

# J.P. Morgan Chase Purchasing Card Program



## Cardholders Manual

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# SUNY Cortland Procurement Card Program

**Procurement Card Administrator: [Danielle Lewis, ext. 2407](#)**

## Program Overview

SUNY Cortland's Procurement Card (P-Card) Program offers a more efficient and cost-effective procurement and payment process for small dollar purchases from any vendor that accepts Visa. This program will allow the cardholder to purchase approved commodities and services directly from our vendors. Each P-Card is issued to a named individual who will be held accountable. Cardholders must return the P-Card to the Campus Procurement Card Administrator immediately upon request, or upon termination of employment.

The cardholder is not billed directly for the charges, but is responsible for recording their purchases, viewing and printing their monthly statement of account activity from J.P. Morgan Chase's website and reconciling their monthly transactions in an online reconciliation system. New York State is liable for all authorized charges made using the P-Card.

**Note:** Travel-related expenses such as meals, lodging, airfare and car rentals are **not** allowed on the J.P. Morgan Chase Visa P-Card.

## Who Receives a P-Card?

The department/office Administrative Assistant will be the primary cardholder. Up to two (2) additional cards may be requested and will have to be approved by the Associate Director of Purchasing and Accounts Payable. The Vice President for Finance and Management will approve any exceptions to this. It is important to ensure that each person receiving a P-card is familiar with state procurement procedures and policies found on SUNY Cortland Purchasing website. <http://www2.cortland.edu/offices/purchasing-office/>

Each cardholder is responsible for verifying all charges associated with their department/office's specific state account number. Only authorized purchases are permitted. Any employee who makes unauthorized purchases is subject to appropriate disciplinary action (see list below.)

## Application Process

To obtain a P-card, complete and submit an [Application for the NYS J.P. Morgan Chase Visa Procurement Card](#). Upon receipt and approval of your completed P-card application, the Procurement Card Administrator will email the applicant instructions on configuring their web access for the P-card web application.

**Note:** All applicants must complete this configuration for their application to be transmitted to J.P. Morgan Chase.

P-cards take approximately two (2) weeks to arrive upon approval.

OSC requires all cardholders to attend a training session with the Procurement Card Administrator **prior** to receiving their card. Once the card is received from J.P. Morgan Chase, the Procurement Card Administrator will contact the employee to schedule training and card pickup.

## General Rules Regarding Use of the P-Card

All rules and procedures of Purchasing apply to any transactions placed on the P-card.

- Use Preferred Source Vendors
  - These include NYS Department of Corrections ([Corcraft](#)), NYS Industries for the Disabled ([NYSID](#)) and NYS Preferred Source Program for People Who Are Blind ([NYS PSP](#)).
  - More information on the preferred source offerings can be found on our website at: <https://www2.cortland.edu/offices/purchasing-office/preferred-sources.dot>
- Use State Contract Vendors
  - <https://ogs.ny.gov/procurement/ogs-centralized-contracts-list>
- Use Certified Women-Owned or Minority-Owned Vendors whenever possible.
- Obtain competitive price quotes and include a [Reasonableness of Price Checklist \(ROPC\)](#) for any purchase \$2,500 or more.
- Keep accurate records and documentation of the transactions.
  - This includes making sure funding is available and having your supervisor's permission.
- Always use your best judgement in guarding your P-Card information.
  - *If you would not do something with your own personal credit card, you should not do it with this card.*
- Upon termination of employment, the cardholder will notify the Procurement Card Administrator and will turn in the P-card along with any outstanding receipts and backup for any remaining purchases.
- Cardholders that transfer to a new position on campus, the cardholder will notify the Procurement Card Administrator and either return the P-card if it will not be required in the new position or submit a new P-card Application signed by your new supervisor.

## Responsibility of the Cardholder

**P-cards must be used for official SUNY purchases only.**

**Use of the card for personal items, cash advances, and business travel expenses are not permitted.**

If you have questions on the appropriate use of the P-card, contact the Procurement Card Administrator **prior** to making the purchase.

