

J.P. Morgan Procurement Card Guideline Training Booklet



I. PROGRAM OVERVIEW

The purpose of the J.P Morgan Chase VISA Procurement Card (P-Card) is to establish a more efficient, cost effective method of purchasing and payment for "official" SUNY Fredonia small dollar purchases only. This also alleviates the burden of putting State purchases on your personal credit card, filling out the necessary forms, and waiting for reimbursement.

The program is not intended to evade SUNY Fredonia's procurement policies or the use of the SUNY Fredonia FREDmart system, but rather, is meant to supplement purchasing mechanisms already in place, and should not be an overall replacement. All purchases must be made in accordance with NYS Procurement Card Guidelines, SUNY, and the Campus Policy as outlined in this document and on the Purchasing Department's website.

The procurement card will enable cardholders to make authorized purchases directly from a supplier without processing the traditional paperwork.

THE PROCUREMENT CARD IS TO BE USED FOR STATE FUNDING ONLY, NOT RESEARCH FOUNDATION, FSA, SA, COLLEGE FOUNDATION OR UNIVERSITY ADVANCEMENT ACCOUNTS.

TRAVEL RELATED EXPENSES SUCH AS MEALS, LODGING, AIRFARE, OR CAR RENTALS CAN NOT BE CHARGED ON THE PROCUREMENT CARD.

The cardholder will not be billed directly for the charges, but will receive a monthly statement of information online <https://www.paymentnet.jpmorgan.com/>. The State of New York will be liable for all authorized charges made using the procurement card. The cardholder will need to reconcile those charges monthly to the accounts that they have assigned to their P-Card.

Training must be provided for all persons receiving a procurement card as well as their supervisor(s). The training will cover the use of the procurement card consistent with New York State Policy, as well as SUNY and/or campus purchasing practices.
Training must be completed prior to issuance of the P-card.

II. WHO RECEIVES A PROCUREMENT CARD

Cardholders must be an employee of SUNY Fredonia who have a reasonable need to routinely procure goods. Employees must have a campus email address, web access, in addition to access to a computer and printer, and a valid record in the SUNY Portal. Departments will identify the employees who will have the responsibility of being a Procurement Cardholder. Cards are issued to individuals, **not** departments. Only the cardholder whose name is embossed on the physical card may use the P-Card. Card sharing is prohibited. It is important to ensure that each person receiving a P-Card is familiar with State procurement procedures and policies as outline in this document and on the Purchasing Department's webpage.

III. APPLICATION PROCESS

To obtain a procurement card, an employee and their supervisor must attend training and have their authorization forms approved by their Department Chair/Director. All forms must be forwarded to the Purchasing Office for processing. Cards will not be ordered for employees who have not attended a training session.

If the applicant's supervisor has not previously attended a P-Card training session, he/she will have to review the most current guidelines and submit a signed acknowledgment form. P-Cards will not be released to the applicant unless his/her supervisor has signed an acknowledgement form.

IV. PURCHASING WITH THE CARD

Dollar Limits

As of 4/17/2025, all P-Card Holders Per Transaction Limit is set at \$1.

P-Card holders need to contact the Purchasing Office with the following information in order to have their P-Card temporarily opened for use:

- Amount of the Purchase
- Budget line the P-Card purchase is being funded from
*** Ensure that there are sufficient funds in the identified line*
- Purpose of the purchase

NOTE: Any P-Card purchase over \$1,000 will require the VPFA's approval, regardless of the funding source

Send the above info to Gretchen Fronczak, Director of Purchasing, 403 Maytum Hall,
Gretchen.Fronczak@fredonia.edu and copy the Purchasing Office at: Purchasing.Office@fredonia.edu

Splitting of orders to avoid the transaction dollar limit is prohibited. Please use an alternate method of procurement or contact the Purchasing Department to receive a temporary increase to your per transaction limit. Each Department Chair/Director may impose additional monetary limits on the card at their discretion. Itemized invoices must always be received.

Suppliers

Preferred Vendors (Corcraft, NYS Industries for the Disabled, and NYS Preferred Source Program for the People Who Are Blind), State Contracted Vendors, SUNY local contracts, and NYS Certified MWBE / SDVOB vendors should be consulted first when making a procurement. If the commodity is not available from one of those vendors, the cardholder can procure from a vendor that is able to supply the desired item that meets the department's form, function, and utility.

