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To: Purchasing Card Users  
From: Daniel Dolan  
Date: October 15, 2013  
Subject: CUNYfirst Purchasing Credit Card Directions

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These are the updated procedures for processing credit card requisitions in the new CUNYfirst Procurement System. The P-card 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 managed by the Business Office. The cardholder must adhere to CUNY's procurement policies which are based on City and State procurement guidelines.

As stated in the NYS Procurement Card Agreement form, please do not place charges on the card if you intend to pay from JJC Foundation, Auxiliary Corporation or Student Activities Account. Please contact Helen Cedeno at x8485 for purchases to be made utilizing those funds. Also, please do not place charges intended to be paid from the Minor Repair Account.

If you are receiving a new card you will need to activate your card by calling the number indicated on the sticker attached to the card. Once activated please sign the back of the card. You must log onto the following website to be able to review and print your monthly statement: <https://home.cards.citidirect.com>. Then click on "Self registration for Cardholders." You will need to fill in your name and credit card number where indicated. Please use the following when completing the address:

Address: Accounts Payable  
524 West 59<sup>th</sup> Street  
New York, NY 10019

\* A security question will ask for MMN which is an acronym for mother's maiden name.

Below are the procedures to be followed when using the card. If you have any questions about the card, please call me at x8900.

## Purchasing Card reconciliation and payment

1. The purchasing card holder is responsible for the following actions:
  - a. Review the monthly on-line electronic statement to validate that the charges are accurate.
  - b. Notify both the purchasing card Program Administrator (Dan Dolan) and Citibank VISA of any disputes, fraudulent or erroneous charges.
  
2. Pay the purchasing card statement as follows:
  - a. In order to pay the monthly credit card statement you must first create an “AMOUNT ONLY” requisition for each card. If there is more than one card in a department a separate requisition should be created. After the requisition goes through the approval process the Purchasing Department will create a Purchase Order (PO).
  
  - b. You have two options when creating the requisition: You have the option of submitting a “blanket” requisition that would cover your anticipated credit card expenditures for a period of time (six months or more with the ability to increase or decrease the amount) OR submitting a requisition each month based on the monthly statement. For those departments that will have charges every month (Facilities, DOIT) we strongly encourage you to create a blanket requisition.
  
  - c. Make sure to create an “**AMOUNT ONLY**” requisition in CUNYfirst and use the following:

**Vendor ID#: 2000001460**      Name: CITI – P CARD CITIBANK NA  
(When searching for the vendor name type Citi as the Short Vendor Name)

**Category #: 9999001000**      Description: P-Card Office Supplies

**Unit of Measure: EA** (use each as the Unit of Measure)
  
  - d. Print the month-end purchasing credit card statement that will end on the 7th of each month and complete the “Citibank Visa Purchasing Card Monthly Transaction Log” and/or the “Citibank Visa Purchasing Card Discrepancy Log” if there is a discrepancy. The month-end statement charges should reconcile/correspond to the Monthly Transaction Log. Attach to the requisition before submitting for approval.

e. Once the requisition has been approved and the PO has been created you should create a Receipt in CUNYfirst to make the payment. You should only create one Receipt for the statement you want to pay. Do not create a Receipt for each line item on the Statement. Make sure to attach the statement, transaction log and all other pertinent information as “file attachments” when creating the Receipt. You must also send the original documentation to the Accounts Payable Department as required for audit purposes and note the Receipt # and PO# on the documentation.

Please submit the requisition within 5 business days of the 7<sup>th</sup> of each month. If you have charges on your statement that need to be charged to different departments you must submit a separate requisition for each department highlighting those charges on the month-end statement and Monthly Transaction Log to be charged to that department.

Please remember, as with all POs in CUNYfirst, you must create a Receipt to make a payment. The Accounts Payable Department will not be able to process a payment unless a Receipt has been created in CUNYfirst for that PO.

**To clarify, “In CUNYfirst you must create a Receipt for a PO in order to have it paid. The term Receipt in CUNYfirst should be thought of as approving the invoice/statement for payment (Amount Only PO) or for indicating the items received that should be paid (Quantity Based PO). You will be assigned a Receipt number. You cannot create a Receipt against a requisition.**

If you have any questions please call me at x8900 or e-mail me at [ddolan@jjay.cuny.edu](mailto:ddolan@jjay.cuny.edu).