



Stony Brook University

# NEW YORK STATE VISA PROCUREMENT CARD GUIDELINES



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## I. Program Overview:

The J.P. Morgan Chase (JPM Chase) VISA Purchasing Card, known as the “Procurement Card” or “P-Card” offers Stony Brook University employees an alternative procurement method when making small dollar purchases. The program is intended to reduce the time between requesting, ordering and actual receipt of goods or services.

The P-Card is an alternate method of payment and is **not** intended to evade Stony Brook University’s procurement policies. All purchases must be made in accordance with NYS Procurement Card Guidelines, SUNY, and Campus Policy as outlined in this document and the links comprised within.

**The VISA Procurement Card is not to be used for Employee or Non-Employee Travel related expenses including but not limited to airfare, lodging, car rentals, and/or meals.**

## II. Liability:

New York State’s contract with JPM Chase calls for the State of New York to be responsible for paying the credit card bill in the name of a Stony Brook University (SBU) employee. With this arrangement, Chase does not need to, nor does it, do a credit check on the individual named on the card. Applicants are no longer required to supply their Social Security Numbers.

SBU employees do not have any liability for payments of the credit card bill for charges incurred for *legitimate* State purposes. Even if the State is late in paying the bill, it will not be reported to any credit reporting bureau.

VISA Procurement Cards are **not** for personal use. If an SBU employee uses the card for personal or fraudulent use, the employee will be **personally liable** for those personal or fraudulent expenses improperly charged to the card.

## III. Cardholder Fraud:

Cardholder fraud refers to (a Cardholder) using the P-Card with a deliberately planned purpose and intent to deceive and thereby acquire a wrongful financial or personal gain for oneself or others. Any or all of the following actions may be taken without notice should P-Card activity be deemed fraudulent:

- Immediate suspension of VISA Procurement Card privileges
- Removal of any other purchasing authority
- Formal disciplinary action, which may result in termination of employment
- Any actions deemed appropriate by Stony Brook University officials, including criminal prosecution

## IV. Application Process:

Department managers will identify which employees will have the responsibility of being a VISA Procurement Cardholder. The VISA Procurement Card is issued to employees within a department, **not** to the department as a whole. Only the cardholder whose name is embossed on the physical card may use the P-Card; card sharing is prohibited.

To apply for the P-Card, please complete and interoffice an [application](#) to the attention of Procurement Card Administrator at zip 6000.

- A. Upon review and approval of the application, the applicant will receive two sets of web configuration instructions (via email) that must be completed before the P-Card Administrator can process the application.
- B. After the P-Card Administrator receives the VISA Procurement Card, the applicant will be emailed to schedule an appointment for training and pickup of the card.
- C. If the applicant’s supervisor has not previously attended an in-person P-Card training session, he/she will have to review the most current guidelines and submit a signed acknowledgment form. P-Cards will not be released to the applicant unless his/her supervisor has signed an acknowledgment form.

## V. Training Sessions:

P-Cards are mailed from JPM Chase to the P-Card Administrator, not to the cardholder. VISA Procurement Cards will only be distributed to those who have attended a training session and signed an acknowledgment form. Cardholders are required to activate their cards before they begin to make purchases. Card activation is not done during the training session.

Training sessions will consist of the following:

- Overview of P-Card Guidelines
- Questions/answers

## VI. Procurement Card Purchases:

Purchases (including freight charges) are limited to a maximum of \$2500 per transaction, unless otherwise designated by your supervisor and approved by the P-Card Administrator<sup>1</sup>. Splitting orders to avoid the transaction dollar limit is prohibited.

- A. Stony Brook University is tax exempt. When making a purchase on-line or over the telephone, please provide vendors with NYS Tax Exempt ID No. 14740026K. Please refer to the training packet for the NYS Tax Exempt Certificate when making in-store purchases. It is the responsibility of the cardholder to seek a tax credit if/when tax is charged.
- B. All prices must be fair and reasonable.
- C. When making purchases with the procurement card, the cardholder should<sup>2</sup>:
  - Understand the State's procurement guidelines  
<https://ogs.ny.gov/system/files/documents/2018/08/psnys-procurement-guidelines.pdf>
  - Use preferred sources
  - Purchase items from an OGS contract vendor (State P-Contracts)<sup>3</sup>
  - Make open market purchases

