

Draft copy of Policy & Procedure Manual
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Purchase College
State University of New York
Purchasing & Accounts Payable Office
735 Anderson Hill Road
Purchase, NY 10577-1400
(914) 251-6070 Office
(914) 251-6075 Fax

TABLE OF CONTENTS

	<u>Section</u>
Statement of Purchasing Policy.....	C-1
Mandated Vendor Sources	C-2
General Policies	C-3
Procuring Goods and Services	C-4
Preparation of Purchase Requisition	C-5
Procurement Opportunities Newsletter	C-6
<i>(The New York State Contract Reporter)</i>	
Purchasing Card.....	C-7
Payment Processing	C-8
Receiving Department.....	C-9
Travel	C-10
Travel Arrangements Using NYS Travel Card	C-11
Rental Vehicles	C-12
Employee Report of Travel Expenses and Claim for Payment	C-13
<i>(Travel Voucher)</i>	
Mail Operations Center and Intra Campus Mail.....	C-14
Attachments.....	C-15

STATEMENT OF PURCHASING POLICY

The Policy and Procedure Manual is provided to assist in obtaining necessary services and equipment. These procedures govern the manner in which the College contracts for its goods and services. They are mandated by the State Finance Law and are governed by the State Comptroller's Rules and Regulations. Prior to making any purchases, you are invited to contact the Purchasing Office for assistance.

A few basic guidelines can direct you through the purchasing process at the College. As a unit of the State University System and an agency of the State of New York, we are able to take advantage of the consolidated purchasing power of the State. With these advantages, certain rules and regulations must be followed. The basic procurement objective is to secure the best price, work, service, supplies or equipment at the lowest available price, consistent with quality requirements and delivery needs. The practice of competitive bidding, whether formal or informal, not only tends to assure reasonable prices, but also guards against favoritism, imprudence and fraud.

The Purchasing Office serves as your agent for interpretation of those regulations and for negotiating all transactions which commit New York State funds. The Purchasing Office must make all official commitments that will expend State funds which may be accomplished by the respective department submitting a purchase requisition or by using a College issued purchasing card if the transaction type permits. The exception is for certain business related travel which, when in accordance with New York State policy, may be incurred by the employee and reimbursed. (Please see travel section concerning incurring personal liability.)

In addition, it is the policy of the College to take affirmative action to insure that minority and woman-owned business enterprises are given the opportunity to demonstrate their ability to provide the College with goods and services at competitive prices. Every effort will be made to make purchases from the pool of certified MBE vendors on file in the Purchasing Office Data Base.

MANDATED VENDOR SOURCES

Mandated Vendor Sources or "Preferred Sources" are providers of goods and/or services that are accorded 'preferred' status under the law for the purpose of advancing special social and economic goals. Under New York State Finance Law sections 162 and 163, procurements must be solicited from the below sources in the order listed: the Department of Correction, Division of Industries; Industries for the Blind of New York State, Inc., and New York State Industries for the Disabled, Inc.

1. **Department of Correction, Division of Industries (Corcraft):**
According to the State Correction Law, all State agencies must procure their requirements from the Department of Correction to the extent they can be supplied. In order to buy equivalent items from any other source, a "Certificate of Release" must be obtained from the Department of Correction. To assist the Purchasing Department in obtaining a release, the requesting department is asked to attach a justification memo to accompany the purchase requisition to be submitted to the Purchasing Department. All justifications should be in duplicate, on College letterhead, signed in full by the requesting individual with his or her full title below the signature. A Department of Correction catalog and price list are on file in the Purchasing Office. Also, see <http://www.corcraft.org>. Some items available are office furniture (desks, tables, chairs); classroom accessories (bulletin boards); cleaners (supplies and chemicals).

2. **Industries for the Blind of New York State Inc:**
If the Department of Correction submits a release (i.e., authorization that an item may be purchased by other than itself) and the item is sold by Industries for the Blind of New York State Inc., an additional release must be obtained from the Industries for the Blind of New York State Inc. in the same manner as required in Item 1 above. For pricing/products and catalog information please visit: <https://www.ibnys.org>. Some items available are office supplies (files folders, paper, pencils, pens, sticky notes); cleaning supplies (brooms, sponges, cleaning chemicals).

3. **New York State Industries for the Disabled, Inc. (NYSID):**
If an item is released by both the Department of Correction and the Industries for the Blind of New York State Inc., an additional release must be obtained from NYSID. For pricing/products and catalog information please visit: <http://www.nysid.org>. Some items available are office supplies (inter-agency envelopes, binders, highlighters); residential supplies (paper towels, carpet care chemicals, air filters); scanning services; janitorial services.

4. **Office of General Services (OGS) Term Contracts:**
While the New York State Office of General Services is a "mandated source", use of the statewide term contracts is required if the needed goods/services are not available from one of the above preferred sources and the goods/services are available from OGS. A statewide term contract is a contract for a specified time period for which the NYS OGS developed the specifications/terms/etc. and bid the goods/services for all New York State agencies. Items covered by the OGS Term Contracts must be purchased in accordance with the instructions and restrictions listed on each contract. Any request for NON-CONTRACT purchases of items equivalent to those on contract must be accompanied by a written justification. A listing of contracts, catalogs, price lists, etc. can be accessed by visiting the OGS website: <http://www.ogs.state.ny.us> If there is any doubt as to whether or not an item is on State Contract, please call the Purchasing Office (x6070).

GENERAL POLICIES

College Purchases

All items, other than mandated "Preferred" Vendor Sources (See Section C-2, p. 1), may be purchased through the Purchasing Office subject to the established rules and regulations described herein. All requisitions are reviewed by the Purchasing Office for appropriateness in substance and form.

Confirming Orders (definition) A Confirming Order is when funds are committed or spent prior to encumbering funds via a purchase requisition submitted and processed through the Purchasing Office.

Confirming Order transactions are prohibited and are in violation of New York State and SUNY policies, and risks our required Internal Control Certification.

It should be noted that the Purchasing Card purchases (See Section C-7) do not require encumbrances and therefore would not result in a confirming order. However, it is the cardholder's responsibility to ensure sufficient budget appropriation prior to incurring a liability using the purchasing card.

A. Purchases up to \$20,000

Any purchase totaling less than \$20,000 will be processed based on the information provided on the purchase requisition which must be signed by the originator and by the department head/account manager. While purchases less than \$20,000 require no formal bidding or written quotations, every effort should be made to insure that prices are reasonable and prudent. (Reasonableness of Price may be demonstrated on Form No PAP-0114).

B. Purchases in Excess of \$20,000 up to \$49,999

A minimum of three (3) quotes from *responsible vendors* (See below) offering such commodity must be solicited. The three (3) quotes may be in the form of either verbal (telephone) or written quotations and must accompany the purchase requisition. If verbal, notes of conversation must be included – quotation, data and time of conversation, full name and title of person providing quotation.

C. Purchases Equal to or Greater than \$50,000

Any purchase equal to or in excess of \$50,000 will require formal competitive bidding. Please contact the Purchasing Office for further assistance on the competitive bidding process. Please note that all purchases in this category require advertising in the *New York State Contract Reporter* (NYSCR). The Office of the State Comptroller will not issue payment for purchases that were not advertised in the NYSCR. See Section C-6, Procurement Opportunities Newsletter, *The New York State Contract Reporter*.

ADDITIONAL PURCHASING INFORMATION

1. Inquiries: The Purchasing Office will contact vendors directly when:
 - a. A firm current price is not indicated on the signed requisition.
 - b. The price stated on the requisition is questionable, i.e., either too high or too low .
 - c. It is advantageous to obtain the lowest price from a number of vendors. Because vendor inquiries/replies may cause delays, it is beneficial if the requesting department indicates in the body of the requisition whether the price is current or not, and the source from which the price was obtained.
2. Information or Assistance: Call the Purchasing Office at x6070.

