RESEARCH FOUNDATION CUNY

PURCHASE CARD - CARDHOLDER PROCEDURES

Purpose

This document outlines the procedure for obtaining a P-Card and the associated tasks required for compliance with its usage.

I.   To Apply for a P-Card

  A.   The PI will log in to RFCUNY's website, then hover over Electronic Tools and select P-Card Request.

  B.   Once the form is signed by the PI, Cardholder and by Grants Officer, the Purchase Card team will confirm receipt of the application.

  C.   Upon completion of the P-Card request process, an email notification will be sent, indicating the P-Card has been mailed to the cardholder at the business address provided on the application or the account has been added to the PI's current P-Card.

II.   Activating and Securing P-Card Information

  A.   Activating the P-Card (Cardholder)

  Cardholders will be mailed their P-Card to the business address provided on the P-Card application. To activate the P-Card, the Cardholder must:

- Call J.P. Morgan at 1-866-602-8170
- Provide their 16-digit account number (located on the front of their P-Card)
- Provide their 3-digit security code on the back of the card.
- Provide the default Pin# that was included in the email notification to the cardholder.

  B.   Securing P-Care Information (Cardholder)

  The PI & Cardholder is responsible for all activity on the P-Card. Keeping their P-Card information secure will reduce the risk of fraudulent activity. Cardholders should take the following steps to secure their P-Card information:

- Keep the P-Card and any account information in a secure place.
- Do not give the P-Card to anyone else to use (including co-workers).
- Do not email your full P-Card account number.
- Be aware of fraudulent emails requesting P-Card info.

III. Replacing a P-Card (Cardholder)

  A.   Reporting Lost or Stolen P-Cards

  If a P-Card is lost or stolen, the Cardholder must contact the bank immediately at (800) 270-7760 and notify the Research Foundation at 212- 414-8372. The bank will immediately close the P-Card, open a new P-Card for the Cardholder and mail to the Cardholder's business address.

  B.   Renewing an Expired P-Card

  Prior to the P-Card expiring, JPM will auto renew to school address. If unable to locate, please reach out to P-Card Support

  C.   Replacing a Damaged P-Card

  Notify P-Card Support (Purchase_Card@rfcuny.org) or call 212-417-8372 requesting a replacement P-Card is needed.

- The P-Card Team will order a replacement card and JPM will mail the card to the cardholder's business address.
- Once received, activate the new P-Card & destroy the replaced P-Card.

IV. Leaving College (Cardholder)

  A.   Notify Grants Campus Office & confirm P-Card has been destroyed.

  B.   Contact P-Card Support or call 212-417-8372 to notify of departure.

  C.   Reconcile all P-Card transactions & contact the PA/APA team that is associated with the P-Card.

V.   P-Card Delegate Reconcilers

  A.   Adding or Deleting Delegate Reconciler

  P-Card transactions must be reconciled by the cardholder or Concur account assigned to a Delegate Reconciler in order for P-Card transactions to be reviewed and reconciled. When requesting a new Delegate Reconciler, please provide name, email address and the individual's Web access log-in Id, if known (3 characters). When the Delegate Reconciler has left the organization, the Cardholder is required to email P-Card Support to request the deletion and or addition of Reconciler(s) for the P-Card.

VI. Using the P-Card (Cardholder)

  A.   The Cardholder is the only individual authorized to use the P-Card. All transactions on the P-Card are the responsibility of the Cardholder. The P-Card can be used like a regular credit card; charges can be made in person, online or over the phone. Please refer to P-Card guidance concerning items that cannot be purchased using the P-Card.

  B.   Prior to making a P-Card purchase take the following steps:

- Determine whether the P-Card is the appropriate method for the purchase.
- Ensure the card has adequate funds to make the purchase

C. When making a purchase the Cardholder should:
- Provide the Sales tax-exempt number which is located on the P-Card or Sales Tax-Exempt certificate to the vendor.
- Contact P-Card Support for a copy of the Sales Tax Exemption certificate.
- Obtain an itemized Invoice or Receipt for the transaction. Please refer to P-Card Policy for Acceptable Receipts.

D. After making a purchase with the P-Card the Cardholder should:
- Ensure delivery of all the items and ensure that no damage has occurred.
- Upload receipts to Concur for safe keeping and reconciliation.
- Allow 3 to 4 business days for the transactions to post to, then Log into Concur and reconcile transaction(s).

VII. Disputing a P-Card Transaction (Cardholder)

A. Cardholders are encouraged to work directly with the vendor & bank to resolve all issues with their orders, including sales tax.

