P-Card Training Module

- Basic overview of the P-Card
- How to setup your P-Card & Amazon Business
- How to reconcile & certify your P-Card
# Allowable & Non-Allowable Purchases

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Non-Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies, Equipment, Furniture</td>
<td>Travel, Gas, Hotels</td>
</tr>
<tr>
<td>Computers, Books</td>
<td>Gift cards</td>
</tr>
<tr>
<td>Conference Registration and Fees</td>
<td>Office Decorations</td>
</tr>
<tr>
<td>Memberships w/ Justification Memo</td>
<td>Alcohol</td>
</tr>
<tr>
<td>Food w/ a Food Justification Form</td>
<td>Office Parties</td>
</tr>
</tbody>
</table>
Basic P-Card Rules

• The person’s name on the P-Card is the only person authorized to use the card.
• Per Transaction Limit is $2500 & Monthly Limit is $5000.
• P-Card cycle runs from the 7th of the month to the 6th of the following month. (Example 01/07/2018 – 02/06/2018).
Supplemental Forms to Submit with Reconciliation

Food Justification Form

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Purchase Date</th>
<th>Event</th>
<th>Reason</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Missing Transaction Form

INGHAMTON UNIVERSITY
CERTIFICATION OF UNAVAILABLE TRANSACTION DOCUMENTATION

INFORMATION
Name: ______________________
Merchant Name: ______________________
Date of Purchase: ________

DESCRIPTION: QUANTITY: COST OF PURCHASE

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

Attach any additional information, correspondence or justification about this transaction.
If the merchant repeatedly does not provide documentation, notify the Business Office.

CERTIFICATION SIGNATURE

Employee Signature: ______________________ Date: ________

Supervisor’s Signature: ______________________ Date: ________
Receiving & Activating your P-Card
Recommended to carry sales tax exemption letter when ever using the P-Card.

You should never be charged sales tax.

Vendor is looking for the Federal ID # & Sales Tax Exemption # when removing tax from P-Card purchases.
Amazon Business Setup & Rules

**Invitation Email**

--- Forwarded message ---

From: Amazon.com <ao-recolv@amazon.com>
Date: Fri, Jan 26, 2018 at 6:20 PM
Subject: Welcome to Amazon Business
To:

Amazon (Ab-services-binghamton@amazon.com) has invited you to purchase on behalf of Binghamton University.

Amazon Business allows you to shop on Amazon using your organization’s multi-user business account and track spending. Find what you need among the millions of business products on Amazon and get business pricing on select Items.

![Accept the Invitation button](button.png)

Thank you for choosing Amazon Business.

Amazon.com | Help

---

**Information on Amazon Business Email**

<table>
<thead>
<tr>
<th>Message</th>
<th>Binghamton U - Amazon Business FAQ/DIY (702 KB)</th>
</tr>
</thead>
</table>

Hello Cardholders,

We are excited to announce a new purchasing program between Binghamton University and Amazon Business. The categories listed below have been approved for purchase University wide:

<table>
<thead>
<tr>
<th>Books</th>
<th>Home and Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Musical Instruments</td>
</tr>
<tr>
<td>Classroom, School, Art Supplies and materials</td>
<td>Animal Supplies, Equipment and Food</td>
</tr>
<tr>
<td>Audio Visual and Electronics</td>
<td>Clothing and Uniforms</td>
</tr>
<tr>
<td>Scientific Equipment and Lab Supplies</td>
<td>Miscellaneous, Hard to Find Items</td>
</tr>
</tbody>
</table>

Shopping on Amazon Business is as simple and user friendly as Amazon.com. As an added benefit, you will have immediate access to:

- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
- Business Pricing and quantity discounts on millions of items
- Access to a specialized business only Customer Service team at 855-489-2860

**ACTION REQUIRED:** You will receive a registration email for the Binghamton University Amazon Business account shortly. This email will come directly from Amazon.com, and will contain simple instructions to register your account. Don’t delay. Even if you’re not purchasing on Amazon today, the activation period is time sensitive so you must take action.

All Amazon accounts and purchases must be consolidated to the centralized Binghamton University Amazon Business account. For more information, please see the attached reference guide or watch the accompanying video to [Get started with Amazon Business](#). For questions, contact the Amazon Business Customer Service team at 855-489-2860.

