purchases will be subjected to appropriate disciplinary action (see list on page 11).

## **III. APPLICATION PROCESS**

To obtain a procurement card, Authorization Forms must be completed and approved by your Department Head and forwarded to Contracts & Procurement Management Department. Upon receipt of the Authorization Forms, potential cardholders will be contacted for additional information related to the Procurement Card Application. The Procurement Card Administrator will then review forms for approval and forward to the Systems Administrator to set-up User ID, Password and Job Function within the SUNY-Employee Services Portal. Cards will take approximately two (2) to three (3) weeks to arrive.

### **New York State Citibank Travel Card/Purchasing Card**

**ACKNOWLEDGEMENT FORM** – to be completed by card recipient

## IV. PURCHASING WITH THE P-CARD

### Dollar Limits

An individual transaction may be up to \$14,999—additional freight charges can be incurred. **Orders can not be split in order to facilitate use of this card.** Each department may impose lower monetary limits on the card with a written justification that must be approved by the Procurement Card Administer.

### Responsibility of Procurement Cardholders

The individual cardholder completes a Purchase Requisition each time they make a purchase using the Procurement Card.

It is mandatory that each Procurement cardholder use a Purchase Requisition to ensure consistency with the documentation associated with the use of the Procurement Card. This documentation is used to (1) verify all purchases; (2) audit a specific card transaction (3) reconcile a reported billing discrepancy; and (4) document purchase authority.

### Required Purchasing Practices:

- Funds **must** be available at the time of purchase.
- Use of this card is strictly limited to the purchase of products and services for Official SUNY Downstate Medical Center business. Do not use this card for personal charges. Such improper use may subject employee to disciplinary action.
- Procurement cards cannot be shared with other employees. The DMC employee to whom the card was issued is the only employee that is authorized to use the Procurement Card.
- If the item is available on state contract, it should be purchased from the identified supplier, or Preferred Source/MWBE. This information is available at the OGS website (<http://ogs.ny.gov/default>) or by contacting Contracts and Procurement Management Department.
- Cardholders must retain copies of supporting documentation for their own records in order to resolve any disputed transactions and discrepancies.

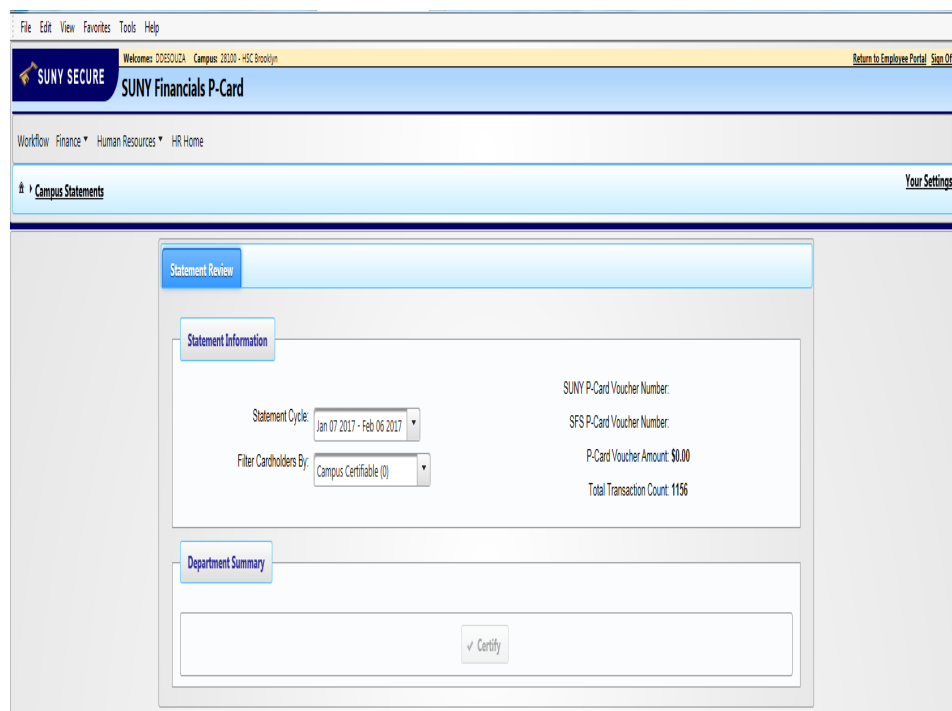
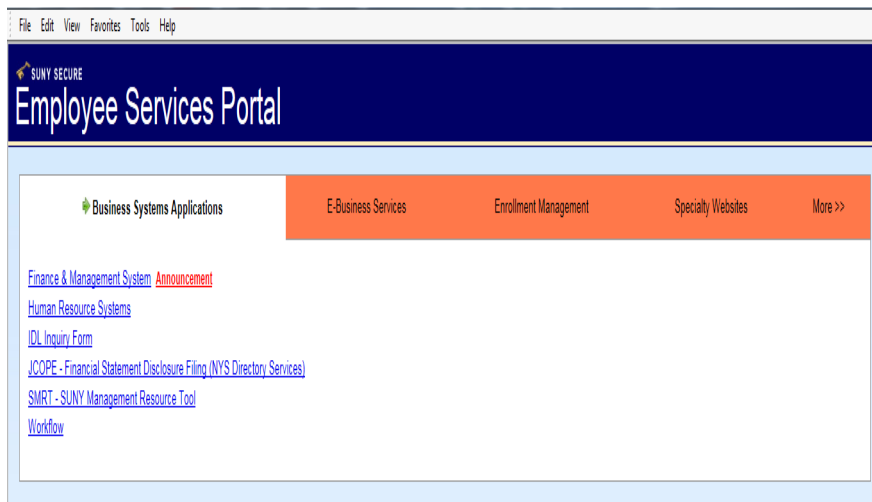
### **Placing Your Order:**

