

## PROCUREMENT CARD (P-CARD) CARDHOLDER RECONCILER PROCEDURES

### Purpose

This procedure identifies the process necessary to obtain a P-Card and the tasks necessary to comply with the P-Cards use.

### Applicability

Principal Investigators, Authorized Signatories and staff approved by the PI on a grant interested in using a P-Card to make purchase on behalf of their grant and approved reconcilers.

### I. Becoming a Cardholder

Individual interested in becoming Cardholder must be a Principal Investigator (PI), Authorized Signatory or any member of the projects staff authorized by the PI may apply for a P-Card as long as the project has an OTPS budget of at least \$2,000.

To apply for a P-Card:

1. User (cardholder) completes the Purchasing Cardholder Agreement and Purchasing Card Application.
2. Once the form is approved by the PI, Grants Officer, it needs to be mailed to: Research Foundation of CUNY, 230 West 41<sup>st</sup> Street, New York, NY 10036 Attn: Finance - P-Card Support, to expedite also email to [purchase\\_card@rfcuny.org](mailto:purchase_card@rfcuny.org). The Purchase Card Support team will confirm receipt of your application and agreement.
3. If the request is approved by the Project Administrator, the card will be distributed to the cardholder at the business address provided on the Purchase Card application.

### II. Activating and Securing P-Card Information

#### A. Activating the P-Card (Cardholder)

Cardholders will be mailed their P-Card to the business address they supplied on their P-Card application. To activate their 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 last 4 digits of Social Security Number or Employee ID, which ever was supplied on the card application.
- Once the activation process is complete the Cardholder should remove the sticker from the front of their P-Card and sign the back of the card

The Cardholder can now use their P-Card for qualified and authorized purchases.

#### B. Securing P-Card Information (Cardholder)

The Card holder is responsible for all activity on their 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 their P-Card and any account information in a secure place
- Do not give their P-Card to anyone else to use (including co-workers)
- Do not post or email their full P-Card account number

Be aware of fraudulent emails requesting credit card information.

### 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 account, open a new account for the Cardholder and mail anew P-Card to the Research Foundation. The card will then be mailed to the Cardholder's business address, unless a request has been made to coordinate pick-up or delivery to another address.

#### B. Renewing an Expired P-Card

If a P-Card is expired and the cardholder wishes to extend the P-Card, the PA should be contacted. Upon the PA's approval, a new card will be issued and mailed to the PA's business address.

#### C. Replacing a Damaged P-Card

Notify P-Card Support at [purchasing\\_card@rfcuny.org](mailto:purchasing_card@rfcuny.org) or 212-417-8372 indicating they need a replacement card ordered

- The P-Card Team will order a replacement card and mail the card to the cardholders business address when it has been received
- Activate the new P-Card (see Section II.A.)
- Destroy the old P-Card

#### **IV. P-Card Change Management**

##### **A. Changing P-Card Limits (Cardholder)**

If a Cardholder needs to increase their P-Card, the Principal Investigator needs to email the Project Administrator. Once the PA sends an email confirming the P-Card limit change to the P-Card Support team, P-Card Support will make the change. Concur Request users will add an increase requestor card renewal to the Concur system, as per the RF CUNY's P-Card Reconciliation Quick Start Guide Phase2 with Request Guide.

##### **B. Adding or Deleing Proxy Reconciler(s)**

Each P-Card must be reconciled by the cardholder or be assigned a Proxy Reconciler in order for the P-Card transactions to be reviewed and reconciled. If an additional Reconciler is required or if a Reconciler has left the organization or assumed other duties, the Cardholder should forward an email to [tepcard@rfcuny.org](mailto:tepcard@rfcuny.org) to request the addition or deletion of the Reconciler(s) assigned to the P-Card. When requesting a new Delegate, please supply the Delegates name, email address and PI login id (3 digits).

##### **C. Leaving the College(Cardholder/Reconciler)**

Cardholders should take the following steps when leaving the College:

1. Notify P-Card Support
2. Reconcile all of their outstanding P-Card transactions in Concur.
3. Destroy their P-Card
4. Contact any vendors that are authorized to charge the P-Card on a recurring basis and remove the auto-payment set up.

#### **V. Using the P-Card (Cardholder)**

The Card holder is the only person authorized to use the P-Card issued to him or her. 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 telephone. Please refer to the P-Card Policy concerning items that cannot be purchased using the P-Card.

Prior to making a P-Card Purchase take the following steps:

- Determine whether the P-Card is the appropriate method for that purchase. Please refer to the P-Card Policy.
- Determine if the purchase is tax-exempt.
- Ensure the card has adequate funds to make the purchase

When making a purchase the Cardholder should:

- Provide the tax exempt form to the vendor if the purchase is tax-exempt. Contact P-Card Support at 212-417-8372 or [purchase\\_card@rfcuny.org](mailto:purchase_card@rfcuny.org) to receive a copy of the tax exempt form.
- Obtain an itemized receipt for the purchase. See the P-Card Policy for information on what is considered an acceptable receipt.

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 later use
- Log into Concur and reconcile the P-Card transaction

#### **VI. Disputing a P-Card Transaction (Cardholder)**

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

Cardholder should dispute a charge if they:

- Receive a charge that is unfamiliar to them
- Are over-charged for an order and the vendor will not provide a credit
- The items were not received and the vendor will not provide a credit

To dispute a transaction the Cardholder must contact the card issuing bank (800) 270-7760 within 60 days of the charge Post Date and supply the bank with the requested information regarding the charge and the account. During the investigation, a provisional credit may be issued to the Cardholder's P-Card account. When the investigation is complete, the bank will notify the Cardholder of the resolution.

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

#### **VII. Reconciling P-Card Transactions (Cardholder/Reconciler)**

##### **A. The Reconciliation Process**

Cardholders and Reconcilers are responsible for reviewing and verifying transaction on a route basis in Concur. 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 accounting information
- Provide a business purpose and justification of expense
- Submit transactions within 35 day of when they are incurred
- Scan and attach receipts to transactions in Concur, as required by Policy

For step by step instructions on how to complete the reconciliation process in Concur, please see the RF CUNY's P-Card Reconciliation Quick Start Guide, if your school is using Concur Request, please see the RF CUNY's P-Card Reconciliation Quick Start Guide, Phase 2 with Request.

Cardholders are responsible for making sure that all P-Card transactions are Reconciled within 35 days of when they are incurred. Unreconciled transactions exceeding 60 days will cause the P-Card to be suspended.

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)

**C. Reconciling a Transaction Where Goods Have Not Been Received or travel has not yet been taken.**

There may be times when the goods are ordered on a P-Card and they do not arrive timely or a trip is booked and paid for but has not been taken yet. If this occurs the Cardholder/Reconciler must:

- Add a comment to the transaction in Concur detailing the fact the transaction is pending receipt of goods or trip has not been taken
- Allocate the transaction to the 8260-Advance – P-Card (Prepaid) account. Once the goods have been received and/or the trip has been taken, please supply the final receipt to the PA to reallocate the entry to the appropriate expense account