

## **RFCUNY P-Card Frequently Asked Questions (FAQS)**

### **How can I get a P-Card?**

Project Investigator and Cardholder completes the Purchasing Cardholder Application, then obtains campus Grants officer signature & submits to [Purchase\\_Card@RFcuny.org](mailto:Purchase_Card@RFcuny.org) for processing.

### **Is my Project or Project or Account eligible for a P-Card?**

PSC CUNY do not allow Purchasing cards. State & City Projects are reviewed on a case-by-case basis as well as some Sponsored projects. Please contact your Project Administrator Team (PA/APA) to determine the allowability of the P-Card. The project must have OTPS budget of at least \$2,000.

### **How does the P-Card work?**

The P-Card is a declining balance debit card. When a transaction occurs, the available credit is reduced by the amount of each purchase. If the cost of an item exceeds the available credit balance on the card, the transaction will not be completed. The total P-Card available credit is determined by the PA (Project Administrator) per Sponsor budget.

### **Where can the P-Card be used?**

Your RF Purchasing card is a Visa card issued by JP Morgan Chase and can be used everywhere Visa is accepted. Online & In-person transactions.

### **What are the general restrictions on use of the P-Card?**

RF Purchase card cannot be used for alcoholic beverages, equipment items, purchases over \$4,999.99, flowers & floral arrangements, Late fees, fines, penalties, personal memberships, entertainment costs, upgrades.

The number of purchases is limited to **8 per day**, unless a request is made to the PA to increase this number for special circumstances.

The limit for any single transaction is **\$4,999.99**. Purchases of \$5,000 are required to follow RF purchasing policies. Kindly follow up with the Procurement department for guidance.

There may also be additional restrictions on the use of the P-Card, which reflect the account's budget and the sponsor's restrictions. Your project administrator will have the details of each account's restrictions.

### **How do I increase the cards available credit?**

The PI (Principal Investigator) must contact the PA (Project Administrator) to request an increase in the funds allocated to the P-Card.

### **RF Purchase Card Reconciliation-CONCUR**

Please submit expense reports through Concur within 35 days of purchases. For assistance call (212) 417-8372) or e-mail us at [Purchase\\_Card@rfcuny.org](mailto:Purchase_Card@rfcuny.org)

**What if my card gets declined?**

Check balance by calling Customer Service at 800-270-7760, the automated system will require a Pin# which is the last four digits indicated on the application. The balance is referred to "Available Credit". Additionally, you may log into JPM Paymentnet and check your balance.

**How do I activate my card?**

Call the Customer Service Center at 800-270-7760, the automated system will ask for your social security number and or Date of Birth. \*\*\*\*Please enter the last four numbers of your employee number indicated on the P-Card application.

**What if my P-Card is lost, stolen or damaged?**

Notify the bank immediately at (800) VISA-911 [800-847-2911] (24 hours a day) and have a new P-Card issued. Notify the Research Foundation at (212) 417-8593 as soon as possible. We can issue a new card on your behalf.

**What if my card has expired?**

Please be advised your Purchase card is automatically renewed to the school's address. The internal effective date is assigned based on the end date of the project. If the grant has been extended and/or if you have another project that would be eligible for a purchase card, you must contact the respective PA and receive approval.