

Visa Procurement Card

Presented by: Maryann Dolan
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Visa Procurement Card

- **Agenda**
 - **Card Overview**
 - **Departmental Oversight of the Visa Card**
 - **Manager/Supervisor Responsibility**
 - **Benefits of the Procurement Card**

Visa Procurement Card



- **New York State Citibank Visa Procurement Card**
 - **Card is issued to an individual.**
 - **For use with NYS state funds only**
 - **Card cannot be shared or transferred to another staff member.**
 - **Sharing of passwords is prohibited.**
 - **Supervisor is required to review monthly card transactions and sign the cardholder statement.**

Visa Procurement Card



- **New York State Citibank Visa Procurement Card**
 - **Transactions will appear on State AES report.**
 - **All applicants must attend training before they can be issued a card.**
 - **All purchases must be for “Official University Business.”**
 - **Standard per transaction limit is \$2,500.**
 - **No split ordering to get around transactions limit**

Visa Procurement Card



➤ New York State Citibank Visa Procurement Card

All purchases must be in accordance with NYS/SUNY P-card guidelines.

- No travel, entertainment, hotels, restaurants, car rentals, gasoline etc.
- No gift certificates, gifts or greeting cards.
- No purchases or memberships at warehouse clubs (such as BJ'S, Costco etc.)
- The card cannot be used as department "slush fund."
- Cardholder must obtain property decal for equipment purchases over \$500.

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➤ **New York State Citibank Visa Procurement Card**

- **Cardholders are required to send their monthly statements with all receipts and justifications attached to the Procurement Office.**
- **All transactions are subject to a post-audit by the Office of the State Comptroller as well as Stony Brook's Internal Audit department.**
- **Each cardholder retrieves their monthly billing statement from the Citidirect website.**
- **Cardholders must certify card activity via the SUNY-AEPC on-line system each month by the requested deadline.**

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- **Departmental Oversight of Visa Procurement Card/ Department Manager/Supervisor Responsibility**
 - **Responsible for reviewing transactions and taking appropriate action for situations involving misuse of the Procurement Card.**
 - **Should familiarize themselves with NYS/Citibank Visa Procurement Card guidelines.**
 - **Develop and implement a plan for card oversight and supervision that best suits their department.**

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- **Departmental Oversight of Visa Procurement Card/ Department Manager/Supervisor Responsibility**
 - **Supervisor must notify Program Administrator if a cardholder terminates their employment at Stony Brook or moves to another department. The Supervisor must ensure that receipts and statements from terminated or transferred employees are submitted to the Procurement Office.**
 - **Reviews budget and accounting reports related to card transactions.**
 - **Supervisor will be called upon to resolve funding issues.**

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- **Departmental Oversight of Visa Procurement Card/ Department Manager/Supervisor Responsibility**
 - **Must update Program Administrator of any budget account changes that are tied to cardholders Visa cards.**
 - **Supervisor can be called upon to meet with auditors during routine and special cardholder audits. The audits are conducted by the Office of the State Comptroller, SUNY Finance and Systems Administration, as well as Stony Brook Internal Audit.**

Visa Procurement Card



➤ **Benefits of the P-Card**

- **Good for the purchase of small dollar purchases.**
- **No out-of-pocket expense for the purchase.**
- **Fast turn around time for purchase, delivery and payment, vs requisition/Purchase Order. (From weeks to just a few days with the P-card)**

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➤ **Benefits of the P-Card**

- **Great for membership dues and registration fees.**
- **Can take advantage of early registration discounts and eliminates the need to send attachments to Procurement to process a requisition.**
- **Many vendors no longer take Purchase Orders.**
- **All transactions show on monthly financial reports.**

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SUMMARY

- For additional information about the Visa Procurement Card or to set up card training contact:

Debbie Saturnino, Procurement Card Administrator @ 2-6017

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- Questions?????

Thank You