## VII. Making a Purchase:

- A. Confirm that your purchase is authorized and that funding is available in the budget account which you intend to charge.
- B. Identify yourself to the vendor as a New York State Employee and notify the vendor that the purchase is tax exempt.
- C. Provide the vendor with the following information:
  - Your name, as it appears on the card
  - The card number and expiration date
  - Your address, as it appears on the JPM Chase VISA cardholder statement
  - The NYS Tax Exempt ID No. 14740026K
  - The ship to address for the purchase<sup>4</sup>
    - If the item is being delivered through Central Receiving, please request that the package include the following information:
      1. Recipient name/"Procurement Card"
      2. Recipient department
      3. Cardholder/Recipient phone number
- D. Request the following information from the vendor:
  - Order confirmation number
  - Expected delivery date
  - Freight information<sup>5</sup>
  - An invoice/receipt referencing the following information:
    1. Vendor name
    2. Description of item(s) purchased
    3. Itemized prices
  - Certified Payroll (when paying for construction or maintenance)<sup>6</sup>

<sup>1</sup> Purchases made above \$2500 require 3 quotes or a statement of price reasonableness

[https://www.stonybrook.edu/procurement/employees/purchasing/state\\_procurement.shtml](https://www.stonybrook.edu/procurement/employees/purchasing/state_procurement.shtml)

<sup>2</sup> Please visit the Procurement Webpage for more information <https://www.stonybrook.edu/procurement/>

<sup>3</sup> Pursuant to the terms of OGS Centralized Contracts, Contract pricing is all-inclusive, unless separate charges are specifically authorized. Therefore, Contractors are not permitted to charge Authorized Users any fees associated with the use of P-Cards. Authorized Users are encouraged to review price quotes and invoices for these fees and if found, advise the Contractor that such fees are not authorized by the Contract and must be removed.

<sup>4</sup> All items must be shipped to a Stony Brook University address.

<sup>5</sup> Vendors must submit a Bill of Lading when freight charges exceed \$100 unless the item(s) purchased are shipped via UPS, FedEx, USPS, or the vendor's own vehicle.

<sup>6</sup> The Department Of Labor requires that contractors pay their workers prevailing wage (and that Cardholders collect certified payroll as proof ) when services are publicly funded <https://labor.ny.gov/workerprotection/publicwork/PWContents.shtm>

## VIII. Inappropriate Purchases:

The procurement card may **NOT** be used for the following items:

- Contracted items
- Personal use
- ATM transactions
- Formal contracts<sup>7</sup>
- eBay orders
- Alcoholic beverages
- Cash advances
- Cash back on purchases/refunds
- Catering (including but not limited to Culinart, Windows Café, or restaurant dining)
- Food/beverages/paper or plastic goods for general office use (candy, snacks, water bottles, etc.)
- Over-the-counter medication (including but not limited to Tylenol, Advil, Motrin, etc.)
- Gasoline purchases
- Auxiliary heating/cooling equipment<sup>8</sup>
- Club/warehouse memberships (including but not limited to BJ's, Costco, etc.)
- Medical provider services
- Medical licenses
- Home internet service
- Non-employee compensation (payments to consultants or guest speakers)<sup>9</sup>
- Gift certificates/gift cards
- Gifts (greeting cards, flowers, floral arrangements, gift baskets, etc.)
- Charitable and/or political contributions
- Amazon Prime and/or Amazon Fresh memberships<sup>10</sup>
- Rents (Bldg. space/leases)
- Travel/lodging/entertainment related expenses for yourself, staff members, guest speakers, students, non-employees or consultants (airline tickets, hotels, car rentals, dinner/sightseeing cruises, museums, golf, Broadway shows, limos, taxi service, airport shuttles, etc.)
- Cellular devices (phones, equipment, etc.)
- Verizon Wireless service/fees
- Traffic Infractions (including but not limited to speeding fines, red light camera tickets, parking tickets, etc.)<sup>11</sup>

The above referenced list is **NOT** all inclusive and exceptions **may** apply, please contact your P-Card Administrator should you have any questions and/or concerns.

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<sup>7</sup> Vendor requests for signed agreements must be vetted through your Procurement Department.

<sup>8</sup> Space heaters, fans, dehumidifiers, A/C units, etc. must be vetted through the Department of Energy Management.

<sup>9</sup> The payee must be doing business with an EIN (please be prepared to provide the nine-digit number if requested).

<sup>10</sup> Walmart users are required to use the Amazon Punch-out via Walmart (where you will be prompted to enter your VISA P-Card account number), all other users will be invited to join a central Amazon Business Account.

<sup>11</sup> Whether an employee is in travel status or on official business and using either a University-owned vehicle or a personal vehicle, any and all motor vehicle infractions incurred are the responsibility of the driver.