**Orders may be placed by phone, fax, online or in person.**

- Complete a Purchase Requisition and verify available funds
- Identify yourself as a New York State employee
- Notify the supplier you will be using the Citibank Visa Procurement Card and verify that they accept it
- Notify suppliers that the purchase is tax exempt and provide the NYS Tax Exempt Number (*EX A-158789*) and/or Federal Tax Exemption Number (14740026K)
- Identify the item and supply complete description. If available, use the item number as shown in the catalog, manufacturer's name, and/or model number
- Provide the exact quantity you are interested in purchasing
- Ask for the full dollar amount of each item
- Ask if there will be any additional charges for shipping. If so, add additional charges to the Purchase Requisition
- Total the amount of the purchase
- Give the supplier your name as it appears on the card, the account number, and the card expiration date
- All merchandise when shipped directly to Central Receiving, should reference the Purchase Requisition number CC preceding using this format (*example: CC00-000-000*)
- Central Receiving Address: 445 Lenox Road, Brooklyn, NY 11203
- Operating Hours: Monday through Friday, 8:30am—4:00pm
- Verify Receipt of merchandise (i.e. defective or wrong items)
- Attach original receipts/packing slip to the back of the Purchase Requisition

### **NOTE: If making your purchase in person:**

- Cardholder must activate their PIN Code—call the toll free number on the card
- Obtain an itemized receipt, in addition to the credit card receipt and check the credit card receipt to insure accuracy before signing



### **Fiscal Year Restrictions**

Before placing any order, insure funds are available in your account.

*We advise the cardholder to use the Procurement Card judiciously as the end of the fiscal year approaches. Funding will not be available to cover any charges appearing in a new fiscal year until a budget has been passed. In accordance with the terms of the contract, in the event we are not able to pay promptly, SUNY Downstate will have to pay interest for those charges that appear on the account after card suspension has been enacted.*

### **Payment or Account Reconciliation**

Citibank will issue a monthly summary report on their website ([www.home.cards.citidirect.com](http://www.home.cards.citidirect.com)) to each participating cardholder for expenses incurred during that particular billing cycle.

The cardholder should review the Citibank statement for accuracy and reconcile each transaction with the Purchase Requisition and the supplier receipts and/or invoices. Verification of each transaction should be reconciled against the Citibank online statement. After completing hard copy reconciliation, electronic reconciliation must be completed on the SUNY/Employee Services Portal system by the end of each month.

Your review should include the following:

- Receipts are attached to the back of the Purchase Requisition.
- If multiple receipts are issued for one transaction, all associated receipts should be stapled together and filed with the corresponding Purchase Requisition. The original transaction total should equal the cumulative total contained on the invoices.
- Cardholders should only accept charges for goods and/or services that the supplier has delivered.
- Any charges for sales tax are identified as a credit pending.
- Credits appear on the Citibank statement for any returns.
- Payment on Account Reconciliation will take place electronically via your computer on a monthly basis.