B. Cardholder should dispute a charge if they:
- Receive a charge that is unfamiliar.
- Are over-charged for an order and the vendor will not provide a credit.
- Items were not received, and the vendor will not provide a credit for the transaction.

C. Cardholders must contact the bank at (800) 270-7760 within 60 days of the transaction date in order to dispute.

D. During the investigation, a disputed credit will be issued to the Cardholder's P-Card account and when complete, the bank will notify the Cardholder of the resolution.

Please note, disputing a transaction does not prevent the transaction from being posted to Concur. Cardholders/Reconcilers are still required to reconcile disputed transaction & dispute credit, indicating in the comments that the "transaction is in dispute".

VIII. Reconciling P-Card Transactions (Cardholder/Delegate)

A. Cardholders and Reconcilers are responsible for reviewing and verifying transactions on a route basis in Concur. It is recommended that Cardholders and Reconcilers should reconcile all outstanding transactions at least twice a month. Cardholders and Reconcilers should take the following steps to reconcile transactions in Concur:
- Review transactions for accuracy.
- Assign proper project account for the expense to be allocated to.
- If multiple project accounts are associated with a single P-Card, and the amount of the expenses to be allocated to project exceeds the remaining encumbrance (code 8260). The PI is required to contact the PA/APA team(s) to redistribute previously encumbered funds among projects.
- Provide a business purpose and justification of expense.
- Submit transactions within 35 days of when they are incurred.
- Attach receipts to transactions in Concur, as required by P-Card Policy for acceptable receipts, see below.

IX. P-Card Policy for Acceptable Receipts

A. Required & Supporting Documentation for Common expenses.
  1. Vendor Invoices
     - Must be a detailed Invoice with item description.
     - The invoice must indicate the amounts of transaction & be exempt from sales tax.
     - RF will grant a one-time courtesy approval for Sales tax amounts under $10.
     - Insufficient documentation: Order confirmations, PO's, Packing slips, Shipping acknowledgments, Proforma, Sales notifications, payment notifications.
  2. Airline & Train Tickets
     - Airline Tickets must be economy class only. No upgrades, no seat selection fees.
     - One baggage fee is allowed if the cost is not included in the airfare.
     - Sponsored Projects must book flights in accordance with the Fly America Act/Open Skies Agreement.
     - Prior to booking, please refer to guidance on Fly America Act/Open Skies Agreement.
     - Train tickets must be booked in economy class with the except for train travel via Amtrak Business Class between any two stations on the Boston/Washington, D.C. route.
     - Must provide the Sales Receipt or Invoice with itinerary and amount.
     - Agenda, At-a-Glance schedule, Conference Overview, email invite, or memo stating the business purpose of the travel.
     - Proof of Travel or Attendance, submission of boarding pass or conference badge upon return.
  3. Hotel Accommodations
     - Must be a detailed Folio with room rate per night indicated, billed at end of stay.
     - Nightly lodging Per Diem rates must be in accordance with New York State, Federal, Foreign Per Diem Rates, or any restrictions specified in the award agreement.
     - For current rates for the travel destination, please review GSA website & refer to Per Diem Lookup
  4. Conference registration
     - Must be Detailed Invoice with item description.
     - Agenda, At-a-Glance schedule, or Conference Overview,
     - Proof of Travel or Attendance, submission of boarding pass or conference badge upon return.
  5. Meals (Receipted/ Per diem)
     - For the receipt method, Invoices must be detailed/itemized receipts with description of items purchased..

- Meal Per Diem rates must be in accordance with New York State, Federal or Foreign Per Diem Rates. Please note, only 75% of the daily limit is allowed on the first & last day of travel.
- For current rates for the destination, please review GSA website & refer to Per Diem Lookup
- Customary tips (up to 20%) may be included.

6. Meals- Business
   - Detailed restaurant bill with items purchased listed must be provided.
   - List of all attendees is mandatory.
   - A complete agenda and/or memo stating business purpose is required.
   - Customary tips (up to 20%) may be included.
   - Sponsored projects rarely allow business meals, check with your Project Administrator.

If a Cardholder/Reconciler is out sick or is planning vacation, it is their responsibility to have an alternate Reconciler assigned to the P-Card so that someone else can reconcile their transactions on their behalf.

B.   Reconciling Disputed Transactions

Cardholder/Reconcilers are responsible for reviewing and reconciling all P-Card transactions including those being disputed. Cardholders/Reconcilers must:

- Add a comment to the transaction in Concur detailing the fact that the transaction is in dispute and the reason why it is being disputed
- Allocate the transaction and make sure that the transaction has disputed in the comment box and then is approved. (this will note that the cardholder has reviewed the item which is in dispute and that a credit should be forthcoming)