Regards,

John Gallant
P-Card Website

https://www.binghamton.edu/offices/purchasing/p-card.html
Signing Into The P-Card Website

A. Employee Services Portal

B. SUNY Secure

C. Cardholder Statement
Obtaining The Last Four Digits Of Your SUNY ID Number
Obtaining The Last Four Digits Of Your SUNY ID Number Continued

Welcome to SUNY Financials P-Card! Please take a moment to customize your personal settings below. You may return to this page at any time from the link on the top right side of the page.

Login Information
Your SUNY ID: Change
Your SCSO ID: Change

General Settings
Home Page: Cardholder Statement

Cardholder Settings
Cardholder Name: TRICIA I. WOODEN
Phone Number: (607) 777.3164
E-mail Address: TWOODEN@BINGHAMTON.EDU
Default Account Number: 8607600000 - PURCHASING
Notes:

Notification Settings
Notify me when my card statement is ready for certification

Save  Return to Home
## General Overview Of The P-Card System / How To Change Account Numbers

### Statement View
- **Select Period:** Mar 07 2015 - Apr 06 2015 (Not Certified)

### Statement Information
- **Statement Date:** April 6, 2015
- **Cardholder Name:**
- **Statement Transaction Count:** 3

### Statement Detail
- **Vendor Name:** RACHELS MEDITERRANEAN
  - **Trans. Description:** Eating Places, Restaurants
  - **Account Number(s):** 9001740000
  - **Trans. Amount:** $176.00
  - **Funding Amount:** $176.00
  - **Actions:** Edit
- **Vendor Name:** RACHELS MEDITERRANEAN
  - **Trans. Description:** Eating Places, Restaurants
  - **Account Number(s):** 9001740000
  - **Trans. Amount:** $186.25
  - **Funding Amount:** $186.25
  - **Actions:** Edit
- **Vendor Name:** TOPS MARKETS #042
  - **Trans. Description:** Grocery Stores, Supermarkets
  - **Account Number(s):** 9001740000
  - **Trans. Amount:** $14.99
  - **Funding Amount:** $14.99
  - **Actions:** Edit

**Statement Funding Total:** $377.24

**Funding Total:** $377.24
General Overview Of The P-Card System / How To Change Account Numbers

Transaction Details:
- Purchase Date: 03/28/2015
- VISA Ref Number: 24769335088130888540631
- Amount: $186.25
- Vendor Name: RACHELS MEDITERRANEAN
- City: AMHERST
- State: NY
- ZIP: 142280000
- Country: US
- Commodity Code: 
- P-Contract Number: 

Funding Information:
- Account Number: 9001740000
- Fiscal Year: 2014
- Sub Object: 534000
- Amount: $186.25
- Description: 

[Arrow pointing to edit funding button]
General Overview Of The P-Card System / How To Change Account Numbers

$100.00
You can only use State and IFR accounts in the P-Card system!
General Overview Of The P-Card System / How To Change Account Numbers
# How To Certify Your P-Card Statement

To certify your P-Card statement, follow these steps:

1. **Select Period**
   - Statement Cycle: Mar 07 2015 - Apr 05 2015 (Not Certified)

2. **Statement Information**
   - Statement Date: April 6, 2015
   - Cardholder Name: [Redacted]
   - Statement Transaction Count: 3
   - Cardholder Certification: Not Certified
   - Default Account: 90017400000
   - SFS Journal Number: P004186

3. **Statement Detail**
   - 03/22/2015: TOPS MARKETS #042, Grocery Stores, Supermarkets, 9001740000, $14.99, $14.99
   - 03/31/2015: RACHELS MEDITERRANEAN, Eating Places, Restaurants, 9001740000, $176.00, $176.00
   - 03/28/2015: RACHELS MEDITERRANEAN, Eating Places, Restaurants, 9001740000, 8608855000, $186.25, $186.25

4. **Certify**
   - Click the **Certify** button to complete the certification process.
How To Certify Your P-Card Statement

IMPORTANT - Please Read

I certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Date: June 25, 2015

Certification Reason/Comments:

Certify  Cancel
How To Certify Your P-Card Statement

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Vendor Name</th>
<th>Trans. Description</th>
<th>Account Number(s)</th>
<th>Trans. Amount</th>
<th>Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/22/2015</td>
<td>TOPS MARKETS #042</td>
<td>Grocery Stores, Supermarkets</td>
<td>9001740000</td>
<td>$14.99</td>
<td>$14.99</td>
</tr>
<tr>
<td>03/31/2015</td>
<td>RACHEL'S MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000</td>
<td>$176.00</td>
<td>$176.00</td>
</tr>
<tr>
<td>03/28/2015</td>
<td>RACHEL'S MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000 9608650000</td>
<td>$186.25</td>
<td>$186.25</td>
</tr>
</tbody>
</table>

