



# PROCUREMENT CARD (P-CARD) GENERAL GUIDELINES

## AUTHORIZATION and REVIEW of TRANSACTIONS

- The Authorized Approver (see definitions) is responsible for electronically approving cardholder transactions.
- Authorized Approvers may withhold approval of purchases in lieu of additional information; cardholder will then need to provide supplementation information as needed.
- Requests for temporary modifications regarding changes to monthly dollar limits must be submitted in writing by the Authorized Approver (maximum 90 day temporary change).

## RECONCILIATION

- Reconciliation of each transaction (assigning the appropriate budget Activity and Object codes) must be performed on a monthly basis.
- Unreconciled transactions will default to the **71955** Object Code; a request for a journal entry will then be required to transfer the charges to the appropriate Object Code.
- Deadlines for monthly reconciliation are indicated on the UMB Bank Intellilink online reconciliation home page: <https://intellilink.spendmanagement.visa.com>
- Information regarding the item(s) purchased and the business purpose for the transaction must be documented in Intellilink.

## RECEIPTS

- A receipt is required for every transaction conducted with the NYIT P-Card.
- Receipts must be scanned and “attached” to each purchase in Intellilink.

## MISSING RECEIPTS

- Contact the vendor and ask for a duplicate copy.
- If the vendor is unable to provide a duplicate copy, complete the Missing Receipt Affidavit. Be sure to sign the affidavit and obtain the signature of the Authorized Approver.
- The Missing Receipt Affidavit must be included as an attachment for the specific purchase in Intellilink.

## REIMBURSEMENT for PERSONAL PURCHASES

- Personal purchases are strictly prohibited on the NYIT Procurement Card.
- In the event of an unintended personal purchase:
  - Use the **71956** Object Code when you complete your reconciliation.
  - Submit reimbursement to NYIT no later than the fifteenth working day of the month after the end of the billing period (reference the same Activity and Object Code you used when reconciling the transaction on your reimbursement).
  - Include a copy of your UMB VISA statement with your reimbursement.
  - Attach the receipt for the reimbursement with the transaction in Intellilink. (\*see the Policy

and Procedure document for additional details)

## TAX EXEMPTION

- As a non-profit organization, NYIT is exempt from paying New York State sales tax.
- The NYIT NY State Tax Exempt number is printed on each P-Card.
- Be sure to notify the merchant that you are making a tax-exempt purchase **PRIOR TO** the start of the transaction.

## PROHIBITED PURCHASES

- Purchases that are required to be made through centralized departments:
  - NYIT COM
  - IT
    - Technology equipment
    - Software
    - copiers
  - Facilities
    - Furniture
  - Procurement
    - Charter bus/group transportation
    - PayPal and Amazon transactions (see policy document for details)
- Personal purchases are strictly prohibited
- NYIT Bookstore purchases
- NYIT Dining Services (Campus Dining and de Seversky)
- Honorariums or any type of personal compensation
- Capital equipment
- Leases and lease-purchases
- Visas (student visas, work visas, etc.)
- Gift Cards
- Donations to organizations (non-profit or for-profit)
- Chemicals
- Alibaba and eBay transactions

## CARD MISUSE and CONSEQUENCES

- **Card misuse comes with serious consequences.**
- The Vice President of Financial Affairs is responsible for determining consequences in situations involving misuse or abuse in conjunction with General Counsel, Director of Human Resources, and others as appropriate.
- The NYIT P-Card is to be used **solely** by the person to whom it is issued, and can only be used to pay for NYIT-related purchases per NYIT policies and procedures (i.e., Travel Policy).
- Misuse is broadly defined as “using the card in violation of NYIT policies and procedures.” Examples of misuse of the P-Card include, but are not limited to:
  - using the procurement card for personal purchases; or for purchases that are not authorized by NYIT or Authorized Approver;
  - using the procurement card to purchase any goods or services that violate policies or procedures of NYIT, including those items listed as specific exclusions for the procurement card; or which violate any law or regulation to which NYIT must adhere;
  - splitting a transaction to circumvent the authorized transaction limit for the cardholder;

- using multiple cards to circumvent the authorized transaction limit for the cardholder;
  - asking a subordinate to make a purchase for the purpose of circumventing the review and approval process of your transaction by your supervisor or manager;
  - failing to provide required documentation in a timely manner for audit purposes;
  - failure to retain and attach receipts and/or provide information about a specific purchase;
  - giving your card to another individual to use for a purchase: no other person is authorized to use your card;
  - failing to conduct online reconciliation by the deadline stated in Intellilink;
  - failing to approve employees' transactions online by the deadline stated in Intellilink.
- Improper or fraudulent use of the NYIT P-Card may be cause for disciplinary action by NYIT, including:
    - temporary or permanent suspension of P-Card privileges (cardholders whose accounts are suspended will be required to attend a training session to reinstate card privileges);
    - reimbursement to NYIT, to include administrative fees imposed by the bank in connection with misuse;
    - obligation to pay legal fees incurred by NYIT if legal proceedings are initiated to recover amounts owed;
    - written notification to supervisor of violation (retained in employee's personnel and P-Card files);
    - termination of employment from NYIT;
    - criminal prosecution.

CONTACT INFORMATION	
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