The university is tax exempt; therefore, the vendor should not charge sales tax. If sales tax

appears on a charge, the cardholder **must** contact the vendor directly to arrange to have the sales tax charge reversed and credited to your p-card account.

- [Tax Exemption Certificate](#)

You must maintain a written Procurement Log. You are responsible for retaining documentation of purchases and returns, and for reconciling them electronically to the J.P. Morgan Chase monthly statement. It is essential that you certify your monthly transactions and complete your log and P-card packet by the due dates emailed to you monthly by the Procurement Card Administrator. Any individual who is chronically late in certifying or submitting their paperwork, may have their card suspended.

- [Procurement Log \(PDF\)](#)

You must follow the policies and procedures for use of this credit card established by New York State and SUNY Cortland. Failure to do so may result in revocation of your use privileges or other disciplinary action, which could include termination of employment.

**Do not** give your P-card or account number to anyone other than the vendor from whom you are making a purchase.

**Do not** share your P-card number with anyone else in your department/office.

## Unauthorized Purchases

- Travel and entertainment (ex. airline, car rental, taxi, shuttle, parking, lodging, restaurant dining, meals, etc.)
- Apparel - this is required to go through as a PO on Red Dragon Depot (RDD)
- Furniture
  - See [Furniture Policy](#)
- Flowers, greeting cards, etc.
- Personal celebrations and gifts of sentiment (ex. birthdays, retirements, etc.)
- Staff morale and recognition items
- Gift certificates/gift cards
  - Unless pre-approval is received via the Gift Card Request form. Click here for the [Gift Card/Certificate Request Form](#).
- Store-value cards
- Breakroom supplies (ex. cutlery, paper products, etc.)
- Personal items (ex. over-the-counter medication, tissues, air fresheners, etc.)
- Reimbursable and personal expenses (ex. gasoline, meals, etc.)
- Alcoholic beverages, coffee service, etc.
- Food purchases, refreshments, meals (ex. employees engaged in routine business meetings or celebration)
  - **Exception** - ASC is acceptable as long as it is an on-campus learning event or candidate lunch.
    - Documentation of the event is required.
    - Provide event announcement, agenda, attendees, business

purpose and/or program and copies of any advertising mediums.

- Orders exceeding your transaction limit.
  - Request a limit increase if the situation warrants.
  - Provide the Procurement Card Administrator an email (cc: Associate Director of Purchasing & Accounts Payable) with the following
    - 1) your supervisor's approval email,
    - 2) [ROPC](#), and
    - 3) invoice
  - Split ordering is expressly **prohibited**.
    - Split ordering is 2 or more partial payments for the same vendor.
- Leases or insurance
- Contracted services from an individual

All purchases are limited to official state use and must be reasonable, rational, and cost effective. To be allowable and allocatable, the purchase must relate to the program purpose. As a state university, good responsible stewardship of public funds is required.

## Information Technology Purchases

IT-related purchases (technology hardware, software, and any cloud or externally hosted systems, software and services) need the review and approval of the Office of the Associate Vice President and Chief Information Officer or designee.

As a rule, Information Resources (IR), on behalf of the university, will place IT purchases. This ensures compatibility with existing campus systems and standards.

- See [Information Technology Purchasing Policy](#)

## Equipment Purchases (non-technology)

Durable equipment with a value **over \$5,000** must be tagged and recorded in the State's Property Control System. Whenever possible, these items should be purchased through the Purchasing & Accounts Payable Office with a Purchase Order. Questions about equipment should be directed to [Chris Tucker](#), Director of Property Control and Print Services. Please call ext. 2488 immediately upon receipt of equipment that have **not** been ordered through the Purchasing & Accounts Payable Office (RDD) to ensure that they are recorded into the Property Control System and tagged.

## Freight/Shipping over \$500

Freight/shipping invoices are also required for freight/shipping **over \$500**. These bills must be requested from the vendor at the time of purchase and provided with your paid receipts.