Statement/Funding Total: $377.24
$377.24
How To Certify Your P-Card Statement

Statement Information

Billing Period: 03/07/2015 to 04/06/2015
Transaction Count: 3
Statement Amount: $377.24
Cardholder Name: W080573
Certified
Certification Status: 04/12/2015

I, LOUISA M HOLMES, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Cardholder Sign: ____________________________
Date: ____________________________
Supervisor Sign: ____________________________
Date: ____________________________
Comments: ____________________________

Print
How To Certify Your P-Card Statement

Statement View

Select Period

Statement Date: April 6, 2015
Cardholder Name:
Statement Transaction Count: 3

Statement Information

Cardholder Certification: Not Certified
Default Account: 9001740000
SFS Journal Number: P004186

Statement Detail

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Vendor Name</th>
<th>Trans. Description</th>
<th>Account Number(s)</th>
<th>Trans. Amount</th>
<th>Funding Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/22/2015</td>
<td>TOPS MARKETS #042</td>
<td>Grocery Stores, Supermarkets</td>
<td>9001740000</td>
<td>$14.99</td>
<td>$14.99</td>
<td>Edit</td>
</tr>
<tr>
<td>03/31/2015</td>
<td>RACHELS MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000</td>
<td>$176.00</td>
<td>$176.00</td>
<td>Edit</td>
</tr>
<tr>
<td>03/28/2015</td>
<td>RACHELS MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000 8608850090</td>
<td>$186.25</td>
<td>$186.25</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Statement/Funding Total: $377.24 $377.24

Uncertify Cert Print
Reconciliation Packet

• **Certification Page** no signatures necessary on this page.
• Print Screen of your **Statement Page** with all your transactions.
• **Original Receipts**
• **Food Justification Form** if any food purchases for the period.
• **Missing Transaction Form** if missing any receipts for the period.
How To Uncertify Your P-Card Statement

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Vendor Name</th>
<th>Trans. Description</th>
<th>Account Number(s)</th>
<th>Trans. Amount</th>
<th>Funding Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/22/2015</td>
<td>TOPS MARKETS #042</td>
<td>Grocery Stores, Supermarkets</td>
<td>9001740000</td>
<td>$14.99</td>
<td>$14.99</td>
<td>Edit</td>
</tr>
<tr>
<td>03/31/2015</td>
<td>RACHELS MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000</td>
<td>$176.00</td>
<td>$176.00</td>
<td>Edit</td>
</tr>
<tr>
<td>03/28/2015</td>
<td>RACHELS MEDITERRANEAN</td>
<td>Eating Places, Restaurants</td>
<td>9001740000 8608850000</td>
<td>$186.25</td>
<td>$186.25</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Statement/Funding Total: $377.24 $377.24

[Uncertify] [Cert Print]
New Electronic P-Card Submission System

• Starting with the period 07/07/2020 – 08/06/2020 ALL P-Card Reconciliation Packets must be submitted through the new Electronic P-Card Submission System.
• No longer accepting hard copy paper packets after the above period.
• New system will eliminate the need for wet signatures.
• New system will allow for easy document retrieval of all past P-Card Reconciliation Packets.
New Electronic P-Card Submission System

https://www.binghamton.edu/offices/purchasing/p-card.html

Procurement Card (P-Card)

Purchases up to $2,500 may be made using a New York State Citibank Visa credit card. The procurement card may be used to purchase goods at stores or on the Internet. Monthly, cardholders certify statements online, submit them to their managers for approval and mail them to the Purchasing Department with receipts. All cardholders must receive training in New York State procurement guidelines prior to card issuance.

The Purchasing Department, as part of the governor's initiative, encourages use of the procurement card as a low-cost alternative to requisitions and purchase orders.

To apply for a procurement card, print and complete the forms next to the check marks on the application form, and submit to the Purchasing Department.

Additional Information

Application and Login

- P-Card Application (.pdf)
- P-Card System Sign-on
- Electronic P-Card Submission System
Welcome John T to your P-Card Submissions Online Dashboard!

You may submit a new P-Card Packet here.

Previously Submitted Packets:

- **February 7 - March 6, 2020** (Processing)
  - Attachments: CITIBANK Athletics September 2017

- **January 7 - February 6, 2020** (Processed)
  - Attachments: CITIBANK Admissions September 2017
New Electronic P-Card Submission System

P-Card Reconciliation Process

This P-Card reconciliation form is being submitted for John T Gallent. If you are not John T Gallent, or are submitting a P-Card reconciliation for someone other than John T Gallent, please do not submit this form.