Responsibility of Procurement Cardholders

Cardholders are encouraged to use the "Procurement Card Order Form" to help organize their purchases. This will make record keeping more efficient if the cardholder is purchasing for their whole department. An electronic version is available upon request. This document may also be used to (1.) verify all purchases, (2.) audit a specific card, (3.) reconcile a reported billing discrepancy, and (4.) document purchase authority. Although not required, it is a good tool to use.

Required Purchasing Practices

- Funds **must** be available at the time of purchase. Verification may be done via the BI web application. Please contact Rachael Coon, Director of Budget and Accounting at ext. 3467 for more information and training.
- Use of this card is strictly limited to the purchase of commodities for official State Use. Do not use this card for personal charges, services, or when there is an agreement or contract that applies to the purchase. Such improper use may subject the employee to disciplinary action.
- If the item is not available from a Preferred Vendor, a New York State contract, a SUNY local contract, or an MWBE/SDVOB vendor, the cardholder should be able to substantiate the reasonableness of price. Good business practice suggests obtaining a minimum of three written or verbal quotes.
- Additional information on state contracted suppliers may be obtained from the Purchasing Office or by going to the OGS website at <http://www.ogs.state.ny.us>.
- SUNY Fredonia is committed to doing business with NYS Certified Minority and Women Owned Businesses. A list of certified vendors is available by going to the Empire State website at <https://ny.newnycontracts.com/> and click on the "Search Directory" link under the NYS Directory of Certified Firms tab.
- If your purchase will exceed the per transaction limit, do **not** split your order simply so that the procurement card may be used. Use the traditional purchasing procedures of a purchase order or call the Purchasing Department so that a forced authorization can be obtained.
- Do not give your card number to anyone other than the supplier from whom you are purchasing.
- When procuring pre-approved equipment, the cardholder must send a copy of the packing slip / receipt of goods to the Property Control Office, located at 404 Maytum Hall, for the issuance of an inventory tag. All software or software as a service, contracts, agreements of service, or any purchase that has terms and conditions attached to it must be reviewed before

procurement. A Tracker Ticket must be submitted and procurement must be made via a State issued Purchase Order.

- All audio video purchases such as sound equipment, cameras, and video equipment must be sent to the Chief Information Officer (CIO) before procurement. A Tracker Ticket must be submitted.

Placing Your Order:

- Cardholders must make sure that sufficient funds are available at the time of placing an order.
- When placing an order, identify yourself as ordering from a State Educational Institution to ensure that you are getting the best educational pricing and ordering tax free. Provide vendors with the **NYS Tax Exempt ID No. 14740026K**.
- Give the vendor your name as it appears on your P-Card, the account number, and the expiration date. All packages must be delivered to 280 Central Avenue, Fredonia, NY 14063. Tell the vendor that "VISA" should be clearly stated on the outside of the package via the shipping label. If VISA cannot be entered as a separate line, ask that the vendor hyphenate your last name such as "Jane Doe-VISA".
- Orders may be placed via phone, fax, in person, or online. Before completing communication with the supplier, make sure that all the information needed has been provided and the supplier confirms that the card data has been accepted through their automated register terminal. Inform all vendors that a paid receipt is required.
- To complete the transaction, obtain an itemized receipt and any other documentation that validates the order. If the purchase is a phone transaction, ask the merchant to email the receipt and include purchase details clearly showing items purchased and that no tax has been charged.
- When purchasing via the internet, cardholders must be sure that the site is secure and that the appropriate documentation is obtained to validate the transaction at the time of order. Most internet orders provide electronic order confirmations. These should be printed and kept with your reconciliation package. If tax is charged, it is the cardholder's responsibility to follow-up with the vendor for the removal of the tax.
- It is the cardholder's responsibility to make sure that if shipping / freight is charged, that it is under \$499.99. If it is over \$500, an itemized freight bill must be received and attached to your documentation.
- It is the cardholder's responsibility to contact the vendor with any reports of damage or discrepancies.
- Attach all documentation to your reconciliation package and retain for six (6) years plus the current year.

