

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

Allowable

- Supplies, Equipment, Furniture
- Computers, Books
- Conference Registration and Fees
- Memberships w/ Justification Memo
- Food w/ a Food Justification Form

Non-Allowable

- Travel, Gas, Hotels
- Gift cards
- Office Decorations
- Alcohol
- Office Parties

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

P-Card Meal Purchase Justification Sheet

Vendor	Purchase Date	Event	Reason	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Missing Transaction Form

BINGHAMTON UNIVERSITY CERTIFICATION OF UNAVAILABLE TRANSACTION DOCUMENTATION

This form is required for any procurement card, travel credit card or reimbursable expense that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of credit card privileges or the denial of a reimbursement request.

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

- All items purchased were for University use and no personal purchases were made
- I will not seek reimbursement for this transaction (procurement or travel card purchases)
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in suspension of my credit card privileges or a denial of my reimbursement request

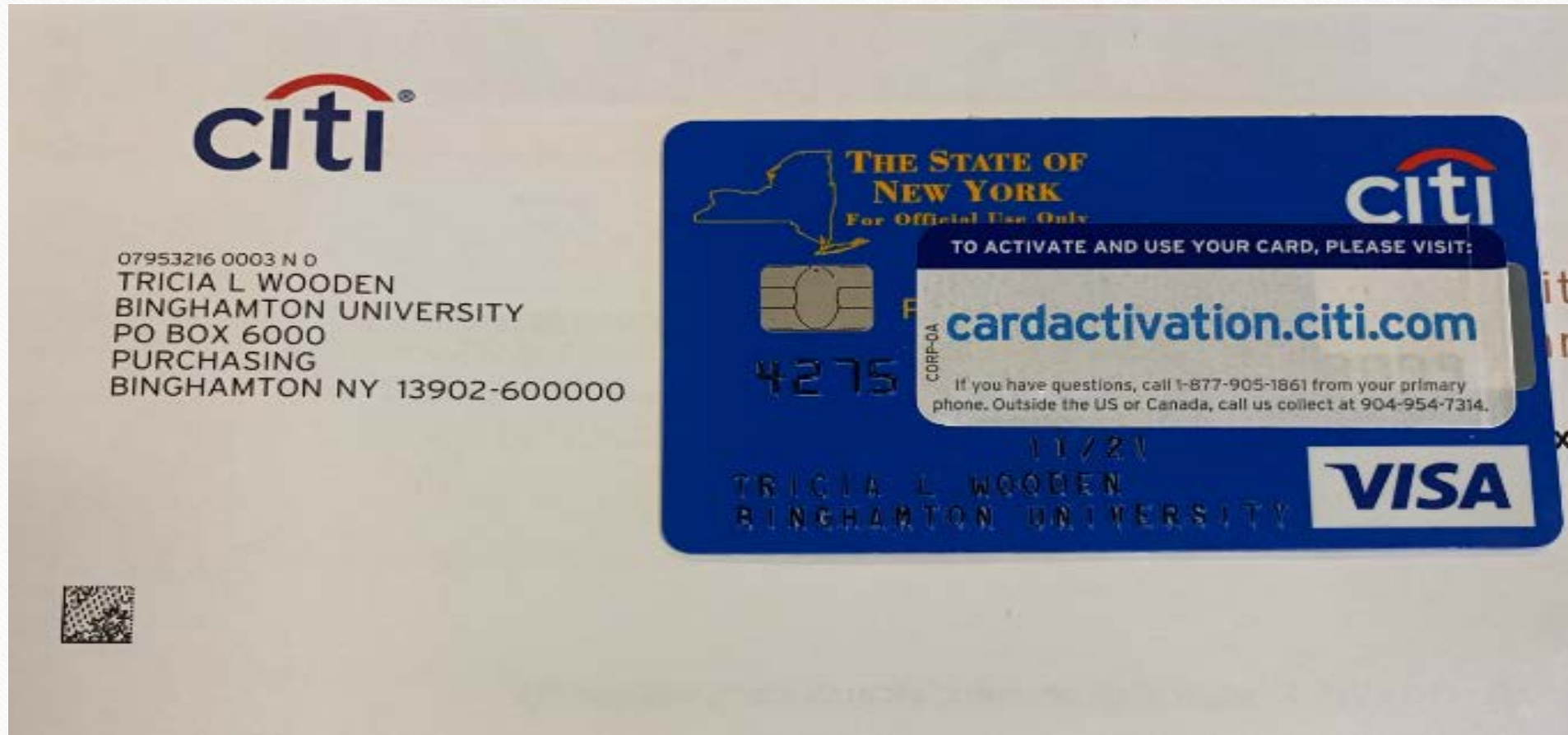
Employee Signature

Date

Supervisor's Signature

Date

Receiving & Activating your P-Card



Sales Tax Rules

- 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.



Department of
Taxation and Finance

June 15, 2017

Federal ID # 14-6013200

State University of New York
Binghamton University
PO Box 6000
Binghamton NY 13902

Sales Tax Exempt # 23-1354443

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, State University of New York, from the payment of New York State and local sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the State University of New York may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that State University of New York is the purchaser, and this letter are the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at www.tax.ny.gov.

New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax Exempt Organizations Unit

Amazon Business Setup & Rules

Invitation Email

----- Forwarded message -----
From: **Amazon.com** <no-reply@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

Thank you for choosing Amazon Business.

[Amazon.com](#) | [Help](#)

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.

Information on Amazon Business Email

