

CARDHOLDER RESPONSIBILITIES

- Manually or Electronically Record and maintain a log of all transactions and receipts for each charge.
- Upon receipt of the monthly Citibank statement, review all charges for accuracy.
- Keep the card in a secure location and the card number confidential.
- The Cardholder is required to destroy the card and notify the Program Administrator upon terminating employment.

REPORTING PROCEDURES

- Card holders will receive an email when card transactions are ready for reconciliation within CUNYfirst.
- Card holders or their proxies must reconcile transactions within 5 working days.

Appropriate Business Purchases

- Reconciled statement transactions with their receipts are submitted to the employee's Supervisor in CUNYfirst.
- The Supervisor verifies that each purchase is an appropriate business expense.
- When a transaction cannot be verified as meeting a business need, the Cardholder Holder is informed by their Supervisor how the charge seems inappropriate.

TO DISPUTE CHARGES

To dispute charges please contact the vendor first. If the issue can't be reconciled with the vendor in 5 business days, please contact Purchasing for further guidance.

CARD RENEWAL

For security reason, P-Cards are subject to annual renewal.

AUDITS

Statements will be audited by Accounts Payable for compliance and accuracy.

CONTACT INFORMATION

To report a lost or stolen card, immediately notify Citibank at (800) 248-4553, Public Safety at 5550, and the Purchasing Office at 8960.

For any questions about managing your card account, contact the Program Administrator at x8960.



TAX LEVY NYS PROCUREMENT CARD (CITIBANK VISA)

P-Card

QUICK REFERENCE GUIDE

PURCHASING OFFICE

Tel: (718) 473-8960

E-mail: purchasing@citytech.cuny.edu

THE PURCHASING CARD

The Purchasing Card (P-Card) is a Citibank Visa credit card. The P-card is used to order **low cost goods and services** to increase efficiency and to facilitate emergency and/or off-hour purchases.

BUDGET & SPENDING LIMITS

- The card allows purchases up to the approved single transaction limit and monthly limit as designated within the department's DTSPS budget.
- The Cardholder may not split single transactions into smaller transactions, or request multiple invoices for single purchases from the same vendor to circumvent the spending limit.
- If a temporary spending limit increase is needed, the cardholder must submit a written request to the VP of Administration and Finance and include justification for the increase. If approved, the spending limit will be increased for a set period of time.

PURCHASING CARD USAGE

The P-Card may not be used for purchases that are not in compliance with NYS/CUNY/College Policy and Procedures. .

PROHIBITED PURCHASES FOR TAX LEVY

- Advertising (need Business Office approval)
- Cash advances/cash refunds
- Gifts/Flowers
- Insurance
- Capital Funds
- Personal
- Printing (only the Department of Image & Visual Communications has this authority).
- Professional services (consulting, medical, legal)
- Travel/Transportation (i.e. airline, car rental, lodging)
- Social Events
- Alcoholic beverages

SUPPLY TO VENDOR

- College name
- Card No. and exp. date
- Receiving platform's address, department name and room number.
- 3-Digit security code on back of card
- College's tax exempt status

REFUNDS/RETURNS

For in-person purchases, return the item directly to the vendor and obtain a credit receipt. Cash refunds are prohibited.