## IX. Restricted Purchases:

- A. Seminar/conference fees can be paid for with the P-Card *if* the attendee does not have a Travel Card in their name or a NET Card if registering a non-employee. An approved Concur travel pre-approval Request is required before payment can be processed.
- B. Cardholders **should** obtain written approval from their IT department before purchasing any computer hardware and/or software; a copy of the approval should be included when submitting your certification packet.
- C. Amazon: use of the P-Card with a personal account is prohibited.

Hospital and VETS Home Cardholders must use the centralized **Amazon Business Prime Account**<sup>12</sup> established by the Procurement Office. Purchases must be made with the VISA Procurement Card, do not add any other form of payment to this centralized account.

Main Campus and HSC Cardholders must use the **WolfMart Amazon Punchout** to make an Amazon purchase. Purchases must be made with the VISA Procurement Card, do not add any other form of payment to this centralized account.

- D. Main Campus Information and Communication Technology (ICT)<sup>13</sup> purchases that exceed \$2500 and are for student use must be vetted by DoIT before purchasing; Cardholders are required to attach the written response to the invoice (along with the three quotes/price reasonableness explained in footnote 2).
- E. Vendor travel expenses for service repairs: if applicable, expenses should be reimbursed per NYS travel guidelines and at the allowable NYS rates <https://www.gsa.gov/travel-resources> . Vendors must submit itemized invoices and receipts for all expenses. Vendors cannot charge a flat rate for travel expenses.
- F. P-Card payments for advertising (including all social media campaigns) must have prior approval from the Office of Communications. Please use the following link and be sure to submit your written approval with your receipt(s) when the charge(s) appear on your statement: <http://www.stonybrook.edu/brand/request-assistance/>
- G. Promotional items may be ordered without prior approval; however, you should use a licensed vendor and follow Stony Brook University's licensing policy: [stonybrook.edu/brand/design-visual-identity/merchandising-licensing/](http://www.stonybrook.edu/brand/design-visual-identity/merchandising-licensing/)

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<sup>12</sup> The P-Card Administrator will send you an invitation to join the Amazon Business Prime Account after you have attended a Cardholder Training Session, if you did not receive one or did not reply before it expired please contact your Administrator.

<sup>13</sup> Any ICT equipment, interconnected system or subsystem for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information (including but not limited to software or operating system, desktop or portable computer, electronic office product, telecommunications product, video and multimedia product, and/or websites). Examples of ICT are accounting software, word processing applications, authoring and document presentation tools, laptops, PCs, PDAs, photocopiers, calculators, fax machines, printers, phones, televisions, DVD players, information kiosks and transaction machines, videos, etc.

## X. Cardholder Responsibilities:

- A. Check the accuracy of your order and the goods received, confirm:
  - Receipt of all goods and services<sup>14</sup>
  - Items delivered are what you ordered and are in acceptable condition
  - Price charged is equal to the price quoted when ordered
  - Check to see that NYS sales tax was not charged, seek credit if necessary
- B. Cardholders are required to notify the vendor of any problems or discrepancies with an order and to also make arrangements for the return of the merchandise and credit to their account if necessary.
- C. Cardholders are encouraged to periodically monitor the transactions that post to their accounts. All transactions that post to your statement must be certified; the quicker a transaction is disputed, the quicker it will be credited to the budget account it was debited from.
- D. Property Control<sup>15</sup>: Equipment purchases made with the VISA Procurement Card fall under Campus/SUNY/NYS Property Control guidelines and should be reported to the Property Control Department:
  - equipment/asset purchases of >\$5k require an Asset decal
  - equipment/items <\$5k but are at high risk for loss or theft (e.g. computers, monitors, printers, refrigerators) require an Ownership decal