VENDOR RESPONSIBILITY

Vendor Responsibility means that a vendor has the integrity to justify the award of public dollars and the capacity to perform the requirements of the procurement fully. New York State Procurement laws, regulations and guidelines require that State purchases be made to responsible vendors. This promotes fairness in procurement, mitigating procurement issues, and protecting the College against failed procurements. The factors that make up vendor responsibility are: (1) financial and organizational capacity; (2) legal authority to do business in New York State; (3) integrity; and (4) previous performance.

Purchases Where Competitive Bidding May Not Be Feasible

1. Emergency Purchases

An emergency purchase must involve an accident or unforeseen occurrence requiring immediate action; it is unanticipated or fortuitous; it is a sudden or unexpected occasion for action and involves a pressing necessity. The conditions must be such that unless corrected without delay, death, injury or serious property damage would result. Where such conditions exist, the waiver of competitive bidding requirements must be approved in writing by the College's Chief Financial Officer or his/her designee to provide for adequate internal control.

2. Sole Source Purchases and Single Source Purchases

- A. Sole Source procurement (definition) Sole Source is defined as a situation where only one vendor/contractor can supply the goods or perform the services.

Procurement by this method must be documented with a written explanation of:

- (a) the unique nature of the requirement;
- (b) the basis upon which it was determined that there is only one known vendor able to meet the need, i.e., the steps taken to identify potential competitors; and
- (c) the basis upon which the cost was determined to be reasonable, i.e., a "fair market price" that could be anticipated had normal competitive conditions existed, and how that conclusion was reached. Examples of such a determination may include a comparison to product catalogs, published price lists, retail market surveys, records of previous similar purchases, consulting other purchasing officials, or using professional experience.

Single Source procurement (definition) Single Source is where two or more vendors/contractors can supply the goods or perform the services, but the ordering department selects one over the others for reasons such as expertise, previous experience with similar contracts, etc.

In a Single Source procurement, the ordering department must provide written documentation concerning:

- (a) the circumstances leading to the selection of the particular vendor, including the alternatives considered;
- (b) the rationale for selecting the specific vendor; and
- (c) the basis upon which the cost was determined reasonable, as in the case of a Sole Source procurement, and how that conclusion was reached.

Example: The purchase of Steinway pianos for the Conservatory of Music. While there are other piano brands, the Music Conservatory wishes to keep the same high quality piano manufacturer. This offers continuity, artistic value, and allows the campus to keep the parts inventory at a minimum.

Where competition may not be feasible due to the sole source or single source nature of a commodity or service, the Purchasing Office must be able to justify and document the selection of the vendor and establish the reasonableness of the price. To provide adequate internal control over these purchases, the College's Chief Financial Officer or designee must review and approve the justification supporting the sole/single source purchase request. The written justification must prove beyond a reasonable doubt that the use of the sole/single source is not to avoid required competitive bidding procedures. The sole/single source process is lengthy, often in excess of 90 days, and requires extensive documentation to be submitted to the Office of the State Comptroller for review and approval.

HOW TO PROCURE GOODS AND SERVICES

1. Procedures for Procuring Goods and Services:
 - a. The department suggests a vendor from whom they wish to make the purchase.
 - b. The ordering department prepares a Purchase Requisition (Attachment #1) and submits to the Purchasing Department. (See Section C-5, How to Prepare a Purchase Requisition).
 - b. The Purchasing Office will issue an official New York State Purchase Order (Attachment #2); the Purchasing Office will mail it to the vendor or give it to the person who will pick up the item(s).
 - d. When goods are picked up at the vendor location, the individual in receipt of the merchandise must contact the Central Receiving department. The "Agency-Delivery" Receiving Report (goldenrod) copy of the purchase order must be signed by the individual picking up the merchandise, and forwarded to the Accounts Payable office where payment will be processed.
2. Multiple Purchases: Purchases of non-contract items made by the College within a 12 month period exceeding \$50,000 to a single vendor are considered a single purchase in arriving at the total dollar amount expended. The aggregate cost of such purchases shall determine the method of procurement. (See College Purchases, Section C-3) Therefore, the Purchasing Office must coordinate various small quantity purchases in order to avoid violation of policy.

PREPARATION OF PURCHASE REQUISITION

General Information:

- A. The Purchase Requisition consists of an original (white) and one copy (yellow). All purchases regardless of the dollar amount require a department head approval and signature.
- B. Send the original copy of the Purchase Requisition to the Purchasing Office for processing. The ordering department should keep the Originating Department copy (yellow) for its information and files.
- C. After the Purchasing Office processes the Requisition, a Purchase Order is issued with copies released as follows:
 - a) A copy is faxed, emailed and/or mailed to the vendor.
 - b) A copy is forwarded to the campus Accounts Payable Office for tracking of pending payments.
 - c) A copy is forwarded to the ordering department for review of its purchase. The following information is included on the Purchase Order:
 - i. Purchase Order number and date issued
 - ii. Name of vendor
 - iii. Prices
 - iv. Description of merchandise
 - v. Delivery information
 - d) A copy is forwarded to the Receiving department.
 - e) The Ordering Department's copy of the Purchase Order serves as the "Receiving Report". When the ordered merchandise is received, staff compares the receiving report to the goods received; makes a count of the number of items received and inputs the number on the Receiving Report; signs the Receiving Report and forwards it to the Accounts Payable Office as proof that the order was received by the College.

How to Complete a Purchase Requisition: (See Attachment #1 for a sample of a completed Purchase Requisition)

1. **Vendor Information:**
Please be sure that the full name and mailing address is furnished, including the Federal Identification Number and NYS Vendor Identification number.
2. **Ship To:**
Insert the name and telephone number of the person awaiting delivery. Please note the person's name will also appear on the purchase order. It is important to name an individual as a point of contact, if necessary.
3. **Cash Discount Terms:**
This term should not be confused with a sales discount. Many vendors offer a cash discount above and beyond normal sales discounts as an incentive to receive prompt payment. Such discounts are only applicable if payment is processed in the time specified, i.e., 3/10, net 3. This means if the vendor receives payment in 10 days, the College can realize a savings of 3% for the total purchase; however, full payment is required within 30 days.
4. **Contract Number and OGS Term Contract Group Number:**
(See Section C2, p. 1, # 4.) Whenever a purchase is made from an existing term contract the contract and group number must be reflected. Generally, the Purchasing Office completes this information. Originating department may leave this field blank.
5. **Date:**
The date you are preparing the requisition for submission.
6. **Originating Department:**
The name of the department issuing the requisition
7. **Date Required:**
Enter the date you wish to receive the goods or services. This information should be expressed in calendar dates. If no specific date in mind, ASAP is acceptable attention to date.
8. **Delivery Information:**
When comparing prices of goods, it is important that the vendor is questioned whether the price of the goods or services includes delivery.
 - a) F.O.B. Destination - This means that the vendor pays the shipping or freight charges. Whenever possible this method should be used for several reasons. If the equipment is damaged in transit, it is the vendor's legal responsibility to make good. This is particularly important when ordering equipment sensitive to improper and careless handling, dropping and loss or theft. The College assumes no responsibility until the College signs for and accepts delivery. If any damage or defects are noticed after the package has been signed for, it still is the responsibility of the vendor to make good on all claims.
 - b) F.O.B. Factory (Originating Point) - This is the least desirable method of shipping because the College assumes all responsibility for damages, loss or theft from the moment the shipping agent picks up the goods or equipment. If a piece of equipment is damaged or lost and was shipped F.O.B. Factory, the College must negotiate with the shipper or carrier to recoup any losses.

c) Pick-up - This means that a College employee is going to pick up the merchandise from or at the vendor's location.