## **Department Head/Manager/Supervisor Responsibility for Monthly Transaction Package**

The Department Head/Supervisor is responsible for reviewing transactions and taking appropriate action for situations involving misuse of the Procurement Card.

Training for both Cardholders and their Supervisors will be mandatory in order to participate in the program.

The Procurement Card Program Administrator will provide training for all Cardholders and their immediate Supervisor/Department Head. The training shall cover the use of the PCard consistent with New York State policies, SUNY Administration's guidelines and DMC's campus specific procurement practices. If the requested purchase needs pre-approval (signature from required area) the Cardholder must obtain all signatures and authorization before the purchase date. Only then would these purchases be appropriate to charge **via** PCard with all required (back up) supporting documentation.

Each Cardholder will supply hard copies of the monthly transactions to their designated Department Head. The Department Head will review transactions for proper state expenditures, sign-off and date. This signed document will be retained with each monthly package and should be E-Mailed to:

**[PCardMonthlyCertification@Downstate.edu](mailto:PCardMonthlyCertification@Downstate.edu)**

If the Department Head does not agree with the monthly statement, the Cardholder should be asked to verify the documents and explain the reason for any discrepancy.

## **V. QUESTIONED ITEMS & RETURNS**

### **Cardholder Responsibilities**

Whenever an item purchased with the card is returned to the supplier, if sales tax is charged by the supplier, or if a credit is due, the cardholder must request that the supplier issue a Citibank credit. Under no circumstances will cash be accepted to resolve a credit situation.

#### **1. Sales Tax**

SUNY Downstate campus is tax exempt. If a charge for sales tax appears on the Citibank statement, the cardholder should contact the supplier directly to arrange to have this charge reversed. Ask the supplier to credit your account for sales tax charged. *(And fill out the credit pending section of the Credit Pending/ Disputed Item Form.)*

Tax exempt letter can be obtained from the Procurement Department.

#### **2. Returns and Credits**

To make a return, contact the supplier directly to determine the proper return procedures. Any credits issued will appear on a subsequent Citibank statement.

If you have returned an item you purchased and a credit for this item does not appear on the Citibank statement, you must notify Citibank.

#### **3. Items Not Received**

If a charge appears on your Citibank statement for an item ordered but not received, contact the supplier to resolve the matter. Suppliers should not submit charges to Citibank until goods have been shipped.

If you cannot resolve any of the above matters with the supplier, follow the process for disputes, on page 8.



#### **4. Disputes**

If the cardholder cannot resolve a dispute with a supplier or there is a charge that is unauthorized or unrecognized on the cardholder's Citibank statement, the cardholder must initiate a dispute with Citibank by calling the Citibank Fraud Early Warning Unit @ **1-800-945-3114**. Citibank will investigate the dispute on the cardholder's behalf after receipt of a completed Affidavit Of Unauthorized Use form and then assist in the resolution.

Place a check (**ü**) next to the specific item(s) in question on the Citibank statement and provide a complete explanation of the dispute and send to the Procurement Card Administrator.

If the dispute cannot be resolved, contact the Procurement Card Administrator. The agency Procurement Card Administrator will review each dispute received and initiate any appropriate action necessary.

#### **Citibank Responsibility**

Citibank will issue a temporary credit to the cardholder's account when notified of a questioned item. This credit will appear on the cardholder's Citibank statement the month following Citibank's notification. The credit amount will be subtracted from the new balance.

Citibank will issue a permanent credit to the cardholder's account and process the appropriate chargeback for all questioned items resolved in favor of the state agency.

### **VI. LOST OR STOLEN PROCUREMENT CARD**

#### **Cardholder Responsibility**

Any lost or stolen Procurement Cards must be reported immediately to Citibank (800) 790-7206. The cardholder should be prepared to give their name exactly as it appears on the face of the card, the account number, the card's expiration date, and a brief explanation surrounding the loss. Immediately following this verbal notification, the cardholder must notify the Procurement Card Administrator at 1-718-270-7280.

## **VII. LIABILITY**

New York State will be initially liable for all charges to the Procurement Card except for fraudulent use of the card by a supplier and/or an employee, those in excess of the single per-transaction limits and any other limits imposed by participating state agencies.

