# CUNYfirst Business Procedures – P-Cards

The P-card procurement program is designed to be an efficient and cost effective way to expedite smaller dollar purchases. Consistent with CUNY's P-card policies, P-cards are assigned transaction and monthly limits as well as limitations on eligible purchases. These limits are set and managed by the P-card Program Administrator in the college or Central Office.

The card must adhere to CUNY's procurement policies which are based on City and State procurement guidelines.

P-cards may be assigned to individuals or held in the Purchasing Department.

## Managing P-Cards in *CUNYfirst*

## Setting up Purchase Orders for Individual P-Cards

At the beginning of the fiscal year, each department that has one or more P-cards will create a *CUNYfirst* requisition for an amount only (blanket) PO for each P-card .The amount of the blanket purchase order should be based on the estimated P-card spending for the fiscal year. Prior year spending can be used as the basis for estimating the amount of the blanket PO.

## Purchasing

Purchasing will be responsible for setting up amount only Purchase Orders per the requisitions received from P-card holders.

## Payments for individual P-cards

## P-card holder:

Upon notification that the monthly electronic statement is available for review, the P-card holder is responsible for the all of the following actions:

- Print and review the monthly electronic statement to validate that the charges are accurate.
- Notify both the P-card Program Administrator and Citibank VISA of any disputes, or fraudulent or erroneous charges.
- In order to meet the payment date for the P-card, users must enter a CUNYfirst system receipt reflecting the amount of the statement to be paid not later than five (5) business days after the statement date.
- Collect the receipts for goods/services associated with the statement and attach to a copy of the statement and forward to Accounts Payable. These receipts are required for audit purposes and must be submitted not later than ten (10) business days after the statement date.

**NOTE: Revocation of the P-card may occur upon repeated delays in entering the CUNYfirst receipt, delays or failure to submit the required receipts or the use of the P-card for unapproved or inappropriate purchases.**

**Accounts Payable**

- Accounts Payable will process the P-card payment against the appropriate P-card purchase order
- In the event that after two (2) reminders the P-card holder has not entered a CUNYfirst system receipt in time to permit payment to the card provider by the contractually agreed upon date, The Program Administrator will determine if the card should be suspended or disabled.

**P-Cards held by the Purchasing Department.**

This process is applicable to colleges where P-cards are held in the Purchasing Department. As department *Requestors* enter requisitions directly into *CUNYfirst*, buyers will determine when to use the P-card to satisfy the requisition.

Upon receipt of the monthly P-card statement by Purchasing, a Purchase Order will be created by Purchasing to source all the requisitions that were satisfied through the use of P-cards and that appear on that month's statement.

**Payments for P-cards held by the Purchasing Department**

Upon notification that the monthly electronic statement is available for review, the Purchasing Department will be responsible for all of the following actions for each of their P-cards:

1. Buyers will print and review the monthly electronic statement to validate that the charges are accurate.
2. Buyers will notify both the P-card Program Administrator and Citibank VISA of any disputes, fraudulent or erroneous charges.
3. Buyers will create a PO that includes all the requisitions that were satisfied by P-cards and reflected on the monthly statement. This PO will be dispatched, but not sent to the vendor.
4. Buyers will notify the requestors to enter receipts against the PO for the monthly P-card statement.
- Buyers will collect the receipts for goods/services associated with the statement and attach them to a copy of the statement. These receipts are required for audit purposes and must be submitted not later than ten (10) business days after the statement date.

**Requestors**
- When notified of the appropriate PO number, individual requestors are responsible for entering a system receipt in CUNYfirst and providing the hardcopy receipts to Purchasing.
  - In order to meet the payment date for the P-card, requestors must enter a CUNYfirst system receipt reflecting the amount of the statement to be paid not later than five (5) business days after the statement date.
  - These receipts are required for audit purposes and must be submitted not later than ten (10) business days after the statement date.
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**Accounts Payable**

- Accounts Payable will process the P-card payment against the appropriate P-card purchase order.
- In the event that after two (2) reminders the requestor has not entered a CUNYfirst system receipt in time to permit payment to the card provider by the contractually agreed upon date, The Program Administrator will determine if the card should be suspended or disabled.