9. Item Number:
Specifies the number of separate items being ordered. A consecutive numeric sequence is the standard practice.
10. Description:
A full description must be furnished about the item(s) being purchased.
11. Quantity:
Total number of the item(s) purchased. Each item should have a corresponding quantity "Unit".
12. Unit:
Should be expressed in how the goods are sold i.e., box, each, yard, package etc.
13. Unit Price:
The unit cost of the goods being requested.
14. Amount:
Total cost of the item. Amount = Quantity x Unit Price.
15. Total Amount:
Grand total amount for all items listed to be purchased.
16. PCS Information (Property Control System):
(See Section C-14 for detailed information concerning the Property Control System.) The information required on the Purchase Requisition is the location (building, floor, room number, and department) where the equipment will be located when received by the College.
17. SUNY Account:
The SUNY account number is the department numeric identifier.
18. Sub-Object Code:
The Sub-Object code is assigned by the Purchasing Office. It categorizes purchases into a classification type for statistical review of goods and services.
19. Amount
The Amount is completed by the Purchasing Department. It itemizes the Total Amount (#15. above) by sub-object and SUNY account. The sum of all Amount lines equals the Total Amount (#15. above).
20. Confirming Order
(See Section C-3, General Policies, College Purchases) This field is to be completed by the Purchasing Department only. This field refers to an order resulting from an emergency situation and is compliant with State policy. However, allowance does require communication with the Purchasing Department *prior to placing an order*.

PROCUREMENT OPPORTUNITIES NEWSLETTER
(The New York State Contract Reporter)

The Economic Development Law (Chapter 564 of the Laws of 1988) requires that:

- A. State University of New York must publish a quarterly listing of projected procurement purchases in excess of \$10,000 but not exceeding \$20,000 by commodity/service together with an explanation of how to apply for placement on any bidders lists and procedure for providing advance notice by mail to those on the campus bidders list. At the time of procurement for purchases/contracts in excess of \$10,000 but not exceeding \$20,000, the campus must provide advance notice by mail to persons or entities listed on the campus bidders list for the commodity/service or in the alternative, give notice of the planned procurement through publication in the New York State Contract Reporter.
- B. For purchases of goods or contracts for services in the amount of \$50,000 or more, the College must provide for publication of a notice of procurement contract opportunity in the New York State Contract Reporter at least fifteen business days in advance of the date on which a bid or proposal is due.

Documentation

- 1. Proof Required for Compliance with Economic Development Law that the Procurement Notice Appeared in the Newsletter
OSC will accept either of the following as proof that a notice appeared in the newsletter:
 - 1) A statement submitted with the contract referencing the date, volume, and page number of the newsletter in which the notice appeared.
 - 2) An original copy of the notice submitted with the contract.
- 2. Types of Contracts Covered by the Legislation
All contracts (including revenue contracts) for the procurement of goods and services must appear in the newsletter, unless specifically exempted by the statute. Contracts to be awarded on sole source or single source basis must also be published.

New York State Purchasing Card
(also called the P-card)

In association with CitiBank, the State of New York has developed a NY State Purchasing Card (hereinafter referred to as P-Card) to allow employees to make purchases at the point-of-sale, over the telephone or Internet. The Card allows you to spend money directly out of your budget. From the College viewpoint, it works like a debit card. From a supplier's viewpoint, it is a Visa Card, and is processed like any other credit card. The Purchasing Card delegates purchasing authority to you. You can get exactly what you want, when you want it, faster, and with a minimum of paperwork.

You can use the Purchasing Card to buy the things you would normally buy for your department. Naturally, the same restrictions that apply to other methods of purchasing also apply to the Purchasing Card.

In order to be delegated authority, you have to undertake some responsibility. Naturally, you have to protect the Purchasing Card, just as you protect your own credit cards. You have to agree to use the Purchasing Card responsibly. You must retain the transaction records for audit purposes. You must attach the transaction records to your monthly Memo Statement from Citigroup and submit them to your department head/supervisor for review and approval. The department head indicates approval by signing your monthly PLOT sheet.

Note: Always keep a copy of your PLOT sheet and backup records (transaction invoices).

Here is a summary of the purchasing card program:

1. Purchasing Card – Acceptable Use
 2. Purchasing Card Set- Up
 3. P-Card Limits
 4. Default Account
 5. Citibank Statement
 6. Certification
 7. PLOT Sheet
 8. Purchase of Equipment
 9. Sales Tax Exemption
 10. Purchasing Card – Disallowed Use
 11. P-Card Termination Policy
 12. Split Charging
 13. Safeguarding the P-card and related systems
 14. Scams / Phishing
 15. Excessive Use of a Single Vendor/Merchant – Procurement Rules, Regulations and Limits
 16. Dispute Process
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1. Purchasing Card – Acceptable Use
 - o Goods and services from merchants that accept the credit card
 - o Examples of allowable purchasing card purchases:
 - Office supplies, classroom supplies, and/or facilities cleaning supplies
 - Maintenance/repairs of equipment
 - Duplicating/photocopying services
 - Conference registration fees
 - o Required Vendors/Merchants to Consider:
 - NYS Preferred Sources:
 - (1) New York State Department of Correctional Services (Corcraft), <http://www.corcraft.org>;
 - (2) Industries for the Blind of New York State, Inc., <https://www.ibnys.org>;
 - (3) NYS Industries for the Disabled (NYSID), <http://www.nysid.org>;
 - New York State Office of General Services (OGS) contract vendors, <http://www.ogs.state.ny.us>;
 - New York State Certified Minority Business Enterprises (MBE);
 - New York State Certified Women Business Enterprises (WBE);
 - New York State Certified Minority Women Business Enterprises (MWBE).
 2. Purchasing Card Set- Up
 - a) The Purchasing & Accounts Payable Office sets up and manages the P-card program. All requests for new P-cards and changes to existing P-cards should be directed to the Purchasing & Accounts Payable Office.
 - b) A division officer must make the request for a new P-card for one of his/her staff, supplying the following information for the requested cardholder:
 - 1-name and title
 - 2-department
 - 3-default account (See 4. below)
 - 4-telephone number
 - 5-office location
 - 6-P-card limits (See 3. below)
 3. P-Card Limits
 - A. Set Up:
 - When a division officer requests that one of his/her staff be issued a P-card, that division officer will specify the single transaction limit and the monthly limit for that individual. In determining limits on a purchasing card, the cardholder's department funding must be considered.
 - o Maximum single transaction limit: \$15,000.

- o Maximum monthly spending limit: None. However, as of December 2005, special approval must be obtained by Citibank for a monthly spending limit of \$50,000. or greater.
- B. Changes:
 - It is possible to change P-card limits once the P-card is set up. The cardholder's reporting supervisor(s) and reporting officer are required to forward written authorization to the Director of Purchasing & Accounts Payable for limit changes.
 - (a) Temporary. Temporary limit changes would be warranted, for example, when there would be an out of the ordinary charge for a cardholder in a particular billing period. The limit(s) would be changed to accommodate the special circumstances and revert back to the original limit(s) at the end of the billing period when the unique situation is completed. If a cardholder is constantly requesting temporary limit increases, he/she should consider requesting permanent increases.
 - (b) Permanent. Permanent limit changes would be appropriate if the cardholder expects to spend at higher levels in greater than one billing period.
- 4. Default Account

The default account is the department account number that purchases on an individual card will be charged to. Once a transaction posts to the SUNY system, it is possible to change the account number for a particular single transaction.
- 5. Citibank Statement

The Citibank statement can be accessed through: <http://www.cards.citidirect.com> (CitiDirect Client Code: NYS-P). When a purchasing card is issued, the cardholder must contact Citibank directly to obtain a user id and a password to access the Citibank system. Only the cardholder and Citibank are privy to the cardholder's user id and password.
- 6. Certification

Cardholder certification for a billing cycle must be completed by the end of the following month of the statement. For example, April 2008 billing cycle will be available for certification on 05/14/08 (approximately); the cardholder is required to certify by 05/31/08. The purchasing card login and step-by-step instructions are available at: <http://www.purchase.edu/departments/cts/trainingservices.aspx>, at [SUNY WebConnect SignOn Part1](#) and at [SUNY WebConnect SignOn Part2 CertifyProcessAttachment](#)
- 7. PLOT Sheet
 - What the PLOT sheet is:

The PLOT sheet (Attachment #3) is the **Procurement List Of Transactions**. The cardholder is required to list the transactions for a billing cycle on the PLOT sheet and to attach the supporting invoices to the PLOT sheet.
 - When the PLOT sheet is due:

The completed PLOT sheet with all backup documentation is required to be received by the Purchasing & Accounts Payable Office by the end of the following month of the statement. For example, April 2008 billing cycle PLOT sheet should be received by the Purchasing & Accounts Payable office by 05/31/08.
 - PLOT sheet Information required

The information to include on the PLOT sheet:

 1. Cardholder Name. This should be typed or printed clearly.
 2. Department Name. This is the department to which the cardholder belongs.
 3. Transaction Period. The transaction period is the period represented on the PLOT sheet. For example, 07/07/09-08/06/09 is the July 2009 billing period. Either representation is acceptable.
 4. Transaction Date. This is the transaction date showing on the monthly statement for a transaction(s).
 5. Vendor/Merchant. This is the vendor/merchant from whom goods or services were purchased. It should match the merchant name on the monthly statement.
 6. Merchandise Description (Detailed). The goods/services purchased must be described in detail. The intended use of the goods/services must be stated. If the goods/services were purchased for a particular event, meeting, publication or production, that must be identified by name and date. Car washes, auto repairs, and/or auto parts must identify by vehicle plate number the specific vehicle involved.
 7. Purchase Cost. This is the credit card charge amount, and this should match the 'amount' on the credit card statement.
 8. Account Number. This is the account number where the item will be charged. If the transaction is being charged to the cardholder's default, leave blank. If the transaction is being charged to other than the cardholder's default, indicate the account charged.
 9. Dispute (✓ if Yes).
 10. Additional Information. This field is available for useful information concerning a transaction to provide additional details.
 11. Cardholder signature.
 12. Supervisor Name printed
 13. Supervisor signature
 - What to attach to the PLOT sheet
 1. A copy of the Citibank credit card statement. (See above 5. Citibank Statement)
 2. Vendor/Merchant invoices and receipts that show what was purchased and the amount. Invoice/receipt items should be itemized showing descriptions, quantities and unit costs.
 3. Any other pertinent documentation.
 - Additional Information concerning attachments to the PLOT sheet
 1. 8-1/2 x 11" invoices/receipts should be stapled (single staple) to the PLOT sheet.
 2. For invoices/receipts smaller than 8-1/2 x 11", the invoices/receipts should be glued or taped to an 8-1/2 x 11" sheet of paper.
 - Signatures on the PLOT sheet
 1. The cardholder and the cardholder's supervisor must sign the PLOT sheet when there are transactions.

2. When there are no transactions for a billing period, only the cardholder is required to sign the PLOT sheet.

8. Purchase of Equipment

When the purchasing card is used to make purchases of equipment valued at \$5,000. and greater, the cardholder is responsible to notify the property control manager at extension 6939 to arrange proper tagging of the equipment and collection of information for property/equipment inventory control system inclusion. When PLOT sheets are reviewed in the Purchasing & Accounts Payable Office, the (Purchasing & Accounts Payable) reviewer will notify the property control manager of items of equipment for property control system inclusion, and the property control manager follows up in tagging and capture of the equipment information.

9. Sales Tax Exemption

The cardholder should always use the tax exempt certificate (<http://www.osc.state.ny.us/agencies/ac946.pdf>) when making official College purchases. In the event that New York State sales tax amounts are being charged on a cardholder's credit card, the cardholder is required to go back to the vendors/merchants for the return of the sales tax amount by either credit to the P-card or by check refund. Check refunds should be delivered to the Purchasing & Accounts Payable Office for processing the check refund amount back to the cardholder account number where item was charged.

For New York State sales tax NOT credited/refunded:

On a quarterly basis, the cardholder is required to submit:

- a) a listing of charges made to New York State merchants/vendors that paid sales tax that cannot be credited/refunded;
- b) legible photocopies of the invoices/receipts that paid NYS sales tax that have not been credited/refunded;
- c) a brief memorandum explaining why sales tax was paid and cannot be credited.

The Purchasing & Accounts Payable Office will submit, on a quarterly basis, all taxed purchases to the NYS Department of Taxation & Finance for refund of the sales tax paid to the State of New York.

10. Purchasing Card – Disallowed Use

There are some goods and/or services for which the purchasing card cannot be used either because (1) there is an alternate payment method for such use or (2) because the use would not be permitted with New York State funds. Purchasing any of the disallowed goods and/or services could result in cardholder repayment to the College for the unauthorized purchase and in loss of purchasing card privileges.

The purchasing card may NOT be used for the following:

Airfare
Alcoholic beverages
Bus
Car Rental
Cash advances and cash refunds
Cash back on purchases
Flowers
Food items and/or beverages
Formal contracts approved by the Office of the State Comptroller
Gasoline
Gift certificates
Gifts (retirement, birthday, award plaques/trophies, etc.)
Hiring construction contractors to do repair work/alterations of any type
Hotel
Limousine
Medical services (doctor visits, emergency dental work, prescriptions)
Personal use items
Recreation
Relocation expenses
Rents
Restaurants
Savings bonds
Taxi
Tolls
Train
Travel & entertainment
Weapons, explosives
No purchases may be made with the intent of later reimbursing the College.

11. P-card Termination Policy

The P-card can be terminated for the following reasons:

- (a) Employee separation
It is the responsibility of each cardholder and cardholder supervisor to notify the Purchasing & Accounts Payable Office of his/her pending separation from Purchase College at least one full billing period prior to the employee's departure or immediately upon notice of separation. This will allow the cardholder sufficient time to complete all PLOT sheets and certifications before leaving.
- (b) P-cards with No Activity
P-cards with no activity for six (6) consecutive billing period months will be automatically terminated.
- (c) Intentional Misuse of P-card
Intentionally misusing the purchasing credit card is a serious violation of cardholder responsibilities:
1st instance.....will result in a warning;
2nd instance.....will result in a three-month suspension of P-card privileges;
3rd instance.....possible revocation of Card privileges.

12. Split Charging
Having a single purchase split into multiple invoices on one statement, multiple statement periods, multiple cardholders, or multiple fiscal years is disallowed. If a transaction does not fit within the cardholder's limits: (1) increase the cardholder's limits, or (2) submit the goods and/or services request on a purchase requisition for purchase order processing with payment through the voucher processing system.
13. Safeguarding the P-card and related systems
1. Acceptable locations to keep the procurement purchasing card:
 - Cardholder's wallet
 - Locked desk drawer or safe accessible by the cardholder only
 2. The cardholder should never give the P-card to someone else to make charges.
 3. Do not post or write the card number in any place that is easily accessible.
 4. Never photocopy the back of the p-card that contains the 3-digit security code and cardholder signature.
 5. The cardholder's user id and password for each of the Citidirect system (for statement retrieval) and the SUNY system (for certification) should not be shared.
14. Scams / Phishing
Email and telephone scams requesting cardholder information are commonplace.
- (1) A cardholder should never give the purchasing card account number to anyone who calls or emails asking for it. The cardholder should be the initiating party to a transaction.
 - (2) A cardholder should ignore/delete emails that discuss the cardholder's account. The only emails concerning the purchasing card that should be considered are those from the Purchase College Purchasing & Accounts Payable Office. Even Citibank will not send emails concerning a cardholder's account; they will send a hardcopy letter through the mail.
 - (3) If a cardholder believes his/her purchasing card account number has been compromised, contact the Purchasing & Accounts Payable Office at ext-6070 to terminate the compromised account and set up a new account.
15. Excessive Use of a Single Vendor/Merchant – Procurement Rules, Regulations and Limits
The P-card operates under the same procurement rules and regulations as all State University of New York purchases. Generally, there is a limit on the total amount the College as a whole can spend with one vendor/merchant in a 12-month period after which price quotes and/or bids must be solicited. The Purchasing & Accounts Payable Office monitors this spending. However, it is good practice for all cardholders to use (1) NYS Preferred Sources (no spending threshold); (2) NYS OGS contracts (no spending threshold), (3) certified MBE, WBE and M/WBE (higher spending thresholds). (See Item # 1. above, Acceptable Uses.) The Purchasing & Accounts Payable Office will notify cardholders when purchases to specific vendors should be halted.
16. Dispute Process
There may be a situation where a transaction on the cardholder's statement is not recognized by the cardholder.
- (1) The cardholder should review his/her records. Perhaps the transaction is showing with an alternate merchant/vendor name.
 - (2) Contact the merchant to find out who made the charge. The credit card statement usually has the telephone number for each merchant listed. It may be that you failed to keep a record of the particular charge in question.
 - (3) When all avenues are exhausted for determining a valid charge, the merchant should be contacted and advised that the charge is not the cardholder's, and the cardholder should request a credit to the account.
 - (4) If the merchant will not credit the account, the cardholder should:
 - a) Advise the Purchasing & Accounts Payable Office of the situation.
 - b) Contact Citibank at the telephone on the back of the credit card.
 - c) Complete a Dispute Form (Attachment #4) and fax to Citibank as directed.
 - In situations of suspected fraud, Citibank will always terminate the violated account and issue a new card account.
 - The cardholder should always complete the Dispute Form and forward back to Citibank (with a copy to the Purchasing & Accounts Payable Office). Citibank's receipt of the Dispute Form will initiate the crediting of the improper charge to the cardholder's account.