While New York State will be responsible to Citibank for all employee charges associated with the Procurement Card, the cardholders themselves will be responsible to reimburse the State of New York for any charges incurred as a result of misuse or fraudulent use of the card.

New York State will not be liable for any charges incurred by non-employees. Therefore, it is important to report immediately any lost or stolen Procurement Cards to Citibank and Procurement Card Administrator. Failure to comply with this notification process may result in the cardholder becoming personally liable for the fraudulent use of the card.

## **VIII. SUSPENSION OF PROCUREMENT CARD PRIVILEGES**

Improper use of the card by the cardholder may lead to suspension of all Procurement Card privileges. Card usage may be audited at any time.

The Procurement Card Administrator authorizes all requests for suspension.

## **Misuse or Abuse of the Card**

The term “misuse or abuse” means the use of the Procurement Card outside the employee’s authorized parameters (*e.g., charges in excess of the permitted limit; purchases of items of a type other than those allowed*). Depending on the severity of the violation, the following actions may be taken:

### **1<sup>st</sup> Offense:**

Both the cardholder and the cardholder’s supervisor will be notified of the infraction. The cardholder will be advised to use the card for official purposes only and within the parameters established by NYS and Citibank. The cardholder will also be advised that all Procurement Card privileges will be suspended if further violations occur. The cardholder will be personally responsible for reimbursing the state for unauthorized purchases.

### **2<sup>nd</sup> Offense:**

All Procurement Card privileges will be suspended for a period of three (3) months. The cardholder’s supervisor and the Director of Contracts and Procurement will be notified of this violation and subsequent suspension of privileges. At the end of the three month period, the cardholder’s supervisor may elect to reinstate the cardholder’s privileges, with the approval of the Procurement Card Administrator. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

### **3<sup>rd</sup> Offense:**

Use of the Procurement Card will be suspended permanently. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

**NOTE: Departments may implement further departmental disciplinary action.**

### **Example of Authorized Purchases (up to \$14,999)**

- Items on centralized commodity (“P”) contract
- Books
- Supplies and materials
- Equipment  
IT (hardware/software) with approval and signature of DMC’s CIO
- Film processing
- Printing
- Registration for conferences and seminars
- Subscriptions
- Memberships
- Shipping charges (*UPS, Federal Express, Airborne, etc.*)

### **Restricted Items:**

- Personal use
- Cell Phones, iPods, etc.
- Items purchased separately that when purchased together would exceed the cardholder’s transaction limit (*split ordering*)
- Gasoline
- Formal Contracts
- Cash advances
- Cash back on purchases
- Donations and/or Contributions
- Controlled substances (*e.g., narcotics and prescription drugs*)
- Live animals
- Radioactive materials
- Specialty gases/cylinder rentals
- Contracted services from an individual
- Leases, insurance  
Travel /Entertainment (i.e. airline, car rental, lodging, restaurant, alcoholic beverages, etc.)

## **EQUIPMENT PURCHASES**

Order for Computer Equipment, Hardware/Software:

Requisition must have the following information:

- Vendor Name with Phone Number
- Contact Person and Phone Number
- Signature of CIO or his/her Designee for IT purchase
- Location of Equipment
- Attach Invoice and all pertinent documents to requisition
- Equipment purchases must obtain a property decal After receipt of item (s), forward copy of completed Requisition to Property & Control dept., Box #82 (ext. #2268 or #1465, Fax #1131)

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## **=FURNITURE PURCHASES**

<http://www.corcraft.org>

Corcraft is the New York State [preferred source](#) vendor for furniture. In the event that a Corcraft product will not meet your departmental needs, (form, function, and utility) a release from Corcraft must be obtained. In order to award a purchase to any other vendor for furniture a waiver from Corcraft must be part of the procurement record. Contract telephone: (718) 626-0280.

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## **VENDOR QUALIFICATIONS**

NYS agencies must verify vendor qualifications such as licenses, insurances, certificates, registration to practice their profession or occupation within New York State, etc. As such, any immediate payment via a PCard transaction would be regarded as a violation

All vendors doing business with New York State Agencies must have the C105.2, [Workers' Compensation](#) and DB120.1, [Disability Insurance](#). If a vendor has no employees working or visiting our campus, the vendor is required to submit an Exemption Form (CE200) to the DMC's Contract & Procurement Department.