V. EXAMPLES OF AUTHORIZED PURCHASES

Examples of Authorizes Purchases include, but are not limited to the following:

- Some items found on a State "P" contract, preferred sources, Office of General Services (OGS) Statewide Contract, and MWBE supplier sites when they accept a P-Card
- Maintenance / repairs of equipment when not accompanied by an agreement or contract
- Reference or textbooks for departmental use
- Supplies and materials for departmental use
- Film processing for department use
- Printing (be sure to obtain Trademark and Licensing and/or Creative Design Team Approvals and attach to your receipt)
- Non-travel related registration for conferences and seminars
- Subscriptions in the name of the University
- Memberships in the name of the University
- Shipping charges and freight (USPS, UPS, Federal Express, Airborne, etc.) must have an itemized receipt if the charge is over \$500.

If you would like to procure an item that is not listed, please contact the Purchasing Department.

VI. RESTRICTED ITEMS, THAT CANNOT BE PROCURED WITH YOUR P-CARD

Restricted Items, your procurement card is NOT to be used for:

- Personal use
- Alcoholic beverages, refreshments, coffee service, meals, flowers, greeting cards, gifts, gift baskets, etc.
- Food / beverage / paper or plastic goods for general office use including, but not limited to: candy, snacks, water bottles, coffee, etc.
- Gasoline
- Medical services
- Cash advances / cash refunds / cash back on purchases / ATM transactions
- Controlled substances including, but not limited to: narcotics and prescription drugs (the only department exception is the Health Center)
- Over the counter medications including, but not limited to: Tylenol, Advil, Motrin, bandages, etc. (the only department exception is the Health Center)
- Live animals
- Radioactive materials
- Specialty gases/cylinder rentals (the only department exemptions are the Biology and Chemistry Departments and the Maintenance Garage)
- Written agreement that needs to be signed by an official representative of the University (e.g., software license, SaaS, agreement of service, terms of use etc.)
- Contracted services from an individual
- Leases, insurance, or rent
- Travel/entertainment related expenses for yourself, staff members, guest speakers, students, non-employees, or consultants (i.e., airline, car rental, lodging, restaurant, dinner, sightseeing, cruises, museums, golf, Broadway shows, limos, taxi service, airport shuttles, etc.)

- Non-employee compensation (payments for personal services), gift certificates, savings bonds
- Promotional items, when not approved by Trademarks & Licensing and/or The Creative Design Team
- Renovations/Construction (the only department exception is Facilities Services or with documented emergency reasons)
- Auxiliary heating/cooling equipment (the only department exception is Facilities Services)
- Club/warehouse memberships including, but not limited to: BJ's, Costco, Walmart, etc.
- Medical provider services or licenses (the only department exception is the Health Center)
- Home internet service, cellular phone service, or data plan service
- Cellular devices including, but not limited to: phones, equipment, etc.
- Non-employee compensation such as, payments to consultants or guest speakers
- Gift certificates or gift cards (generally classified as taxable income by the IRS as they are considered same as cash)
- Charitable and/or political contributions
- Amazon Prime and/or Amazon Fresh memberships
- Traffic infractions including, but not limited to: speeding fines, red light camera tickets, parking tickets, etc.

PLEASE NOTE: All software / contract / agreements / renewals / SaaS MUST BE submitted via Tracker and paid via a State issued purchase order. A technology risk assessment and review of terms and conditions must be done regardless of dollar amount.

The above referenced list is not all-inclusive and exceptions may apply. Many items lend themselves to personal use and it is the cardholder's responsibility to provide documentation to support that the purchase of an item that lends itself to personal use is essential to fulfilling his or her job responsibilities.

Please contact the Purchasing Department if you have any questions, as exceptions will be reviewed on a case-by-case occurrence.

VII. FISCAL YEAR RESTRICTIONS

P-Card privileges may be suspended at the end of SUNY's fiscal year if a budget is not in place. We advise the cardholder to use the P-Card judiciously as the end of the fiscal year approaches. Funding will not be available to cover any charges appearing in a new fiscal year until a budget has been passed. In accordance with the terms of the contract, in the event we are not able to pay JP Morgan Chase promptly, the University will have to pay interest for those charges to appear on the account after card suspension has been enacted. Before placing any order, make sure funds are available in your account.

VIII. STEPS FOR REGISTERING ONLINE AT VIEWING YOUR STATEMENT

As soon as you start using your P-Card, you will receive an e-mail inviting you to visit the following link: <http://www.paymentnet.jpmorgan.com/>

This link will bring you to the JP Morgan Chase Card Management System.

- Type in your User Name and Password and click "*Log In*"
- If you have not registered at the website you must do so before continuing. Click on the "*Self-registration for Cardholders*" to register. (Please take note of your username and password for future reference).