## Credit Card Fees

Cardholders should **not exceed more than 5% or \$25** in credit card fees for a payment (whichever is less). We can justify that it is the best interest in the state if it is no more than 5% or less than \$25 whichever is

the lower cost. It is within the discrepancy of the department/office if they want to pay that fee with their budget.

## Misuse or Abuse of the P-card

The term “misuse or abuse” refers to using the P-card outside of authorized parameters, including, but not limited to:

- Using the card in a manner that violates established P-Card Program, State, SUNY, and University Guidelines
- Using the card for prohibited purchases (ex. personal, travel expenses)
- Splitting orders to remain within the dollar limit for card transactions
- Sharing your P-card with anyone else

In all cases, the cardholder must reimburse the university for any unauthorized purchases.

Outlined below are the general disciplinary procedures provided for the program. Based on the severity of an offense, the university reserves the right to advance the disciplinary process to whatever stage it deems appropriate and require retraining of the cardholder where necessary.

### **1<sup>st</sup> Offense:**

The cardholder will be notified of the infraction. They will be advised to use the card for official purposes only and within the parameters established by NYS and J.P. Morgan Chase. The cardholder will also be advised that all P-card privileges will be suspended if further violations occur. The cardholder will be personally responsible for reimbursing the state for unauthorized purchases.

### **2<sup>nd</sup> Offense:**

All P-card privileges will be suspended for a period of one (1) month. The cardholder's supervisor and the Associate Director of Purchasing & Accounts Payable will be notified of the violation and subsequent suspension of privileges. At the end of the one (1) month period, the cardholder's supervisor may elect to reinstate the cardholder's privileges, with the approval of the Procurement Card Administrator. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

### **3<sup>rd</sup> Offense:**

Use of the P-card will be suspended permanently. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

NOTE: Departments/offices may implement further disciplinary action.

## Monthly Cardholder Certification Process

Cardholders are alerted by an email from J.P. Morgan Chase that a new statement is available and ready to print. Please do **not** certify your P-card until you receive an email from the Procurement Card Administrator instructing you to do so and the deadline to complete it by.

First-time certifiers will attend a **second training** with the Procurement Card Administrator on the certification process when their first statement is available. Instructions for certifying and printing your statement can be found on the Purchasing & Accounts Payable website: [Certifying Your Procurement Card Instructions](#).

Cardholders who fail to certify or submit their packet by the deadline, without notifying the Procurement Card Administrator, will have their card suspended until they have certified and submitted their completed packet with original signatures to the Procurement Card Administrator.

Once you complete certification and your certification printout with your P-card packet has been received and audited by the Procurement Card Administrator, your card will be reinstated.

**Note:** Multiple infractions could lead to revocation of your P-card.

## P-Card Packet Submission: Do's and Don'ts

### Preparing a P-Card Packet (physical copy):

- **Do not** staple the packet
  - **Do not** staple invoices together.
  - If you have a loose receipt, tape it on a piece of paper. Paperclip/binder clip the entire packet.
- All pages should be 8 ½ x 11.
  - If smaller, tape to a piece of paper.
  - If bigger, put a tab on it with a note or make it smaller on the copier.
  - All paperwork should be ready to run through a scanner without any issues.
- Provide proper information for all **credits** listed on your J.P. Morgan Chase statement.
  - Include any documentation to support the credit (whether it be tax credit or a refund).
- For any issues within the packet, put a sticky note on it to draw the P-Card Administrator's attention.

### Preparing a Digital P-card Packet (*for those who have been trained*):

- Make sure files are legible and clear (to be read by an auditor)
- Make sure all documents are facing the right direction
- Scan **both** sides of the document (if applicable) and remove blank pages
- Log and certification sheet are expected to have a wet ink signature (see [Signature Types](#)) and scanned in
- Save file as [year (YYYY).packet month (MM) – Last name.First name]
  - For example, August 2024 packet for Casey Avery would be: **2024.08 – Avery.Casey**

**\*\*\*If you would like to be trained to send your P-card packet digitally, please contact [Danielle Lewis](#) to setup training.\*\*\***