## XI. Disputing Charges:

- If a disputable charge (from a vendor that you have done business with) is identified, you should attempt to resolve the dispute with the vendor.
- If you cannot resolve a dispute with a vendor or if there is a charge that is unauthorized from an unrecognized vendor, contact JPM Chase and your Procurement Card Administrator:
  - Disputed charges must be certified (see Part X, Letter C) as they appear on your JPM Chase statement.
  - You will receive a credit for the charge(s) once JPM Chase has resolved the matter.
  - Cardholders must call JPM Chase to report fraudulent activity within 60 calendar days of the transaction appearing on the statement. Please make note of the case number the JPM Chase representative assigns to your call. To file a dispute electronically, please follow the steps below:
    1. Log onto PaymentNet <https://www.paymentnet.jpmorgan.com> to view your cardholder statements.
    2. Select the statement containing the transaction you would like to dispute.
    3. Select the transaction, click the ellipsis (...) link that displays on the right-side of the row you wish to expand. The dispute button displays when the row is expanded.
    4. Click the dispute button at the bottom of the page to access the dispute form.
    5. Complete the dispute form and click on the submit dispute button.
    6. Print, sign, and fax the dispute form to Chase as noted on the form and keep a copy for your records.
- In some cases, the JPM Chase Fraud Protection Unit determines when fraud occurs before charges appear on cardholder statements:
  - Cardholders will be contacted by JPM Chase via email and/or telephone<sup>16</sup>
- Accounts/Cards with fraudulent activity will be closed and result in the issuance of a new account/card, which will be sent to the Procurement Card Administrator within a few days.

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<sup>14</sup> Cardholders should maintain a packing slip/bill of lading for their purchase when possible and record the date goods/services were received.

<sup>15</sup> Cardholders are required to submit the PCTRD001 form to Property Control for decals. For additional information, please visit:

<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/PCTRD0001>

<sup>16</sup> Before a Cardholder gives any type of account information over the telephone, they must be completely certain that they are speaking with a Chase representative; if there is any doubt, please hang up and dial the number on the back of your VISA Procurement Card.

## XII. Monthly Certifications:

The Chase VISA Procurement Card cycle ends on the 5<sup>th</sup> of each month. Cardholders that have made transactions within the billing period will receive an email from Chase notifying them that their statement is available. Your Procurement Card Administrator will notify you, via email, when those transactions are available for certification. The email will consist of deadlines and guideline updates/reminders along with all of the links necessary to complete the process; please read emails in their entirety.<sup>17</sup>

- A. Cardholders should review their monthly statement on the PaymentNet website ([www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)) after they receive notification via email that their statement is available.
- B. Cardholders are required to certify **all** transactions, which appear on their statement, on the P-Card Web Application at [SUNY Web](#) regardless of their legitimacy.<sup>18</sup>
- C. Once complete, submit your e-certification packet via [Concur](#) (which will consist of transaction information, itemized receipts, and your Supervisor's electronic signature).<sup>19</sup>

## XIII. Supervisor Responsibilities:

- A. If the cardholder's supervisor has not already attended an in-person training session he/she is required to review the most current guidelines and submit a signed acknowledgment form.
- B. Develop/Implement a plan for card oversight
- C. Be aware of the Cardholder's account parameters (including but not limited to account access and transaction limits)
- D. Provide prior approval for department orders when necessary
- E. Monitor your department's budgets through the review of cardholder statements of account
- F. Ensure that the cardholder certifies their monthly statement on the P-Card Web Application by the designated due date
- G. Ensure that all items purchased are received and accounted for
- H. Review monthly statements to ensure original documentation is matched to cardholder statements
- I. Provide your signature to monthly cardholder certification packets, attesting to the fact that all goods and services purchased were for official business duties of the cardholder
- J. Ensure that the approved monthly cardholder statement and receipts is forwarded to the Procurement Card Administrator by the designated due date
- K. Inform the Procurement Card Administrator should you and/or the cardholder transfer or terminate employment from department

## XIV. Misuse/Abuse of Cardholder Privileges:

VISA Procurement Card usage is closely monitored and audited for compliance. Misuse/Abuse is defined as using the P-Card in a manner that violates established P-Card Guidelines, Procurement Policies, NYS, SUNY, and/or Stony Brook University Guidelines including but not limited to:

- Split ordering
- Making inappropriate purchases
- Accidental personal charges
- Failure to report lost or stolen VISA Procurement Cards
- Sharing your card and/or account number

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<sup>17</sup> Action is only required when you have transactions within a billing cycle. If you do not have any charges for the billing cycle, you will not receive a message from Chase or your Procurement Card Administrator.

<sup>18</sup> Please refer to Part XI should you need to dispute a transaction.

<sup>19</sup> Please notify your P-Card Administrator if you are not able to submit your packet by the designated deadline. Please note that three missing and/or incomplete packets will result in a temporary suspension of your P-card.



## XV. Consequences for Misuse/Abuse:

The Stony Brook University Procurement Card Administrator and JPM Chase hold the right to suspend and/or cancel any VISA Procurement Card Account as they deem necessary.

Whether permanent or temporary, should privileges be interrupted, cardholders and their supervisors will be notified via email. Cardholders will be responsible for reimbursing the state for any unauthorized charges.