To print the respective monthly JP Morgan Chase statement, cardholders must go to website: <http://www.paymentnet.jpmorgan.com/> to download a pdf version of the statement by following the steps below:

To access a statement from the menu bar:

- Click Statements, or click My Accounts and then click the View Statement Detail button in the Statement column for the account you want to view.
- If you have more than one account, use the Account Number list to select a different account.

To view the statement for a different billing cycle, select a date from the Billing Date list.

To access a statement by running a query:

- On the Transaction List screen, select the Statement query from the Filter By list to see the current statement for your default account.
- To view the statement for a different billing cycle, select a date from the Billing Date list.

IX. PAYMENT OR ACCOUNT RECONCILIATION / CERTIFICATION

The billing cycle for JP Morgan Chase VISA card typically begins on the 6th of the month (unless it falls on a weekend and/or a holiday). After the close of each billing cycle, the cardholder must print and review their statement for accuracy and reconcile each transaction (order form optional), supplier receipts and/or invoices, receiving information, any required written approvals and /or justifications and a listed business purpose for each transition. Cardholders should only accept charges for goods and/or services that the supplier has delivered. A P-Card Receipt form must be completed for each transaction and signed by your supervisor.

The Purchasing Department will notify you when it is time to reconcile your purchases on the SUNY website. SUNY web reconciliation must be completed within five (5) business days of receipt of the email notification. If you are away from the office during this time, be sure to contact the Purchasing Department.

Your review should include the following:

- Itemized Receipts that are attached to the back of the P-Card receipt form (and optional order form)

- If multiple receipts are used for one transaction, all associated receipts should be stapled together and filed with the corresponding P-Card receipt form. The original transaction should equal the cumulative total contained on the invoices.
- Any charges for sales tax must be identified and followed up on. They will be noted as credit pending for next month's statement.
- Any credits on your statement for any returns require explanation as well.
- If a charge appears on your statement for an item ordered but not received, contact the supplier to resolve the matter. Suppliers should not submit charges to JP Morgan Chase until the goods have been shipped. If you cannot resolve the matter with the supplier, follow the process for disputes (Section XI, item 5).
- In cases where the original receipt is not immediately available, the cardholder will create a document containing the following: an explanation as to why the original receipt is not available, details about the transaction including a description of item(s) purchased, vendor's name, date of purchase, quantity, unit price, total cost, and a description for the business purpose. The business purpose must be written in terms that would be clear to an external reviewer, especially in the cases where the item could lend itself to personal use.

X. ELECTRONIC RECONCILIATION

Follow these instructions for the monthly SUNY reconciliation / certification process:

1. Using Firefox or Google Chrome (Mac users must use Safari), go to www.suny.edu
2. At the bottom of the page, Click on *"SUNY Portal"*
3. This brings you to SUNY Secure Sign On
4. Select Campus: Fredonia click *"Login"*
5. At the Fredonia eServices Sign On, type your Name and Password (same as signing on to your computer) and then Click *"Sign in"*
6. Once on the Employee Services Portal, click on *"Finance & Management System"* located under the *"Business Systems Applications"* tab.
7. This brings you to the SUNY Financials page. At the upper left side of the page, under the Finance dropdown, Click *"Cardholder Statement"*
8. The *"Cardholder Statement"* page will immediately list transactions from the last billing cycle that had them. To view a previous billing cycle, click the *"Statement Cycle"* drop down and you can select the appropriate Statement Cycle to view. Transactions for the selected Statement Cycle will then appear under Statement Detail.
 - A Statement Cycle noted as *"Certified"* can only be viewed.
 - A Statement Cycle can only be certified in chronological order (i.e., if a statement is *"Not Certified"* in a cycle prior to the current one ready to certify, the prior statement must be certified before the most recent one can be certified).
9. All transactions posted to the P-Card account will be itemized showing the default State/IFR account noted as the *"Account Number"*.
10. Confirm the transactions that you are certifying match those from the printed JP Morgan Chase statement and the transaction amounts are correct. Any discrepancies must be addressed directly with the vendor.