Message Binghamton U - Amazon Business FAQ.DOCX (703 KB)

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:

Books	Home and Kitchen
Office Supplies	Musical Instruments
Classroom, School, Art Supplies and materials	Animal Supplies, Equipment and Food
Audio Visual and Electronics	Clothing and Uniforms
Scientific Equipment and Lab Supplies	Miscellaneous, Hard to Find Items

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 866.486.2360

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 videos to [Get started with Amazon Business](#). For questions, contact the Amazon Business Customer Service team at 866.486.2360.

Regards,

John Gallent

P-Card Website

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



PROCUREMENT CARD (P-CARD)

Home > Purchasing Office > 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 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](#)
- [P-Card Refresher Course Powerpoint](#)

Purchasing Office

- Purchasing Procedures
- Revenue Contract Procedures
- Vendor Selection
- Independent Contractors
- Procurement Card (P-Card)**
- Insurance
- Public Bids
- Project Sunlight
- Van Safety Guidelines
- Contact

Signing Into The P-Card Website

SUNY SECURE
Employee Services Portal

Business Systems Applications E-Business Services Enrollment Management

[Finance & Management System Announcement](#)
[Human Resource Systems](#)
[DL Inquiry Form](#)
[JCOPE - Financial Statement Disclosure Filing \(NYS Directory Services\)](#)

Training/Presentation Materials

Data Transfer System - SUNY Emergency Alert
Presentation Materials - Demonstrations - Documents

University Systems Strategic Business Plan
SUBOA Working Committee Status Meetings

Finance and Management
[BI Finance Training Documents and Procedures](#)
[WebLegacy Training Documents and Procedures](#)

Institutional Research
[Academic Programs Enterprise System \(APES\) Campus View Demonstration](#)
[Data Transfer System \(DTS\) Demonstration](#)
[Institutional Research SUNY Management Resource Tool \(SMRT\) Demonstration](#)
[SUNY Business Intelligence Initiative \(SBI\) Dashboard Basics Training](#)

Security
[Security Administration Tool Manual](#)
[Security Administration Tool Web Training](#)

SUNY Web Site Content Management
[OmniUpdate Web-based Training](#)
[Web Navigation Application Training](#)

Employee Directory

The online directory provides the ability to search
[SUNY Campus Directories](#)
Enter one or more search criteria.