### **Fraudulent Use of the Card**

The term “fraudulent use” means the use of the Procurement Card with a deliberately-planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the State of New York. The following actions will be taken:

- Immediate suspension of card privileges;
- Removal of cardholder’s purchasing authority;
- Mandate employee reimbursement to the state; and
- Formal disciplinary action which may result in termination of employment pursuant to applicable contract provisions or, for Managerial/Confidential designated employees, in accordance with the provisions of Section 75 of the Civil Service Law.

### **Employee Separation**

If the cardholder leaves the SUNY Downstate, the Department Head will send the card to the Procurement Card Administrator. The Procurement Card Administrator will direct Citibank to cancel all Procurement Card privileges for any cardholder that leaves SUNY Downstate service for any reason.

The state will continue to be liable for any charges incurred by the cardholder until Citibank is directed to cancel the Procurement Card.

## **IX. AUDITS OF INDIVIDUAL ACCOUNTS**

It is important to note that the agency issuing the card, or the Office of the State Comptroller, may elect to audit any and all Procurement Card accounts at any time. Performance of these audits does not require advance notice. Therefore, it is extremely important that all departments retain accurate records of all transactions made using their assigned Procurement Card.

- Procurement Cards are issued to individuals and not departments.
- Cards will take approximately two (2) weeks to arrive.
- An individual purchase cannot exceed cardholder's per transaction threshold amount.
- Orders can not be split in order to facilitate use of this card.
- The Cardholder must complete an approved Purchase Requisition each time they make a purchase.
- Procurement Card is strictly limited to the purchase of goods and services for DMC/NYS business.
- Do not use this card for personal charges.
- The cardholder must review the Citibank statement for accuracy and reconcile each transaction with the Purchase Requisition and the supplier receipts and/or invoices, monthly.
- SUNY Downstate or the Office of the State Comptroller may elect to audit any and all Procurement Card accounts at any time.

#### NOTES

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SUNY  
**DOWNSTATE**  
Medical Center

## CARDHOLDER APPLICATION FORM

Send completed form to Card Services Department, MSC 130, Fax: (718) 270-3850

☐ Procurement Card

☐ Travel Card

☐ Net Card

The following employee requests participation in the DMC Card Program. The Cardholder, Supervisor, and Department Head acknowledge that they will comply with all of the rules and regulations for this program and will be available for on-site training sessions.

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel. Ext.: \_\_\_\_\_

Last 4 of Social Security #: \_\_\_\_\_ Department: \_\_\_\_\_ Bldg-Rm/MSC: \_\_\_\_\_

Email: \_\_\_\_\_@downstate.edu User ID: \_\_\_\_\_

*NetID*

Department Account: enter Primary and up to 7 additional SUNY Acct #'s (8 digits) you are authorized to purchase from:

Primary/Default Account #: \_\_\_\_\_ additional Accounts: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Employee's Supervisor and Department Head:

As \_\_\_\_\_'s Supervisor, I acknowledge that I am responsible to  
(cardholder name)

(1) ensure that the employee abides by the policies and guidelines set forth in the Card Program, (2) taking appropriate action in the event of fraud or if the cardholder's employment is terminated, (3) canceling the Procurement Card if any misuse or fraud is identified, (4) ensuring all reports/documents are checked for accuracy, and (5) verifying the Monthly Citibank Card Statement.

Supervisor

Approval: \_\_\_\_\_  
(Print Name) (Print Title) (Signature) (Date)

Department Head

\_\_\_\_\_  
(Print Title) (Signature) (Date)

### To Be Completed by DMC Card Services Department:

☐ APPROVED – Card Services signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ DISAPPROVED – Reason: \_\_\_\_\_

### Security Access Administrator Use Only

Legacy System User ID: \_\_\_\_\_ Password: \_\_\_\_\_  
*NetID* *initially WELCOME*

Job Function: \_\_\_\_\_ Comments: \_\_\_\_\_

form v2, 12/7/18



## New York State Citibank Travel Card / Purchasing Card / Net Card

### ACKNOWLEDGMENT FORM - to be completed by card recipient

Your use of a NYS Citibank Travel or Purchasing Card is subject to the following terms and conditions:

- 1 You are being entrusted with a valuable tool - a NYS Citibank Travel or Purchasing Card - which is to be used for business travel expenses or the State's purchase of services and commodities. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the State by following established travel or purchasing policies as appropriate.
2. All charges made to your credit card will be posted to a central bill by Citibank and sent to your agency's Card Program Administrator or other designee for payment. You will **not** receive a bill from Citibank (although you may view your monthly statement of charges on line). If you have a travel card, it is important that you submit your travel voucher promptly in order for all charges to be reconciled. Failure to submit your voucher in a timely manner may result in revocation of your travel card.
3. You may use the travel card to pay for travel expenses when you are on official State business or the purchasing card for authorized State transactions only. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
4. You must follow the policies and procedures established by New York State for the use of this credit card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.
5. NYS Citibank Travel and Purchasing Cards are the property of New York State. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if necessary.
6. If this credit card is lost or stolen, you must notify your agency's Card Program Administrator and Citibank immediately.

You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

I have been issued a    travel card    purchasing card    net card

As the employee receiving this card, I have read and understand these terms and conditions.

Name: \_\_\_\_\_ SS#: (Last four digits) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: \_\_\_\_\_

GOERCC2 1/04

### Helpful Websites

- Citibank Management System  
<https://home.cards.citidirect.com>
- Office of the State Comptroller (OSC)  
<http://www.osc.state.ny.us>
- OSC—G Bulletins  
<http://www.osc.state.us/agencies/gbull/glist/htm>
- Office of General Services (OGS)  
<http://www.ogs.state.ny.us>
- The Procurement Guidelines  
<http://.ogs.ny.gov/default>

### PREFERRED SOURCE VENDORS

- Corcraft (Preferred Source)  
<http://www.corcraft.org/>
- NYSID - NYS Industries for the Disabled  
<https://nysid.org/ecom/portal.aspx>
- IBNYS - Industries for the Blind of NYS  
<https://www.ibnys.org/products.asp>

A PREFERRED SOURCE IS A VENDOR THAT THE STATE OF NEW YORK MANDATES ALL STATE AGENCIES TO UTILIZE IF PURCHASING GOODS AND SERVICES THAT THESE VENDORS PROVIDE.

## Centralized Contracts

(Partial Listing of Vendors that have OGS Contracts)

<http://www.ogs.state.us>

<u>Vendor Name</u>	<u>Contract #</u>
Fisher Scientific Co.	PC63915
Hill Rom Company	PC63636
J & H Berge	PC63916
Office Depot, Inc.	PC63827
Office Max, Inc.	PC63828
S & B Computer & Office	PC63829
Standard Register Co.	PS65671
Staples	PC63830
Thomas Scientific	PC63922
VWR Int'l	PC63923
W.W. Grainger, Inc.	PC62993
World Class Business Products	PC63831

MWB -Minority & Women Owned Business

<http://www.esd.ny.gov/MWBE.html>

F M Office Express	Rochester, NY—MBE
Home Medical Specialties, Inc	Maspeth, NY—MBE
New Computech, Inc.	New York, NY—WBE
ProTech LLC	Elmsford, NY—MBE
Spectrum Computer Corp	Hartsdale, NY—WBE
Wats Int'l Inc	Poughkeepsie, NY—MBE

## CONTACT INFORMATION

### SUNY DOWNSTATE

- **Agency/Employee Questions:**

Questions on purchasing procedures, reconciliation and day to day processes should be referred to:

Diane DeSouza

Procurement Card Administrator

718-270-2799

### CITIBANK VISA CUSTOMER SUPPORT –

#### Card Malfunctions and Disputes

- **Customer Service**

1-800-790-7206 – Option #1

(Online Products, Password Re-sets, etc.)

- **Help Desk**

1-800-790-7206 – Option #2 and then option #2 again

- **Citibank Client Account Manager**

1-855-241-0728 – Option #3 ext. 9541101

- **Citibank Website**

<https://home.cards.citidirect.com>

- **For questions involving accounts, billing and service:**

1-800-790-7206

This number is available between the hours of 8:00am and 6:00pm EST, excluding weekends and NYS designated holidays.

**To report and cancel lost or stolen cards:**

**Call 1-800-790-7206 – Listen for appropriate option**

**This number is available twenty-four (24) hours per day,**

**Seven (7) days per week.**