11. To change or split the cost of a transaction with an account(s) in addition to, or other than, the default account, click the *"Edit"* button to the right of the respective transaction.
 - If there are no necessary account number changes, proceed to step #15 to certify.
12. At *"Transaction Details"*, the *"Funding Information"* will be at the bottom. Click *"Edit Funding"* to access the funding information and make account number changes.
13. At *"Funding Line"*, if the entire cost of the transaction is to be paid from an account other than your default follow these steps:
 - Type the new *"Account Number"* to be used for payment (Note: only accounts within your respective department will be available for use).
 - Click *"Save & Return"*
 - Follow these steps until all transactions on the statement have been changed, as necessary, to the proper accounts
 - Go to step #14 to confirm the changes and certify the statement
14. At *"Funding Line"*, if the cost of the transaction is to be paid from multiple accounts follow these steps:
 - If using the State/IFR default account as one of the accounts, move to step C.
 - If not using the State/IFR default account, type the new *"Account Number"* to be used for payment (Note: only accounts within your respective department will be available for use).
 - At the *"Amount"* field, type the amount to be paid from the first account; (do not use *"\$"*)
 - Click *"Save/Add Next Account"*
 - The next screen will appear showing the remaining balance in the *"Amount"* field. Enter a valid *"Account Number"* and the proper amount to be paid, (do not use *"\$"*), if different from the amount showing.
 - Follow these steps until the full cost of the transaction has been applied to the proper State/IFR account number.
 - Click *"Save & Return"* after the final account number change has been entered.
 - Follow these steps until all transactions on the statement have been changed to the proper accounts; click *"Save"*.
 - Go to step #14 to confirm the changes and certify the statement.
15. At *"Statement Detail"*, any account number changes made will be visible under *"Account Number"*.
 - If any of the funding is out of balance, the *"Edit"* button will be red and will not allow certification until it is corrected. Go back to step #12 and follow the steps again to correct any errors.
 - Click the red *"Edit"*.
 - If error is on an account(s) already listed in the *"Funding Information"*, select the account(s) to correct the error(s); click *"Save/Add Next Account"* (if a new account is needed and a balance still remains) or click *"Save & Return"* (if all corrections are complete).
 - If error is not from an account(s) already listed in the *"Funding Information"*, select any account listed; click *"Save/Add Next Account"* to obtain a new screen. Type the new account; type the *"Amount"* (if different from the balance listed); *"Save/Add Next"*

Account" (if a balance still remains) or click *"Save & Return"* (if all corrections are complete).

- Click *"Save"* when all corrections are completed.
 - Repeat these steps until all red *"Edit"* buttons are corrected; continue with step #15.
16. If all account numbers are correct, click *"Certify"* at the bottom and a Certification Screen will appear.
 17. Add comments to the Certification Screen, if necessary.
 18. Click *"Certify"*
 19. At *"Statement Detail"*, there is the option to *"Uncertify"* to reopen access to the statement for any changes that may have been missed or click *"Cert Print"* to print the Certification Statement
 20. The Certification Statement will appear in a separate window. Click *"Print"* on the Certification Statement which will require the cardholder and the appropriate supervisor signatures. The Certification Statement must be kept with the respective JP Morgan Chase statement along with all back up documentation for audit purposes.
 21. Retain in a closed, fiscal year folder for the required audit period of seven years.
 22. To exit the SUNY Employee Services Portal, click *"Sign Off"* located in the top right corner of the page.

The cardholder will retain all original receipts and statements for a minimum period of six (6) years plus the current year, for a total of seven years. If the cardholder leaves the department that paid for the charges, the department must maintain the records as they are the office of record for all P-Card activity.

XI. CARDHOLDER RESPONSIBILITIES

- Check the accuracy of your order and the goods received.
- Confirm receipt of all goods, items delivered are what you ordered and are in acceptable condition.
- Price charged is equal to the price quoted when ordered.
- Check to see that NYS sales tax was not charged. Shipping / freight over \$500 has proper documentation.
- Cardholders are required to notify the vendor of any problems or discrepancies with an order and also to make arrangements for the return of the merchandise and credit to their account if necessary. Under no circumstances will cash be accepted to resolve a credit situation.
- Cardholders are encouraged to periodically monitor the transactions that post to their JP Morgan Chase accounts. All transactions that post to your statement must be certified; the quicker a transaction is disputed, the quicker it will be credited to the budget account it was debited from.

