SUNY RF
The Research Foundation for
The State University of New York

Procurement Card

Guidelines and User Guide

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Accounts Payable and Purchasing Office
Binghamton University
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Introduction

The Research Foundation for SUNY P-Card is a VISA Corporate Card issued through the Bank of America and administered by the Accounts Payable and Purchasing Office (APPO) at Binghamton University. The program is designed to maintain accountability while reducing the administrative burden of procurement activities. The P-Card provides a convenient method for Principal Investigators and authorized staff to make small dollar purchases for items necessary to conduct their sponsored program.

Who Can be Issued a P-Card?

Authorized Cardholders may include Principal/Co-Principal Investigators (PI) and project/administrative staff who have signature and purchasing authorization on identified projects. Cardholders must be either a Research Foundation or State University of New York employees. P-Cards will not be issued to independent contractors, temporary employees, non-employed students or any other non-employee.

How to Obtain a P-Card

As the PI is the designated individual responsible for programmatic and financial oversight of sponsored programs funds, the PI has responsibility for complying with the financial and administrative policies of their projects and is therefore required to approve all requests for P-Cards associated with any of their funds.

To obtain a P-Card, each individual (Cardholder) must complete the RF Bank of America Procurement Card Application form (Application) through the Workflow system. with the Cardholder must obtain the appropriate PI signature approval and submit the Application to the P-Card Program Administrator (Administrator) in APPO. The Administrator will review the application to verify and confirm the applicant's eligibility and level of authorization. Operations Manager or delegate approves application.

Using your P-Card and Spending Limits

The Cardholder is solely and personally responsible for ensuring the protection, security and proper use of their card. The P-Card is non-transferrable and can only be used by the individual to whom the card has been issued. Giving your card or card number to another person or using someone else's card may result in the revocation of P-Card privileges.

Single and Monthly Limits – The maximum per transaction limit is set at $2,500 and the maximum monthly limit is set at $5,000. The per transaction and monthly limits are hard limits and cannot not be exceeded without approval from Sponsored Funds Administration.

Transactions will be denied if they exceed the stated limit. Splitting a transaction in order to remain within the limit is prohibited.

Making Purchases

There are three main methods of making purchases: Over the counter, phone, and internet order. When placing your order:

1) Verify the supplier accepts VISA.
2) Notify suppliers that the purchase is tax exempt and provide the NYS tax exempt number (which is identified on the P-Card) or tax-exempt certificate, if necessary. Only do business with suppliers who will accommodate the tax-exempt status. Out of state tax charges are allowable and chargeable to RF projects.
3) If shipping is required, provide the proper University shipping address. *Purchased items should not be shipped to personal or home addresses.*
4) Ensure you receive an itemized receipt and retain that receipt for account reconciliation.

Allowable Purchases

All purchases made with a P-Card are limited to and must be for official sponsored programs use and must be made in a reasonable, rational, cost effective manner. It is the Cardholder and PIs' responsibility to ensure all purchases made with the P-card are allowable under the terms of the sponsored program award. If the Cardholder is unsure about whether the purchase is allowable, contact APPO prior to any purchase. All activity is subject to periodic audit to monitor compliance with policies and procedures governing this program. Improper use will lead to suspension of P-Card privileges.

Restricted Purchases

In addition to the limits stated above, which are controlled at the point of sale, the following are prohibited for use with the P-Card:

- Purchases within the last 90 days of the end date of an award
- Purchases with Minority and Women Owned Business Enterprise (MWBE) vendors on New York State awards
- Any item intended for personal use
- Maintenance agreements
- Medical services
- Cash or cash advances
- Controlled substances (An exception to this restriction can be obtained through written pre-approval from the Associate Vice President for Research Ethics, Security and Compliance. The purchase of a controlled substance using a P-Card without this pre-approval will result in the permanent cancellation of that P-Card).
- Live animals, radioactive materials, specialty gases/cylinder

rentals

- Any material, agent, or toxin identified as a Select Agent or Toxin by U.S. Government regulations
- Purchases requiring a contract or a signature from an authorized representative of the University
- Professional services, consultant fees, contracted services from an individual
- Leases, rental agreements, insurance
- Payment of university chargeback fees
- Expenses incurred during a trip (ex. meals, taxi/uber/lift fares, etc.)

Questions regarding these restrictions should be directed to the Administrator.

Fund Availability

Before placing any order, it is the Cardholders responsibility to ensure funds are available in the award/project. Funding will not be available to cover expenses that exceed an award/project balance. P-Cards cannot be used after an award/project has terminated. In the event of an unallowable expense(s), the PI will be responsible to identify another source of funds to cover the expense(s).

Account Reconciliation Process

The Cardholder is responsible for the monthly reconciliation of P-card activity. This must be completed within 30 days of receipt of the monthly billing statement. Failure to meet the reconciliation deadline may result in temporary suspension or permanent termination of P-Card privileges.

Cardholders should review all transactions to confirm that they are legitimate purchases and that all required receipts and documentation are available. To complete the monthly reconciliation, please ensure that:

1) The RF BOA Monthly Reconciliation Form (Reconciliation Form) in the Workflow system is fully completed, approved by the PI and submitted for APPO review. Pay particular attention to clearly detailing the purpose of the expense and its relation to the specific project being charged.
2) Original, itemized invoices/receipts and any related documentation are accounted for and attached.
3) Charges for NYS sales tax are credited or identified as “credit pending.”
4) Credits appear for any returns.
5) The PI has reviewed and signed the summary form
6) Submit completed, signed form with all attached documentation to Sponsored Funds Administration.