1<sup>st</sup> Offense-Both the cardholder and the cardholder's supervisor will be notified of the violation. The cardholder will be advised to review guidelines with his/her supervisor and report back to the Procurement Card Administrator with any questions and/or concerns. The cardholder will also be advised that if any other violations should occur, their P-Card privileges will be suspended.

2<sup>nd</sup> Offense-All VISA Procurement Card privileges will be suspended until the cardholder and supervisor attend a subsequent training session. The cardholder's supervisor, the Director of Accounts Payables, and Director of Purchasing will be notified of both offenses.

3<sup>rd</sup> Offense-Use of the VISA Procurement Card will be revoked. Department supervisors will be required to select another employee for the responsibility of being a Cardholder.

## XVI. Important Details:

- Please keep your VISA Procurement Card in a secure location at all times.
- Do NOT lend your VISA Procurement Card or number to anyone.
- Do NOT share passwords.
- Report lost or stolen cards to JPM Chase and your Procurement Card Administrator immediately.
- If your card was issued after February 7, 2016, you will use the **last 4 digits of your SUNY ID** as cardholder verification when speaking to a JPM Chase Representative-all others will continue to use the last 4 digits of your SSN as verification.
- Please be sure to stay within your per transaction and monthly limits, do NOT split your orders.
- All cards without activity for 18 months or more will have their credit limit reduced to \$1.00; to make a purchase, Cardholders can request an increase by emailing the Procurement Card Administrator.
- All cards that have been inactive for 24 months or more will be cancelled.
- Please review all correspondence sent to you by your P-Card Administrator and JPM Chase.
- Please notify your Procurement Card Administrator if:
  - You are going on an extended leave/vacation
  - Your supervisor changes
  - The signatory delegates for your budget accounts have changed
  - Accounts need to be added/removed from your profile
  - You change departments
  - You terminate employment
  - You no longer need the card
- When in doubt, please contact your Procurement Card Administrator.

## XVII. Numbers and Links:

### **Procurement, Travel & Card Programs**

<https://www.stonybrook.edu/travel-and-expense/>

Procurement Office

R&D Park, RSS Bldg. #17

Zip 6000

631-632-6010

### **Assistant Director for Travel & Card Programs**

Gerardina Paduano

631-632-6017

gerardina.paduano@stonybrook.edu

### **Payables Analyst, State P-Card**

Michael Ortega

631-632-9027

Michael.ortega@stonybrook.edu

JPM Chase

<https://www.paymentnet.jpmorgan.com>

Customer Service: 1-800-316-6056

### **P-Card Certification SUNY Web System**

<https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm?>

### **Concur e-Certification Packet/Reconciliation**

<https://www.concursolutions.com/>

**P-Card Inquiries:** [stapep\\_cards@stonybrook.edu](mailto:stapep_cards@stonybrook.edu)

**Concur Inquiries:** [sbu\\_travel\\_expense@stonybrook.edu](mailto:sbu_travel_expense@stonybrook.edu)

### **Procurement Card Web Based Certification System Training Video**

<http://learn.it.stonybrook.edu/pcard>

### **Procurement Card Web Based Certification System Step-by-step Instructions**

[https://www.asa.stonybrook.edu/asa/asaforms/PROCD0054/\\$FILE/PROCD0054.pdf](https://www.asa.stonybrook.edu/asa/asaforms/PROCD0054/$FILE/PROCD0054.pdf)

### **Concur e-Certification Packet Training Video:**

<https://drive.google.com/file/d/1tOMcRgalJGWFii-JWcZxkI3k5f0b30V/view>

### **Concur e-Certification Packet Step-by-step Instructions:**

<https://www.stonybrook.edu/procurement/employees/CBS%20Instructions.pdf>

### **New York State Procurement Guidelines**

<https://ogs.ny.gov/system/files/documents/2018/08/psnys-procurement-guidelines.pdf>

### **Property Control**

631-632-6306

<http://www.stonybrook.edu/propertycontrol/>

### **Property Control Ownership/Asset Decal Form**

<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/PCTRD0001>

**Communications Department-Advertising Approval Request**

<http://www.stonybrook.edu/brand/request-assistance/>

**University Brand Licensed Vendors**

[stonybrook.edu/brand/design-visual-identity/merchandising-licensing/](http://www.stonybrook.edu/brand/design-visual-identity/merchandising-licensing/)

**NYS Department of Labor**

<https://labor.ny.gov/workerprotection/publicwork/PWContents.shtm>