- Property Control must be notified of any procurements that require the dispensing of asset tags.
- For backordered situations where the order may extend over multiple billing cycles, make a copy of the original order documentation and highlight the item(s) that have not been received. Keep the highlighted copy in the pending folder until the item(s) is/are received. Use the original as backup for the current statement. Continue this until all items have been received and the order is complete.
- Treat the P-Card with the same care as a personal credit card, bank card, cash, and/or checks. Keep the P-Card in a secure location when not using it. The cardholder is the only individual authorized to use the card.

1. Sales Tax

The University is tax exempt. If a charge for sales tax appears on your statement, the cardholder must contact the supplier directly to arrange to have this charge reversed. Ask the supplier to credit your account for the sales tax charged, which should then show as a credit on your statement.

If the cardholder has requested this reversal of sales tax and the credit does not appear on the following statement, the cardholder needs to follow-up with the vendor.

2. Freight

Vendors may charge freight up to \$499.⁹⁹ without documentation. This charge should be part of the original quote. If the freight is over \$500, a copy of the original freight bill must accompany the vendor's invoice before payment is made.

3. Returns and Credits

To return an item, contact the supplier directly to determine the proper return procedures. Any credits issued should appear on a subsequent statement.

If you have returned an item that you purchased and a credit for this item does not appear on the following statement, the cardholder needs to follow-up with the vendor.

4. Items not Received

If a charge appears on your statement for an item ordered but not received, contact the supplier to resolve the matter. Suppliers should not submit charges to J.P. Morgan until goods have been shipped. **If you cannot resolve any of the above matters with the supplier, follow the process for disputes.**

5. Disputes

A dispute exists when a merchant will not accept returned items for credit, duplicate, or erroneous charges exist for which the merchant will not provide credit, when an item is billed incorrectly, or when defective materials have been received. Because JP Morgan Chase purchases are paid in total by the Office of the State Comptroller (OSC) prior to issuance of the JP Morgan Chase summary statements, disputed charges always have to be reconciled and certified.

If the cardholder cannot resolve a dispute with a supplier or there is a charge that is unauthorized or unrecognized on the cardholder's statement, the cardholder must initiate a dispute with JP Morgan Chase by calling Customer Service at 1-800-316-6056 within 60 days of the statement date.

JP Morgan Chase will investigate the dispute on the cardholder's behalf and assist in the resolution. JP Morgan Chase will issue a temporary credit pending final resolution.

The cardholder must also complete the disputed item section on the "Credit Pending/Disputed Item Form". Place a check next to the specific item(s) in question on the statement and provide a complete explanation of the dispute and retain for your reconciliation record.

Following are the required steps to Disputing a Transaction online through the JP Morgan website:

- Select Transactions > Manage. Or, while viewing other information about an account, you can select Take me to > Transaction List - Last 30 Days to see a list of recent transactions for the current account.
- Click the transaction you want to dispute.
- Click Dispute.
- Enter your email address in the E-mail Address field.
- Select a dispute reason from the Dispute Reason list. For a complete list of dispute reasons and additional steps, refer to the table below.
- Click Submit.

Note: On the Transaction List screen, transactions that have been disputed are marked with an icon to indicate the status of the dispute. Click the icon and follow the steps to cancel or resolve your dispute.

 = Dispute in Process

 = Dispute Initiated

 = Dispute Resolved

At the cardholder's request, the P-Card Administrator will provide assistance with supplier disputes. After receiving a complete description of the dispute, the P-Card Administrator will review the dispute and initiate any necessary and appropriate action.

JP Morgan Chase will issue a temporary credit to the cardholder's account when notified of a questioned item. This credit will appear on the cardholder's JP Morgan Chase statement the month following JP Morgan Chase's notification. The credit amount will be subtracted from the new balance.

JP Morgan Chase will issue a permanent credit to the cardholder's account and process the appropriate chargeback for all questioned items resolved in favor of the state agency.

6. Safeguard P-Card Account Number Carefully

It is critical to safeguard the card account number. Do not post it in your workspace or record it in your day planner, etc. Do not give the card number to a vendor for use on a standing order or blanket PO basis. When prompted, do not opt to have vendors save or store card number to help reduce potential fraud if the vendor's system is breached or compromised. The only vendors allowed to keep card information are the printer / copier vendors, James B. Schwab and Usherwood Office Technology, for maintenance and copy charges that occur on a monthly or quarterly basis.

Remember that the account number can be used just like the card itself. If the card is either stolen or misused, resulting in unidentifiable transaction, which are reported on periodic printed or web-based statements, immediately report such action by following instructions for lost or stolen P-Cards.