PAYMENT PROCESSING

It is the responsibility of the Accounts Payable Office (A/P) to see that payments are made in a timely manner. The cooperation of the Receiving department and the originating recipient departments is vital in the accomplishment of this goal.

1. **Purchasing Card**
The most expedient method of processing payment is use of the purchasing card. (See section C-7, New York State Purchasing Card.)
2. **Payments Required to be Processed by Voucher in Accounts Payable**
There are some types of payments that must be processed in the Accounts Payable Office by voucher:
 - (a) **Contract payments**
Contracts negotiated by the College must be paid against encumbered funds in order that the approved Contract amount/s are not exceeded.
 - (b) **Payments to entities that do not accept credit cards**
This would include payments to individuals for services – for example, independent contractors and honoraria payments.
 - (c) **Payments in excess of purchasing card limits**
 - 1) The College purchasing card threshold is \$15,000. All payments in excess of this amount must be paid by voucher in the Accounts Payable Office.
 - 2) Employee purchasing card account limits vary from \$500 to \$15,000. All payments in excess of the employee purchasing card account limits for particular departments must be paid by voucher in the Accounts Payable Office.
3. **Accounts Payable**
In order for voucher payment to be processed in the Accounts Payable Office, A/P must have:
 - (a) An official Purchase Order
 - (b) An original Vendor Invoice
 - 1) To insure the integrity of the process and prevent duplicate payments, photo copy invoices are strictly prohibited.
 - 2) In the case of services provided by individuals – such as Independent Contractors, Honorariums – the invoice must be signed by the person providing the service.
 - (c) A Receiving document, signed and dated with the date the goods/services were received. The Receiving document can be in the form of one of the following:
 - 1) Receiving Report copy of the official Purchase Order.
 - 2) Signed and dated vendor invoice. The receiving signature on the invoice is that of the department staff person receiving the goods; the date is the date the goods/services were received.
 - 3) Email notification from the department staff recipient of the goods/services.
4. **Receiving Department**
Other than merchandise procured with a purchasing card, all goods must be purchased with an official purchase order. Goods purchased with a purchase order may be received through the College's Receiving Department. Once items are received, Receiving Report notice is forwarded to the originating/ ordering department and then to Accounts Payable Department after a review and verification of item count (completed by the Originating department and receiving department) made against the purchase order and the vendor invoice.
5. **Originating Recipient Departments/Staff**
It is essential that the payment process be initiated by the originating recipient department as soon as possible after goods and/or services are received to insure timely payment to vendors. This is good business practice and helps maintain good faith with vendors in addition to being required by prompt payment legislation. This practice will also avoid late fees.
6. **Prompt Payment Law**
The State of New York has in place a prompt payment law that requires vendors to be paid within 30 calendar days of supplying goods/services and invoices. The 30 days allots 22 days to the College and 8 days to the Office of the State Comptroller (OSC). The 22 days for the College includes processing time and mailing time to OSC. If a vendor is not paid within the 30-day window, late payment interest charges are automatically paid to the vendor from College funds.

RECEIVING DEPARTMENT

Receiving Department may at times receive materials arriving at the campus. All items received are processed as follows:

1. On the receiving copy of the Purchase Order, Receiving Department Staff enter the quantity and condition of goods received. This information allows the Purchasing Office to check shortages and overages, file damage claims, and expedite shipment balances.
2. Receiving Department Staff signs, dates, and confirms the carrier and goods received.
3. Equipment - Central Receiving signs the receiving copy of the Purchase Order and forwards it to the Accounts Payable Office for processing. The ordering department must sign the receiving copy. This procedure is important since no payment will be processed until the signed receiving copy is on hand in the Accounts Payable Office.
4. If a shipment should come directly to the ordering department, must notify the Accounts Payable Office and forward the receiving copy so that it can be processed by the Accounts Payable Department. This will eliminate delay in payment to vendors. If a partial shipment is made, confirmation should be held until the balance is received, then once the order is complete, processed as above and notify the Accounts Payable Department. (Attachment #6, Supplemental Receiving Report).

TRAVEL

1. The Office of the New York State Comptroller sets the rules and regulations for reimbursement of travel expenses. These rules and regulations are stated in their Travel Manual, accessible at <http://www.osc.state.ny.us/agencies/travel/travel.htm>
2. Reimbursable Expenses
Only actual, necessary and reasonable expenses are eligible for reimbursement.
3. Official Station
The official station is the employee's usual work location, i.e., Purchase College.
4. Travel Status
Employees are in travel status when they are more than 35 miles from both their official station and their home. Employees must be in travel status to be eligible for lodging and/or meal reimbursement.
5. Method of Travel
The method of travel used by the employee should be the most economical method that is in the best interests of the State of New York:
 - Taxi
 - Bus
 - Train
 - Airplane
 - Car – NYS campus vehicle
 - Car – personal
 - Car – rental: See section C-11, Rental Vehicles

The factors to keep in mind in determining method of travel:

 - Distance
 - Travel time
 - Number of travelers
 - Number of locations to be visited
6. Timely Submittal of Travel Vouchers for Reimbursement (Employee Report of Travel Expenses)
Travel vouchers for reimbursement of after the fact employee travel expenses (See Section C-13, Employee Report of Travel Expenses And Claim for Payment) should be submitted in a timely manner. Travel vouchers should be submitted no later than 60 days after return from a trip.
7. Overnight Travel
 - (a) The following website offers a listing of hotels worldwide at the NY state per diem rate: www.fedrooms.com. (The employee should be sure to check the 'state employee' box after key entering the city and state)
 - (b) Un-receipted or Receipted
There are two options for employee reimbursement of overnight travel expenses. The choice is up to each employee:
 - 1) Method 1 – Un-receipted
With this method, no receipts are required. One flat rate covers ALL expenses – meals, lodging and incidental expenses. This could be an option if the employee lodges at the home of a relative or friend. The amount of reimbursement is dependent upon the travel location.
The current rates are:

<u>Location</u>	<u>Method 1- Un-receipted Per Diem Rate</u>
New York City and Nassau, Suffolk, Rockland and Westchester Counties	\$50.00
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas	\$40.00
All other locations in New York State	\$35.00
Out of State (this includes any out of state tax on lodging)	\$50.00
 - 2) Method 2 – Receipted
 - i. Lodging (overnight travel, receipted)
With Method 2, actual lodging costs are reimbursed up to a maximum predetermined limit, .i.e., the federal per diem rates. These per diem limits are dependent upon the travel location, and are set forth in a detailed chart. (See below #8. Per Diem Rates)
 - Hotel Tax Exemption. For travel lodging in New York State, the hotel tax exempt form must be used: <http://www.osc.state.ny.us/agencies/travel/taxexempt.pdf>. New York State sales tax paid will not be reimbursed to the employee.
 - ii. Meals (during overnight travel)
The employee is permitted a meal allowance, also based upon the travel location. When the employee submits a lodging receipt, a meal receipt is not required.
 - Meal allowances for NYS reimbursement cover only breakfast and dinner.
8. Per Diem Rates - for Method 2 (overnight, receipted travel):
 - For current rates, see: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

