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TITLE: Procurement Card Guidelines		REVISION DATE: May 2022

I. Purpose

The purpose of this guideline is to define a procedure for the use of a procurement card.

II. Scope

The use of the procurement card is limited with FredMart being the primary way to facilitate purchases. Procurement cards are only opened for departments that have purchases that are a matter of health and safety or where a division VP has authorized on open card.


The procurement card is a credit card. Although the cardholder’s name appears on the card, the charges are paid by Fredonia. This card is a privilege granted to the cardholder by Fredonia. It is expected that the cardholder will follow the guidelines stipulated through the cardholder manual.

Prior to receiving a procurement card, the employee, along with their supervisor, are required to attend a training program.

III. Procedure

WHO SHOULD HAVE A PROCUREMENT CARD

Departments will identify the employees who are to receive a Procurement Card. **Cards are issued to individuals, not departments.** Each cardholder is responsible for the safeguarding of their card and verifying all charges associated with their department’s specific account number. Departments are not limited in the number of procurement cards that they can have.

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PURCHASING WITH THE CARD

Required Purchasing Practices

- ✓ Funds **must** be available at the time of purchase.
- ✓ Cardholder must establish reasonableness of price.
- ✓ Procurement cards are not for personal charges.
- ✓ All purchases **must** be in compliance with existing State rules and regulations.
- ✓ Use of the procurement card for a transaction must be approved by their division VP.

Payment or Account Reconciliation

- ✓ Citibank will email you a notice that your statement is ready for your review online for expenses incurred during that particular billing cycle. The Purchasing Department will notify you by email when the charges have been transferred into the Albany system and you are able to reconcile.
- ✓ The cardholder **MUST** review the Citibank statement for accuracy, print the statement, and reconcile electronically via the Albany system within five (5) business days of notification from the Purchasing Department.

QUESTIONED ITEMS & RETURNS


Cardholder Responsibilities

Sales Tax - The University is tax exempt. It is the cardholder's responsibility to insure that taxes are not charged on their purchase. If a charge for sales tax appears on the statement, the cardholder should contact the supplier directly to arrange to have this charge reversed and fill out the appropriate documentation.

Returns and Credits - All credits and returns are the responsibility of the cardholder and should be documented. To make a return, contact the supplier directly to determine the proper return procedures. Any credits issued will appear on the present or a subsequent statement.

Items Not Received - If a charge appears on the statement for an item ordered but not received, contact the supplier to resolve the matter. Suppliers should not submit charges until goods have been shipped.

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Please keep in mind, with the convenience of the Procurement Card comes responsibility, not just for ordering and reconciliation but fiscal responsibility.

EXAMPLES OF AUTHORIZED PURCHASES:

- repairs of equipment
- books
- film processing
- printing
- registration for conferences and seminars
- subscriptions, memberships
- shipping charges (UPS, Federal Express, Airborne, etc.)