7. Lending or Sharing P-Card is Strictly Prohibited

The only person entitled to use a P-Card is the person whose name appears on the face of the card. Do not lend your card to another person for any reason. Card assignment to a single named employee of SUNY Fredonia ensures proper internal controls. If the cardholder is going to be absent from the office for an extended period of time (30 days or more), it is advised to have another person trained and receive their own card as backup. During the absence of the cardholder, a department can use alternative procurement methods (i.e. requisition) for procurement of goods or services. *Sharing or lending of a P-Card will result in a minimum 60-day suspension of the p-card and mandatory attendance at a training session of both the cardholder and their supervisor.*

8. P-Card Renewal

New cards are automatically reissued to all active cardholders in good standing. The card expires the last calendar day of the month listed on the card. P-Cards are good for three (3) years. A renewal P-Card is mailed directly to the Purchasing Department. The Purchasing Department will contact the cardholder to set up an appointment for the cardholder to pick up their new card. The cardholder is required to turn in their expired card when they attend that appointment. It is the responsibility of the cardholder to activate the card after picking it up.

9. Merchant Authorization Controls

Cardholders may have a one-time purchase that will require a merchant code override. Requests must be in writing and are typically held for 48 hours.

10. Termination / Cancellation of the P-Card

A card may be terminated or cancelled when the cardholder is no longer employed by SUNY Fredonia or they no longer need a card due to a change in position or scope of their work. The cardholder must contact the Purchasing Department in writing to notify them. A meeting may need to take place to surrender any receipts of procurements that will need to be reconciled on behalf of the cardholder.

11. Changes in Cardholder Status

A cardholder may have a change of their information such as a name change, a department change, etc. It is the responsibility of the cardholder to contact the Purchasing Department when such changes occur.

12. Conflict of Interest

SUNY Fredonia is committed to high ethical standards that require all cardholders and approving supervisors to avoid any transaction or circumstance that enables, potentially enables, or appears to enable a conflict of interest.

Cardholders must not use suppliers (individuals or corporations) of goods and services who are family members (spouse, brothers, sisters (whether whole, half-blood, or step), children (whether natural, adopted, or step), grandchildren, great-grandchildren, spouses of brothers or sisters, where they have a financial interest or economic benefit in any way, or if their personal outside business or other interest could be construed to have an influence when making a supplier selection. Program participants must uphold the Conflict of Interest policies of SUNY Fredonia and not make purchases from any vendors where they personally benefit directly or indirectly.

Cardholders must not accept any gift or gratuity from any source when it is offered, or appears to be offered, to influence cardholder decision-making regarding P-Card purchases.

XII. LOST OR STOLEN PROCUREMENT CARD

All cards are the property of SUNY Fredonia. Any lost or stolen procurement card must be reported immediately to JP Morgan Chase at 1-800-316-6056 OR 1-800-270-7760. The cardholder should be prepared to give their name and account number and card expiration date, if known. Cardholders will also be asked the last four digits of your SUNY ID or NYS ID ("N" number) and a brief explanation surrounding the loss.

Immediately following this verbal notification, the cardholder must also contact the Purchasing Department at 716-673-3438 or via email at Purchasing.Office@fredonia.edu. Failure to comply with this notification process may result in the cardholder becoming personally liable for the fraudulent use of the card.

JP Morgan Chase will take immediate action to cancel the P-Card. A replacement card will be sent to the Purchasing Department within 5 to 7 business days of receipt of notification. Note that the number will be different than your previous card and this may require you to contact any vendors that you have repeat charges with.

Upon receipt of the new P-Card, the Purchasing Department will contact the cardholder so that they can make an appointment to pick up their new card.

XIII. LIABILITY

New York State will be initially liable for all charges to the P-Card except for fraudulent use of the card by a vendor and/or an employee, charges in excess of the single per-transaction limits, and any other limits imposed by participating state agencies.

While New York State will be responsible to JP Morgan Chase for all employee charges associated with the p-card, the cardholders themselves will be responsible to reimburse the State of New York for any charges incurred as a result of misuse or fraudulent use of the p-card.

New York State *will not be liable* for any charges incurred by non-employees. Therefore, it is important to immediately report any lost or stolen procurement cards to JP Morgan Chase. Failure to comply with this notification process may result in the cardholder becoming personally liable for the fraudulent use of the p-card.