Last Name:
First Name:

SUNY SECURE Welcome: JGALLEN Campus: 28020 - SUNY Binghamton
SUNY Financials

Finance ▾ Human Resources ▾ HR Home

Procurement Procurement Card

Item Requisition Department Maintenance
Misc Requisition Cardholder Maintenance
Item Purchase Order

Cardholder Statement
Campus Statements

SUNY Contract
Batch Printing

Receiving
Receiving Process

Workflow
Manage Approval Trees

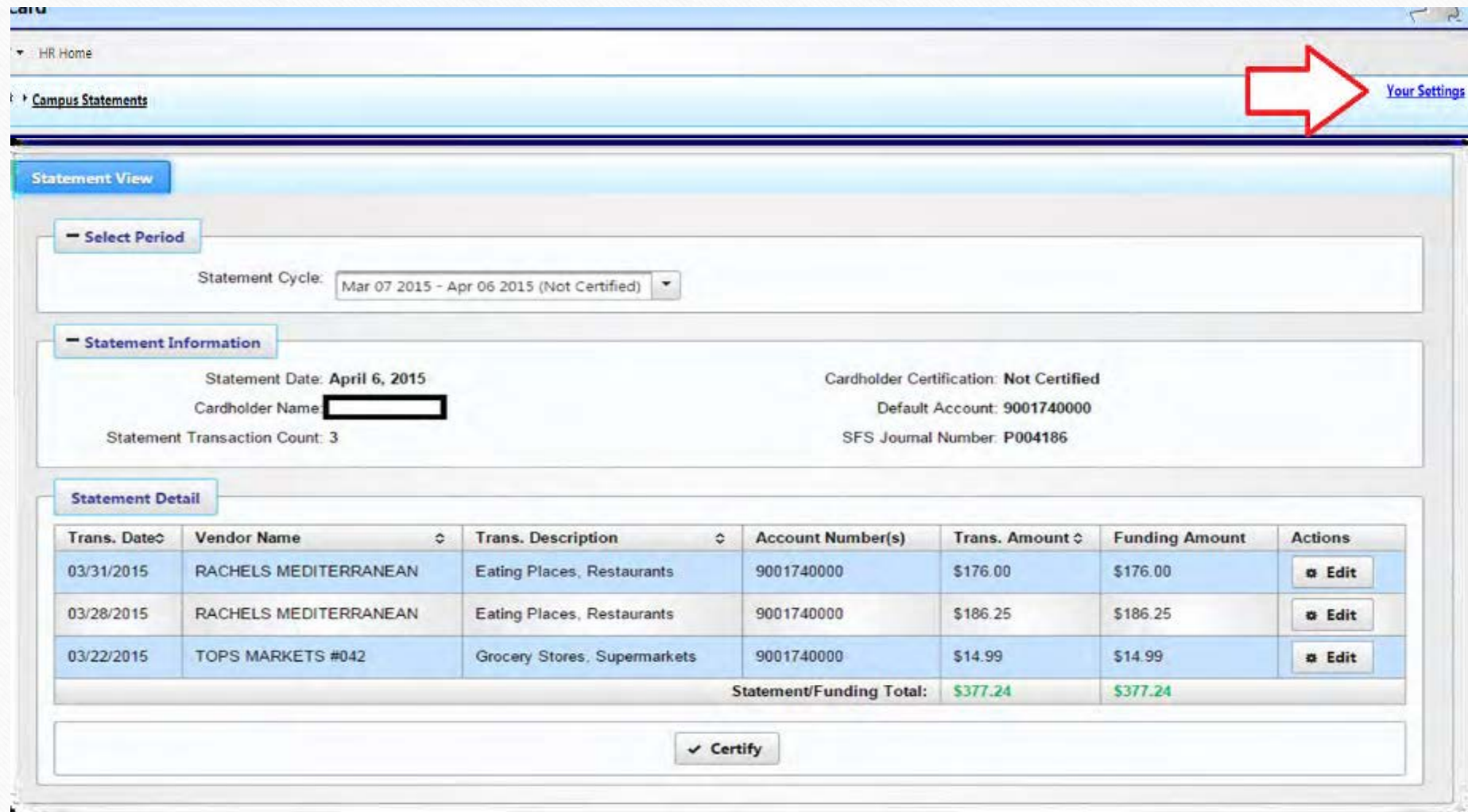
To SUNY Financials

Document Search

(1 of 1)

Document Number	Document Type	Do
1 results found.		
(1 of 1)		

