



Individually Held Procurement Card – Tax Levy



Welcome to the City University of New York Tax Levy Individually Held Procurement Card Program!

Enclosed is your individually held Procurement Card, which is designed to give your department the ability to make purchasing goods and services quickly and efficiently. The Procurement Card can generally be used to make small dollar value, non-recurring purchases in which a formal bid is not required. Together with your Division and/or Department head approver you will be able to immediately make purchases in a timely manner without the need for a requisition and purchase order. A complete description of the types of items that it can be used for is outlined below.

Your responsibilities as the card holder

- To ensure that all purchases made are for a business use and have the approval of the card holder's supervisor. There can be no personal, travel or non-tax levy expenses charged to this card.
- To make purchases on behalf of the department for the business needs of the department and its employees. Only the card holder is authorized to make purchases with the card, however, they can make purchases requested by others.
- To know the College's purchasing policies and procedures (ex. paper for printing is ordered from central stores, mass printing is arranged through the print shop)
- To know your department's OTPS budget and spending needs and to ensure that there are enough funds available to pay for all expenses charged to the card.
- To ensure that the purchase is at the best price and from a responsible vendor and that the total purchase amount does not exceed the limits placed on your card.
- To ensure that **no** sales taxes are charged for any purchase. Purchasing can provide assistance with ensuring that all purchases are tax exempt. Your P card identifies you as a state employee.
- To retain receipts for every purchase and reconcile the monthly credit card statement within 5 business days of receipt.

The types of Purchases that can be charged to the tax levy P card

- Tax levy purchases that are not on CUNYBUY and do not require a formal bid or a signed contract (with the exception of state contracts under certain circumstances) including; supplies and materials, payment for a service or maintenance visit, conference registrations, seminar fees, memberships, advertisements, subscriptions, books, postage, printing and shipping.
- Items that are purchased from Preferred Source vendors (consult with your purchasing agent for information on Preferred Source vendors).
- Any item on state contract that is within the per transaction and monthly limits placed on your card and is **not on CUNYBuy or requires a separately signed agreement or mini bid.**

- Printing services for items that are beyond the scope of work of Lehman College Print Shop (Email from Print Shop must accompany request for payment)
- Equipment Rentals
- Food costs for sponsored events that are not travel related and are in conformance with CUNY's on camps meal guidance and allowances. Food costs that incur credit card fees CANNOT be charged to the p card.

The types of items that cannot be charged to the tax levy P card

- Non-tax levy expenses including Research Foundation. There are separate cards available for non-tax levy and there cannot be any cross over between the accounts.
- Personal or travel expenses. Card holders who use the card for these purposes will forfeit their card.
- Lodging, transportation, fuel, meals or any other costs pertaining to overnight or daily travel. These purchases must be placed on the Travel Card of the traveler.
- You may not use the card for cash advances.
- Any item on CUNYBuy.
- Any item that is on a contract or requires a signed contract, with the exception being items on a state contract as indicated in permitted uses.
- Any item that requires an inspection or tagging, coordination with another department and/or needs to be accounted for as a fixed asset of the College including, equipment, furniture, telephones, computers and software.
- Recurring charges – Please see Purchasing for guidance on how to pay for recurring charges.
- Any p card purchase that incurs a credit card processing fee or surcharge.
- Sales tax, fines, fees or any other type of expense that the college would not normally be liable for.

Accounting for your purchases

- Each card user and department supervisor are responsible for ensuring that the proper allocation of OTPS funds are available to make a purchase prior to making the transaction.
- A monthly log recording each expense and the budget codes to be charged should be maintained in order to make the monthly reconciliation process quick and easy.
- Please note that although the credit card bill will be paid by Accounts Payable immediately upon receipt, your department's OTPS budget will not be charged for these expenses until your monthly credit card reconciliation is complete. For this reason, credit card reconciliations must be completed within (5) business days of receiving the CUNYfirst reconciliation notification. Please account for this lag when monitoring your expenses against budget. Failure to reconcile timely will result in forfeiture of the card.
- The receipts from each credit card transaction must be uploaded into CUNYfirst as part of your reconciliation.
- You may not exceed your OTPS budget allocation; if needed a transfer request must be made via the Budget Office prior to making the purchase.

Please know that the P card is intended to make purchasing quicker and easier and that the Purchasing Department is always available to assist you as well as answer any questions concerning purchasing procedures and the use of this card. When in doubt call (718) 960-8261.

Thank you for joining this program.