- The per diem rates are updated annually every October.
 - The per diem rates are dependent upon the travel location and are listed by state and city/county.
9. Day Trip Travel
- (a) Day trip meals are reimbursable if the traveler
 - for Breakfast - leaves at least one hour before normal starting time.
 - for Dinner - ends at least two hours after normal ending time.
 - (b) 1 -- Day trip meals with No Receipts: Breakfast \$5.00, Dinner \$12.00
 2 -- Day trip meals with Receipts: The federal per diem meal rates for an area apply. (See above #8 Per Diem Rates)
 - (c) Day Trip meals are reported as income to the IRS. The employee will see this reflected on his/her pay stub.
10. Mileage Rate
- Mileage is reimbursable only when the employee uses his/her personal vehicle for official business travel.
 - The mileage rate reimbursable for employee use of his/her personal vehicle is the same as the IRS rate. As of January 1, 2010 the rate is \$.50 per mile for cars/vans/pickups.
 Please see the website <http://www.osc.state.ny.us/agencies/travel/mileage.htm> for previous year mileage reimbursement rates.
11. Personal Vehicle
- (a) To calculate the amount reimbursable to employee: Mileage reimbursement rate multiplied by the number of miles traveled.
 - (b) Tolls (if applicable) are also reimbursable to the employee.
 - (b) Gasoline is NOT reimbursable when an employee uses his/her own vehicle and is reimbursed for mileage.
12. Rental Vehicle (See Section C-12, Rental Vehicles)
- (a) See the NYS/OGS contract for rental vehicles at <http://www.ogs.state.ny.us/purchase/snt/awardnotes/7200119536can.pdf> (Purchase College is located in Region 3) or call the Purchasing and Accounts Payable Office for assistance.
 - (b) Ultimate potential cost to the College: rental rate cost per day multiplied by the number of days traveled + gasoline.
 - (c) Gasoline is reimbursable with a valid receipt. Mileage is not reimbursable with rental vehicles.

13. Personal Vehicle versus Rental Vehicle

To use the most cost effective method of travel when a State/Campus vehicle is unavailable, the employee must compare the cost of using his/her personal vehicle versus the cost of renting a vehicle:

Personal Vehicle cost = mileage reimbursement rate X number of miles to travel.

Rental Vehicle cost = rental rate cost per day X number of days traveling + gasoline^o

^oEstimated gasoline = miles to travel / vehicle fuel economy miles per gallon X cost per gallon of gasoline

For assistance, call the Purchasing & Accounts Payable Office at x6070.

TRAVEL ARRANGEMENTS USING NYS TRAVEL CARD

Employees traveling on official College business may will have all expenses paid using the College's NYS Visa Travel Card, which is billed directly to the College. All other incidentals such as: phone, movies, food & beverage, room damages, gas, etc. may NOT be charged to the NYS Visa Travel Card.

1. Travel Arrangements

When employee travel will be paid using the College's NYS Visa Travel Card, the employee must make all the travel arrangements. The employee should take care to receive reservation numbers, confirmation numbers, itineraries and backup information for their travel plans.

2. Hotel Exemption from New York State Tax

An Exemption Certificate form ST-129 will need to be completed for all hotel stays in the State of New York (Attachment #8).

The Travel Card Program is intended to reduce the amount of employee out-of-pocket expenses when traveling on behalf of SUNY Purchase College. It is only to be used for the employee's travel expenses whose **name** is on the Travel Card. The Travel Card program is a privilege and will be monitored by the Purchasing & Accounts Payable Office to ensure all purchases meet approved guidelines. Travel Card privileges will be revoked for cardholders who utilize the card for unapproved expenditures. Continued misuse of the Travel Card will jeopardize the future of the Travel Card program for the entire campus.

Allowable use of the travel card includes costs for

- Commercial transportation
- Rental vehicle
- Lodging
- Meals (**as detailed below**)
- Registration/Conference fees related to the travel
- Taxis/Parking
- Subway
- Fuel (rental /state vehicles **not** personal vehicle)
- Visa/Passport
- Miscellaneous expenses while in travel status
 - Telephone Charges (related to official State business)
 - Unanticipated work supplies

The Travel Card should not be used for:

- Fuel for personal vehicles (only for rental or campus vehicles)
- Food expenses for staff meetings and retreats
- Personal use of any kind
- Alcoholic beverages
- Incidentals on hotel bill (gym/spa charges, and movie rentals)
- Cash advances
- EZ Pass accounts
- Other Employees Travel expenses

3. Purchasing Meals with Travel Card:

If cardholders choose to use the Travel Card to pay for meals, the allowance for meals, including gratuities shall be limited to actual cost up to the maximum Per Diem meal allowance. An itemized receipt for meal purchases is **required**. Alcoholic beverages cannot be paid with the Travel Card.

4. Claiming Meal Per Diem on Travel Voucher:

Meals may be reimbursed on the Travel Voucher on a Per Diem basis based on location of lodging. If meals are provided or paid by another source related to the scheduled event, the traveler will not be reimbursed. IF the traveler is opting to claim reimbursement at the full meal Per Diem meal allowance, then the travel card may **not** be used to purchase food and beverages.

5. Reconciling and Reporting:

- ALL charges on the Travel Card **must** be supported by an **Employee Report of Travel Expenses and Claim For Payment** (attachment# 10) & **Travel Card Recap** (attachment# 7) form.
- Additional items breakdown use form AC 3256-S **Statement of State Corp. Travel Card** (attachment#9).
- The travel card billing period ends on the 22nd of each month
- Card holders upon receipt of their card should go online and register for online access. Go to the following link and select "Self Registration for Cardholders"
<https://home.cards.citidirect.com/CommercialCard/Cards.html>

- The travelers will receive an email notification from the Purchasing & Accounts Payable Office to go online and review their credit card statements.
- The original receipts for all items charges on the State travel card need to be submitted, with a corresponding **Employee Report of Travel Expenses and Claim For Payment & Travel Card Recap** form to the Purchasing & Accounts Payable Office before the end of the next billing cycle (ex. Employees will receive bill on February 23rd, charges to be reconciled before March 22nd).
- Timely submission of all documentation will make this reconciliation process successful. This process helps to ensure there is no duplicate payment of expenses and that all expenses related to one trip are accounted for.

As part of the monthly reconciliation and travel voucher submission, any charges that are unable to be offset against allowable costs/expenses per SUNY guidelines must be paid back to Purchase College via check. The check will be made payable to **Purchase College** and sent to the Purchasing & Accounts Payable office with the travel voucher reconciling that trip.

Failure to submit monthly documentation and reimbursement will result in an immediate credit card suspended until such time the violation is corrected.

RENTAL VEHICLES

Transportation by Rental Vehicles:

Please contact the Purchasing and Accounts Payable Office to verify NYS contract rental car vendor. Currently, Enterprise Rent-A-Car holds the NYS contract for rental vehicles and their rates are substantially lower than others in the area.

When renting a passenger vehicle for official business using the Citibank Travel Card, the following guidelines are:

- Travelers should contact the vendor directly indicating they are a Purchase College employee and reserve the vehicle.
- If the Citibank Travel Card is used, damage waiver protection or additional insurance should **not** be purchased. You are covered by the Visa Business Auto Rental Collision Damage Waiver Program.
- If the travel card is **not** used, OGS recommends that travelers purchase the damage waiver protection (sometimes referred to as CDW or LDW insurance) from Enterprise.