XIV. SUSPENSION OF PROCUREMENT CARD PRIVILEGES

Improper use of the P-Card by the cardholder may lead to suspension of all P-Card privileges. **P-Card usage may be audited at any time.** The agency Procurement Card Administrator authorizes all requests for suspension.

A. Misuse or Abuse of the Card

The term "misuse or abuse" means the use of the procurement card outside the employee's authorized parameters (e.g., charges in excess of the permitted limit or for items not for University business).

1st Offense: Both the cardholder and the cardholder's supervisor will be notified of the infraction. The cardholder will be advised to use the card for official purposes only, and within the parameters established by NYS and JP 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.

2nd Offense: All procurement card privileges will be suspended. The cardholder, the cardholder's supervisor, the appropriate Vice President, and the Vice President for Finance and Administration will

be notified of this violation. After a period of three (3) months, the Procurement Card Administrator may elect to reinstate the cardholder's privileges. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

3rd Offense: Any use of the procurement card will be suspended permanently. The cardholder, the cardholder's supervisor, the appropriate Vice President, and the Vice President for Finance and Administration will be notified of this violation. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases. The University may implement further disciplinary action.

B. Fraudulent Use of the Card

The term "fraudulent use" means the use of the procurement card with a deliberately planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the State of New York. The following actions will be taken:

- Immediate suspension of card privileges;
- Removal of cardholder's purchasing authority;
- Mandate employee reimbursement to the state;
- Formal disciplinary action, which may result in termination of employment pursuant to applicable contract provisions or, for Managerial / Confidential designated employees, in accordance with the provision of Section 75 of the Civil Service Law.

C. Employee Separation, Extended Leave, Sabbatical

If the cardholder leaves the University, the procurement card must be returned to the Purchasing Department. The Procurement Card Administrator will direct J.P. Morgan to cancel all procurement card privileges for any cardholder that leaves the University service for any reason. The State will continue to be liable for any charges incurred by the cardholder until JP Morgan Chase is directed to cancel the procurement card.

If the cardholder is on leave for 30 days or more, the P-Card must be suspended. It is the responsibility of the cardholder and their supervisor to contact the Purchasing Department when the cardholder leaves and when they return.

XV. AUDITS OF INDIVIDUAL ACCOUNTS

To ensure the continued success of the P-Card program, audits of a cardholder's transactions will occur. The primary purpose of the audit is to ensure that the correct information is being captured and retained; that the P-Card is being used for allowable transactions; and that the program policies and procedures are in place and being followed.

It is important to note that the agency issuing the p-card and/or the Office of the State Comptroller, may elect to audit any and all procurement card accounts at any time. Performance of these audits

does not require advance notice. Therefore, it is extremely important that all cardholders and departments retain accurate records of all transactions made using their assigned procurement cards.

One of the most significant problems related to the use of the P-Cards is the failure to provide documentation to substantiate a transaction. Audits review those items and may include but are not limited to: Review paperwork to ensure it is maintained properly and reflects a complete procurement record; review of statements to ensure itemized receipts support transactions; review of transactions for appropriateness and allowability; that incorrect billings are handled properly; review of proper justification regarding the nature of the purchase; and that no tax was charged.

Supervisors are required to review, initial, and date the reconciliation page as well as the P-card receipt form of all their department cardholders. No unauthorized purchases will be permitted. Any employee making unauthorized purchases will be subject to appropriate disciplinary action.

Based on the results of the audit, the following may be necessary: a follow-up audit at a future date; reimbursement to the state account from a non-state source for inappropriate transactions; additional training; greater involvement by the appropriate supervisor; suspension of P-Card privileges; or permanent revocation of the P-Card account.

XVI. KEY CONTACT INFORMATION

SUNY Fredonia P-Card Administrators:

Gretchen Fronczak, Director of Purchasing; Email: Gretchen.Fronczak@fredonia.edu

Alicia Klepfer, Office Assistant III at Purchasing; Email: Alicia.Klepfer@fredonia.edu

Purchasing Department Email Purchasing.Office@fredonia.edu; Phone: 673-3438

To report and cancel lost or stolen cards, Supplier Questions,
Dispute/Claims, and Billing questions, Contact

JP Morgan Chase VISA Customer Support, at: 1-800-316-6056

This toll-free number is available 24 hours a day, seven days a week.