If you are missing a receipt and have been unable to obtain one from the supplier, contact the Administrator for an Unavailable Receipt form.

If a charge appears on your BOA VISA Statement for an item ordered but not received, contact the supplier to resolve this matter.

PI or Designee Approval of Transactions

Monthly review and approval of all Cardholder transactions must take place by the PI or designee. This individual must review and approve the Reconciliation Form in the Workflow system

for each of their assigned Cardholders. If the PI or designee does not agree with the monthly statement, the Cardholder will be asked to verify the documents and explain the reason for any discrepancy. PIs must inform the Administrator of any transfer or termination of a Cardholder or the transfer or termination of the designated reviewer.

Resolving Disputes with Suppliers

In the event of an erroneous charge, the Cardholder is responsible for contacting the supplier directly and attempting to resolve the problem. The Cardholder should document the communication to include the date(s) of communication, the person(s) involved, and a brief description of the problem and outcome.

If the Cardholder is unable to resolve the dispute with the supplier, or there is a charge that is unauthorized or unrecognized in the Cardholder's VISA statement, he/she must contact Bank of America (BOA) directly for appropriate action and provide all necessary documentation. To initiate a dispute, the Cardholder should contact BOA directly at 1-888-449-2273, and also notify the Administrator.

Credits and Returns

Whenever a credit is due as a result of a return or dispute resolution, the Cardholder must request of the supplier that a BOA VISA credit is issued. Under no circumstances will cash be accepted to resolve a credit situation. All credits and returns should be documented and filed for reconciliation on the next statement. To make a return, contact the supplier directly to determine the proper return procedures. Any credits issued will appear on a subsequent VISA statement.

Sales Tax

The Research Foundation is tax exempt. However, out of state tax charges are allowable and chargeable to RF projects. If a charge for NYS sales tax appears on the BOA Statement, the Cardholder must contact the supplier directly to arrange to have this charge reversed. Ask the supplier to credit the account for the sales tax charged and note the credit pending on the Reconciliation Summary form. Attach the documentation showing that the request for a charge reversal was requested. If the Cardholder does not take action to reverse any NYS sales tax charges in a reasonable amount of time, APPO reserves the right to apply the sales tax charge to any of the Cardholder's non-sponsored awards that have funding available to cover the charge.

Liability

The Cardholder, PI and/or the PI's/Cardholder's department/school/college are responsible for all over expenditures, any charges that are determined to be unallowable by the RF, internal or external auditors, or the sponsor, disallowances, misuse, fraud, all uncollected receivables resulting from sponsor non-payment, and any costs not covered by RF or the sponsor as stated in the Principal Investigator Responsibility for Financial Management of Sponsored Programs policy. The full policy can be viewed on the Grants Management website at https://www.binghamton.edu/research/division-offices/grants-management/policies.html

This will also result in the termination of the P-Card. It is important to report immediately any lost or stolen P-Cards to BOA and the Administrator. Failure to comply with this notification process will result in the Cardholder becoming personally liable for the fraudulent use of the card.

Lost or Stolen Card

Any lost or stolen P-Card must be reported immediately to BOA Customer Service at 1-888-449-2273. Immediately following this notification, the Cardholder must also report the lost or stolen card to the Administrator at 1-607-777-6752. **A replacement card will not be issued unless the Administrator is also notified.** 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. Failure to comply with this process will result in the Cardholder becoming personally liable for the fraudulent use of the card.

Suspension of P-Card Privileges

Improper use of the P-card by the Cardholder will lead to suspension of all P-Card privileges. This includes, but is not limited to, the failure to reconcile activity as noted in these guidelines and performing purchases within the last 90 days of an award, project or task end date. Repeated suspensions of the P-Card due to improper use and/or failure to reconcile activity in a timely manner by the Cardholder will result in permanent termination of the P-Card. P-Card usage is closely monitored and will be audited for compliance periodically.

Misuse or Abuse of the P-Card – the term "misuse or abuse" means the use of the P-Card outside the Cardholders authorized parameters (e.g., charges in excess of the permitted limit; split-ordering, purchases of items of a type other than those allowed, failure to reconcile as noted within these guidelines, incurring charges within the last 90 days of an award, project or task end date, failure to report card lost or stolen, sharing card or the card number with another person). The P-Card will be revoked when misuse or abuse occurs.

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

- Immediate suspension of card privileges;
- Removal of card user’s purchasing authority;
- Mandate employee reimbursement to the RF; and
- Formal disciplinary action which may result in termination of employment

Cardholder Separation

The PI or Cardholder must notify the Administrator immediately upon termination of employment from Binghamton University or upon reassignment to another department within the University. The PI or Cardholder must send the card to the Administrator for destruction. The Cardholder will make all attempts to complete any outstanding reconciliation(s). The Cardholder will continue to be liable for any charges incurred until the Administrator is notified and BOA is directed to cancel the P-Card account.

Key Contact Information

The Research Foundation for SUNY, BOA Program Administrator:

Mike Walsh – Director APPO

Email: walshm@binghamton.edu

Marianne Cannon – Accounts Payable Clerk

Email: macannon@binghamton.edu

Bank of America

Customer Service – 888-449-2273 (available 24 hours a day, seven days a week)