Pickup or Delivery

- Vehicles may be picked up at any one of the Enterprise locations or delivered to the campus. Pickup location should be confirmed when making the reservation.
- The person who will be the primary user of the vehicle should inspect the vehicle for any prior defects (dents, scratches, cracks, etc).
- All rentals are exempt from New York State taxes.
- Upon returning from the trip, the car will be left at the Enterprise Office, unless another arrangement has been made. A yellow copy of the rental agreement will be given to the traveler. This copy should be submitted to the Accounts Payable Office with the travelers travel voucher.

EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT (TRAVEL VOUCHER)

When an employee has completed a business trip and has incurred expenses that are to be reimbursed, the State of New York Travel Voucher, form AC 132-S, (Attachment #10) shall be completed as follows:

- Originating Agency – Purchase College
 - NYS Employee ID#
 - Name, address, city, state, zip code
 - Purpose of Travel
 - Destination (including county)
 - Departure Date and Time, and Return Date and Time
 - Lodging, Transportation, meals, mileage, incidental expenses (1st column)
 - Summary Total Travel Expenses
 - Subtract any amount paid by Citibank Travel Corporate card.
 - Total amount to be reimbursed to traveler (2nd column)
 - Payee's Certification signature
 - Supervisor's Certification signature
 - Account # to be charged (Expense Report Number)
- Attach all original receipts (small receipts should be scotch-taped to an 8 ½ x 11 sheet of paper) and agendas. When completing Travel Vouchers, the city and county traveled to must be indicated on the form.
 - A Statement of Automobile Travel, form AC-160, (Attachment #11) must be completed when a personal car is used for transportation for the trip.
 - The traveler forwards the completed Travel Voucher with all supporting documents to the Purchasing & Accounts Payable Office for processing.
 - Once the Travel Voucher is processed, and posted by the Office of the State Comptroller, a payment will be issued to the traveler.

MAIL OPERATIONS CENTER AND INTRA CAMPUS MAIL

1. Function
The mailroom staff handles all intra-campus, first class, international, USPS Express, third and fourth class, registered, certified, insured, UPS and bulk rate mail and intra-campus mail deliveries.
2. Hours and Staffing
The mailroom is staffed on Monday through Friday between 8:30 a.m. and 5:00 p.m.
3. Service Window
The mailroom window is open Monday through Friday between 9:00 a.m. and 4:00 p.m.
4. General Mailing Procedures
Only mail pertaining to College business will be processed through the Mailroom.
 - a. All outgoing mail should be bundled and the name of the Department should be clearly visible. This can be achieved by attaching a non-adhesive label to the bundle, indicating the name of the Department.
 - b. Envelopes to be sealed must be banded and have flaps down. These must be #10 business envelopes, regular or window envelopes. There must be a minimum of twenty (20) envelopes. All other envelopes must be sealed.
 - c. Manila envelopes and business envelopes must be sealed.
 - d. Seal all outgoing stamped and pre-stamped (Business Reply) mail and keep separate from mail to be metered.
 - e. Purchase College envelopes should not be used for intra-campus mail. There are intra-campus envelopes specifically for this purpose.
 - f. Personal mail may not be sent through the Campus Mail.
 - g. Staff and faculty living on-campus should secure a post office box at the Purchase Post Office on Purchase Street to receive their personal mail.
 - h. Department offices are required to have two outgoing bins (one for intra-campus and one for outgoing mail). This will expedite sorting and handling.
 - i. Large mailing envelopes should be stamped indicating the class of service to be used, (i.e. First, air, third, book rate, etc.). If you have any questions, contact the Mailroom for assistance.
5. Student Mail
 - a. Addresses must include name, box number and complete College address. (See sample below)
 - b. Accountable mail and packages, (registered, certified, insured, express) must be picked up by addressee at the Mailroom. A More Card ID is required. Under no circumstances will any article/package be released to any person other than the addressee.
 - c. No COD accepted (UPS/USPS).
 - d. No outgoing packages or mail will be accepted for mailing, unless there is sufficient postage affixed to the item.
6. Mailing Information

10 Points to Proper Mail Addressing & Readability

 1. The destination address should be in block format, at least one inch from both the left and right edges of the envelope.
The bottom line of the address (city, state, and ZIP Code) must be at least 5/8 inch, but no more than 2 3/4 inches from the bottom edge of the envelope. It is extremely important that there are no non-address or printing marks, such as company logos or attention lines alongside or below the address line.
 2. ALL UPPER CASE CHARACTERS ARE PREFERRED.
 3. Punctuation is not required.
 4. Use rectangular letter-size envelopes that are at least 3 1/2 inches x 5 inches and no larger than 6 1/8 inches x 10 1/2 inches.

5. Use envelopes that provide a good color contrast with the address. Black type on white paper works best.
6. The next to last line in both the return and destination addresses should contain the street address, post office box or rural route number.
7. The last line of the address should have the city, state, and correct ZIP Code. The use of ZIP + 4 Codes is encouraged.
8. Common address and state abbreviations should be used.
9. Single spacing should be used between lines in the address. Put one or two spaces between words and two spaces between the state abbreviation and the ZIP Code.
10. Make sure the type on your typewriter or word processing printer is clean and sharp.

Student (On-campus) Address Sample

MS COLEEN M MURPHY
BOX 1123
PURCHASE COLLEGE
STATE UNIVERSITY OF NEW YORK
735 ANDERSON HILL ROAD
PURCHASE NY 10577 1402

Outgoing (Off-campus) Address Sample

MR ROBERT D GREENFIELD
MANAGER CLAIM RECOVERY
ACME INSURANCE CO
DEERFIELD TOWERS
300 E MAIN ST RM 1121
MEMPHIS TN 38166 1121

Attachments

- | | |
|--|----------------|
| 1. Purchase Requisition | Attachment #1 |
| 6. Purchase Order | Attachment #2 |
| 7. PLOT Sheet | Attachment #3 |
| 8. Credit Card Dispute Form | Attachment #4 |
| 9. Equipment Verification Form | Attachment #5 |
| 10. Supplemental Receiving Report | Attachment #6 |
| 11. Travel Card Recap Form | Attachment #7 |
| 12. NYS Tax Exemption Certificate for hotel occupancy (form ST-129) | Attachment #8 |
| 13. Statement of State Corp Travel Card (AC3256-S) | Attachment #9 |
| 14. NYS Employee Report of Travel Expenses and Claim for Payment (form AC 132-S) | Attachment #10 |
| 15. Statement of Automobile Travel (form AC 160-S) | Attachment #11 |
| 16. Equipment Location Change Form | Attachment #12 |
| 17. Request for Equipment Disposal/Surplus | Attachment #13 |
| 18. Equipment Donation Form | Attachment #14 |

**Purchase College
State University of New York**

735 ANDERSON HILL ROAD, PURCHASE, N.Y. 10577-1400

PURCHASING OFFICE

Attachment #1

PURCHASE REQUISITION No. **161983**

1. **Graphic Paper NY, Inc.**
31 Windsor Place
Central Islip, NY 11722

tel 800-840-4555, ext-133
fax 631-761-9701

FEDERAL I.D. NO. 112995388

2. **Bill Junor** PHONE NUMBER 6460
SHIP TO
CASH
DISCOUNT TERMS 3. net % 30 DAYS
CONTRACT NO. 4. PC62513 OGS GROUP NO. 50211
PURCHASE ORDER NO.
DATE 5. 10/15/07
ORIGINATING DEPARTMENT 6. Computing & Telecom Svcs
DATE REQUIRED 7. 11/20/07
8. F.O.B. DESTINATION ORIGIN PICK UP POINT OF

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
9.	10.	11.	12.	13.	14.
1	White Xerographic bond - multipurpose office paper - sub. 20, 8-1/2" x 11", Dock Delivery	500	carton	28.11	14,055.00
2	White Xerographic bond - multipurpose office paper - sub. 20, 8-1/2" x 14", Dock Delivery	30	carton	37.27	1,118.10
3	White Xerographic bond - multipurpose office paper - sub. 20, 8-1/2" x 11" - 3 hole punched, Dock Delivery	45	carton	29.18	1,313.10
TOTAL AMOUNT \$					15. 16,486.20