Obtaining The Last Four Digits Of Your SUNY ID Number



The screenshot shows a web application interface for SUNY ID management. At the top, there is a navigation bar with 'HR Home' and 'Campus Statements' links. A red arrow points to the 'Your Settings' link in the top right corner. Below the navigation bar, the 'Statement View' section is active. It contains three sub-sections: 'Select Period', 'Statement Information', and 'Statement Detail'. The 'Select Period' section shows a dropdown for 'Statement Cycle' set to 'Mar 07 2015 - Apr 06 2015 (Not Certified)'. The 'Statement Information' section displays 'Statement Date: April 6, 2015', 'Cardholder Name' (redacted), 'Statement Transaction Count: 3', 'Cardholder Certification: Not Certified', 'Default Account: 9001740000', and 'SFS Journal Number: P004186'. The 'Statement Detail' section contains a table with transaction data and a 'Certify' button at the bottom.

HR Home

Campus Statements

Your Settings

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified)

Statement Information

Statement Date: April 6, 2015

Cardholder Name: [REDACTED]

Statement Transaction Count: 3

Cardholder Certification: Not Certified

Default Account: 9001740000

SFS Journal Number: P004186

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$186.25	\$186.25	Edit
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
Statement/Funding Total:				\$377.24	\$377.24	

✓ Certify

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

NOTE: If any of the below contact information is incorrect, please contact your Program Administrator.

Cardholder Name: TRICIA L WOODEN Card Number: *****
Phone Number: (507) 777-2184 E-mail Address: TWOODEN@BINGHAMTON.EDU

Default Account Number: 8607600000 - PURCHASING

Notes:

Notification Settings

☒ Notify me when my card statement is ready for certification

General Overview Of The P-Card System / How To Change Account Numbers

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified) **A**

Statement Information

Statement Date: April 6, 2015
Cardholder Name: **B**
Statement Transaction Count: 3
Cardholder Certification: Not Certified
Default Account: 9001740000
SFS Journal Number: P004186

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$186.25	\$186.25	Edit C
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
Statement/Funding Total:				\$377.24	\$377.24	

☒ Certify

General Overview Of The P-Card System / How To Change Account

Transaction Details

Purchase Date:

VISA Ref Number: Amount:

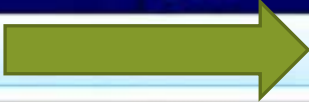
Vendor Name:

City: State: ZIP: Country:

Commodity Code: P-Contract Number:

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	9001740000	2014	534000	\$186.25	



General Overview Of The P-Card System / How To Change Account Numbers


Funding Line

* Account Number: 9001740000 -


* Sub Object Code: 534000 - FOOD AND BEVERAGE

* Fiscal Year: 2014 * Amount: ~~\$186.25~~ \$100.00

Funding Description:



General Overview Of The P-Card System / How To Change Account Numbers

 Added/Updated Funding Successfully

Funding Line

* Account Number:

* Sub Object Code:

* Fiscal Year: * Amount:


Funding Description:

REMEMBER



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

 Added/Updated Funding Successfully

Transaction Details

Purchase Date:

VISA Ref Number: Amount:


Vendor Name:


City: State: ZIP: Country:

Commodity Code: P-Contract Number:

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input type="radio"/>	9001740000	2014	534000	\$100.00	First split
<input type="radio"/>	8608850000	2014	534000	\$86.25	Second split

 Edit Funding



How To Certify Your P-Card Statement

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified) ▼

Statement Information

Statement Date: April 6, 2015

Cardholder Name:

Statement Transaction Count: 3


Cardholder Certification: Not Certified

Default Account: 9001740000

SFS Journal Number: P004186

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000 8608850000	\$186.25	\$186.25	Edit
Statement/Funding Total:				\$377.24	\$377.24	

 [✓ Certify](#)

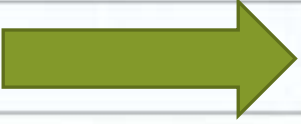
How To Certify Your P-Card Statement

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:





How To Certify Your P-Card Statement

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified) ▼


Statement Information

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

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

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000 8608850000	\$186.25	\$186.25	Edit
Statement/Funding Total:				\$377.24	\$377.24	



How To Certify Your P-Card Statement

Statement Summary - Mozilla Firefox

https://www.suny.edu/pcard/summary/statement-summary.jsf?id=122112

Statement Information

Billing Period: 03/07/2015 to 04/06/2015	Cardholder Name:
Transaction Count: 3	SFS Journal Number: WO80573
Statement Amount: \$377.24	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 Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified)

Statement Information

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

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

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000 8608850000	\$186.25	\$186.25	Edit
Statement/Funding Total:				\$377.24	\$377.24	

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

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified)

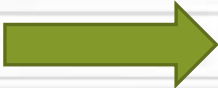
Statement Information

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

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

Statement Detail

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

[Home](#) > [Purchasing Office](#) > [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 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](#)
- [Electronic P-Card Submission System](#)

Purchasing Office

[Purchasing Procedures](#)

[Revenue Contract Procedures](#)

[Vendor Selection](#)

[Independent Contractors](#)

[Procurement Card \(P-Card\)](#)

[Insurance](#)

[Public Bids](#)

[Project Sunlight](#)

[Van Safety Guidelines](#)

[Contact](#)

New Electronic P-Card Submission System

[MAIN](#) [CAMPUS LIFE](#) [NEWS / EVENTS](#) [TOOLS](#) [FINE ARTS PRACTICUM LISTINGS](#) [OTHER ▾](#)

My P-Card Packets

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

View Details

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

View Details

New Electronic P-Card Submission System

P-Card Reconciliation Process

All Changes Saved

Form

Attachments

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.

✕ Clear

Submit

Drop files here to upload

New Electronic P-Card Submission System

John T Gallent (Originator)

supervisor_approval

(a few seconds ago)

History

submit by John T Gallent

(a few seconds ago)

origin



supervisor_approval

March 2020 Citibank Statement

Attached by John T Gallent

(a few seconds ago)

Submitted by

John T Gallent

Status Open

State supervisor_approval

Original Submission 07/02/20 @ 4:19pm

Last Action 07/02/20 @ 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 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 [Request Update](#) Button (above)

Attachments



March 2020 Citibank Statement

application/pdf

2020-07-02 16:19:50


New Electronic P-Card Submission System


John T Gallent (Originator) supervisor_approval (5 days ago)

History

submit by John T Gallent (5 days ago)

origin → supervisor_approval



 March 2020 Citibank Statement
Attached by John T Gallent (5 days ago)

 A

John T Gallent

Status	Open
State	supervisor_approval
Original Submission	07/02/20 @ 4:19pm
Last Action	07/02/20 @ 4:19pm
Assignee	Matthew P Schofield (user)
Submission ID	21586

Available Actions

 B Request Update Approve  C

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).

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Additionally, the following may be required as needed:

- Food Justifications
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- Additional Backup / Explanation

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If any documentation is missing, please return to cardholder by clicking the Request Update Button (above)

Attachments

 March 2020 Citibank Statement
application/pdf

New Electronic P-Card Submission System

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March 7 - April 6, 2020 (Processing)

Attachments: March 2020 Citibank Statement | March 2020 Citibank Statement Details



[View Details](#)

February 7 - March 6, 2020 (Processing)

Attachments: CITIBANK Athletics September 2017

[View Details](#)

January 7 - February 6, 2020 (Processed)

Attachments: CITIBANK Admissions September 2017

[View Details](#)

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.



Binghamton University P-Card Website

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



[Home](#) > [Purchasing Office](#) > [Procurement Card \(P-Card\)](#)

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- [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](#)
- [P-Card Refresher Course Powerpoint](#)

Purchasing Office

- [Purchasing Procedures](#)
- [Revenue Contract Procedures](#)
- [Vendor Selection](#)
- [Independent Contractors](#)
- [Procurement Card \(P-Card\)](#)
- [Insurance](#)
- [Public Bids](#)
- [Project Sunlight](#)
- [Van Safety Guidelines](#)
- [Contact](#)



THANK YOU!



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