Period
Please Select A Range

Year Of First Date
Please Select A Year

Supervisor
Please search for the person (above) who signed your P-Card Application and approves your purchases. (Immediate Supervisor)

If you are using startup funds, please route to "Julian Johnson" or "Tyler Whiting" in the Research Foundation.

Use the box below to upload documents:
Please include the following required documents:
- Certification Page (No Signatures Necessary)
- Statement Page (Screenshot from SUNY System)
- Receipts

Additionally, include as needed:
- Food Justifications
- Missing Transaction Form
- Additional Backup / Explanation

Please click the "Submit" below once all files have been attached to send to your supervisor for approval.

D

E

Drop files here to upload
New Electronic P-Card Submission System

Submitted by:
John T Galleng

Status: Open
State: supervisor_approval
Original Submission: 07/02/2020 @ 4:19pm
Last Action: 07/02/2020 @ 4:19pm
Assignee: Matthew P Schofield (user)
Submission ID: 21586

This P-Card Packet submission is for: March 7 - April 6, 2020, as submitted by John T Galleng, who reports to Matthew P Schofield (supervisor).

Notice to Supervisors of P-Card Holders:
Please verify the following before approving the P-Card Submission:
• Certification Page (No Signatures Necessary)
• Statement Page (Screenshot from SUNY System)
• Receipts

Additionally, the following may be required as needed:
• Food Justifications
• Missing Transaction Form
• Additional Backup / Explanation

If everything looks correct, please click the [Approve] Button (above)
If any documentation is missing, please return to cardholder by clicking the [Prune] Button (above)

Attachments
March 2020 Citibank Statement
application/pdf
New Electronic P-Card Submission System

This P-Card Packet submission is for March 7 - April 6, 2020, as submitted by John T Gallent, who reports to Matthew P Schofield (supervisor).

Notice to Supervisors of P-Card Holders:

Please verify the following before approving the P-Card Submission:
- Certification Page (No Signatures Necessary)
- Statement Page (Screenshot from SUNY System)
- Receipts

Additionally, the following may be required as needed:
- Food Justifications
- Missing Transaction Form
- Additional Backup / Explanation

If everything looks correct, please click the Approve Button (above).
If any documentation is missing, please return to cardholder by clicking the Require Update Button (above).
New Electronic P-Card Submission System

Welcome John T to your P-Card Submissions Online Dashboard!

You may submit a new P-Card Packet here.

Previously Submitted Packets:

- March 7 - April 6, 2020 (Processing)
  Attachments: March 2020 CitiBank Statement, March 2020 CitiBank Statement Details

- February 7 - March 6, 2020 (Processing)
  Attachments: CITIBANK Employees September 2017

- January 7 - February 6, 2020 (Processed)
  Attachments: CITIBANK Employees September 2017

https://my.binghamton.edu/app/purchasing_eforms/my-pcard
New Electronic P-Card Submission System

- Please do not submit the same period more than once.

- If you notice something wrong with your packet after it is approved by purchasing please contact the purchasing office.
Purchases up to $2,500 may be made using a New York State Citibank Visa credit card. The procurement card may be used to purchase goods at stores or on the Internet. Monthly, cardholders certify statements online, submit them to their managers for approval and mail them to the Purchasing Department with receipts. All cardholders must receive training in New York State procurement guidelines prior to card issuance.

The Purchasing Department, as part of the governor’s initiative, encourages use of the procurement card as a low-cost alternative to requisitions and purchase orders.

To apply for a procurement card, print and complete the lines next to the check marks on the application form, and submit to the Purchasing Department.

Additional Information

Application and Login

- [P-Card Application (.pdf)]
- [P-Card System Sign-on]

Forms and Documentation

- [P-Card Manual (.pdf)]
- [P-Card Certification / Account Change Instructions (single slide per page) (.pdf)]
- [P-Card Certification / Account Change Instructions (6 slides per page) (.pdf)]
- [P-Card Food Justification Form (.docx)]
- [P-Card Missing Transaction Form (.pdf)]

Additional References

- [Sales and Use Tax Exemption Letter From New York State Department of Taxation and Finance (.pdf)]
- [State University Procurement Card Policy and Guidelines (.pdf)]
- [P-Card Refresher Course Powerpoint]
THANK YOU!

Send an email to jgallent@binghamton.edu