16. PCS INFORMATION				SUNY ACCOUNT	SUB-OBJECT	AMOUNT
BUILDING	ROOM	DEPARTMENT	FLOOR			
				17. 860835	3001	16,486.20

Indicate if confirming order
Invoice No. _____
Received by _____ Date _____

QUOTE NO.	VENDOR	PRICE

ORIGINATOR'S SIGNATURE _____
DEPARTMENT HEAD APPROVAL _____
DATE / /

Attachment #2

AC 902
C2623-889

STATE OF
NEW YORK

PURCHASE ORDER

Orig. Campus Code 28260	Date (MM/DD/YY) 8/25/09	Federal Tax Exemption Number 14740026K	Comptroller's Contract No.	Commodity Group No. 22003 00	Purchase Order No. 100166			
Originating Campus PURCHASE			P.O. NO. MUST SHOW ON ALL BILLS AND CORRESPONDENCE					
Vendor DEPARTMENT OF CORRECTIONAL CORCRAFT 550 BROADWAY ALBANY NY 12204 Payee ID 146013200 DCS99 12204			Ship To STATE UNIVERSITY COLLEGE RECEIVING Purchase Order No. 100166 735 ANDERSON HILL RD PURCHASE NY 10577 null					
Unless Otherwise Indicated, All Prices are F.O.B. Destination			Bill To STATE UNIVERSITY COLLEGE ACCOUNTS PAYABLE Purchase Order No. 100166					
Discount Terms % Days			PURCHASE NY 10577 null					
Vendor: Direct Questions To MR. N.D. LENTNER, 914-251-6070								
SHIP ATTN OF A. CIVITELLA								
Item No.	Description of Material/Service		Quantity	Unit	Price	Amount		
1	#U0355 8580 FLOOR FINISH 5 GAL PAIL		75	DRM	39.00	2,925.00		
2	#UP45595D0 FLOOR SEALER 4/1 GAL		60	CSE	26.00	1,560.00		
3	#U06-5589D0 4/CS FULL STRENGTH DEGREASER FAX: 518-436-6007		200	CSE	14.00	2,800.00		
					GRAND TOTAL:	\$ 7,285.00		
PO/Contract 100166	Line 1	Act	Amount \$ 7,285.00	Dept 28	Cost Center 326260	Var 4R	Yr. 09	Object 53630
REQUISITION NUMBER 149971		SUNY ACCOUNT 870903	SUB 00	OBJECT 3300				

Authorized Signature

Campus Use

Initialed By: NDL

**Purchase College
State University of New York
Procurement Log of Purchasing Card Transactions
Citibank Visa**

Attach original receipts to the back of this form.

Cardholder Name: _____ Department: _____ Transaction Period: _____

Transaction Date	Vendor	Merchandise Description (Detailed)	Purchase Cost	Account Number	Dispute (Yes ✓)	Additional Information

Cardholder Certification:

"I certify of my own knowledge that all statements identified above are correct and just, that payment is approved, and that the goods or services rendered or furnished or expenses claimed were for official duties of this agency."

Supervisor Certification:

"I have reviewed and agree with the cardholder's certification."
Supervisor's Name: *Please Print* _____

Supervisor's Signature:

Date

Purchasing & Accounts Payable Certification:

Date

Cardholder Signature:

Date

Verified by:

Date



Citibank® Commercial Cards Cardholder Dispute Form

Inquirer's Name: _____ Date: _____

Cardholder's Name: _____

Account Number: _____

Cardholder: Please provide a copy of any information / forms requested below along with the statement where the disputed charge appears and send via fax or mail to:

FAX TO: 605-357-2019 OR MAIL TO: Citibank® Commercial Cards 701 E. 60th ST. N Mail Code 3270 P.O. BOX 6125 Sioux Falls, S.D. 57117

This form must be filled out completely and forwarded to Citibank and appropriate Agency Officials (as determined by your internal procedures) within 60 calendar days of the disputed charges' posting date so that we may investigate.

Transaction Date: _____ Dollar Amount of Charge: \$ _____

Merchant: _____

Cardholder Signature: _____

Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-248-4553 (overseas call collect, 904-954-7850). We will be more than happy to advise you in this matter.

- UNAUTHORIZED TRANSACTION
[] I have not authorized this charge to my account.
DUPLICATE PROCESSING—THE DATE OF THE FIRST TRANSACTION WAS _____
[] The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____
(Merchant returned merchandise or service.)
[] My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved.
MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____
(Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)
[] My account has been charged for the above listed transaction, but the merchandise has since been returned.
****Enclosed is a copy of my postal or UPS receipt.****
CREDIT NOT RECEIVED
[] I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed.
DIFFERENCE IN AMOUNT
[] The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.
COPY REQUEST
[] I recognize this charge, but need a copy of the sales draft for my records.
SERVICES NOT RECEIVED: Please enclose a separate statement with the date of the merchant contact and response.
[] I have been billed for this transaction; however, the merchant was unable to provide the services.
[] Paid for by another means. My card number was used to secure this purchase; however, the final payment was made by check, cash, or another credit card. [Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.]
NOT AS DESCRIBED
[] The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must specify what goods, services, or things of value were received. The cardholder must have attempted to return the merchandise and state so in his/her complaint.)
If none of the above reasons apply:
Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper and sign and date your description statement.

Public Sector Dispute Form PS003 Final 05/18/06

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Purchasing & Accounts Payable

TO:
FROM:
SUBJECT: EQUIPMENT VERIFICATION
DATE:

Our records indicate that you have acquired _____ for use in the _____ Department. Please fill out the following information for Property Control.

1. S.U.N.Y. Asset Number (Bar Code): _____
2. Location: _____
3. Manufacturer: _____
4. Model: _____
5. Serial Number: _____
6. Date Received: _____

Verified By: _____

1. Name: _____
2. Title: _____
3. Signature: _____
4. Date: _____

Once form is completed, please send it back to me ASAP.

(914) 251-6070 735 Anderson Hill Road
(914) 251-6075 fax Purchase, New York
purchasing@purchase.edu 10577-1402

Attachment #6

Cor



**STATE UNIVERSITY OF NEW YORK AT PURCHASE
SUPPLEMENTAL RECEIVING REPORT**

05233

PARTIAL REPORT

All items on the subject order have been received with the exception of the following numbers. (List all MISSING units by ref. number.)

COMPLETE REPORT

All items on the subject purchase order have been received and may be processed for payment.

PURCHASE ORDER NO. _____

Vendor: _____

Received by: _____

Signature: _____

Title: _____ Date: _____

FORM NO. 608 11/88

ACCOUNTS PAYABLE

**Purchase College, State University of New York
TRAVEL CARD RECAP**

Travel Cardholder Name: _____

Dates of Travel: _____

Travel Destination: _____

Purpose of Travel: _____

date	vendor/merchant	description of transaction	amount
TOTAL			\$ -

Account Number _____

Travel Cardholder Certification

I certify of my own knowledge that all statements identified above are correct and just, that payment is approved, and that the services or goods rendered or furnished or expenses claimed were for the official duties of Purchase College.

Cardholder signature

Date

Supervisor/Account Manager Certification

I have reviewed and agree with the Cardholder's certification.

Supervisor signature

Date

Notes:

1. A completed TRAVEL CARD RECAP is required for each and every travel transaction in which the cardholder uses the Travel Card.
2. The TRAVEL CARD RECAP must be completed and submitted to the Purchasing & Accounts Payable Office within 5 calendar days of the transaction.
3. All applicable/associated invoices and receipts must be attached (stapled) to the TRAVEL CARD RECAP.
4. The Travel Card is NOT permitted for the purchase of gasoline when traveler is driving his/her personal vehicle.
5. A SUNY account number must be assigned to each and every TRAVEL CARD RECAP.
6. The TRAVEL CARD RECAP must be signed/certified by both the Travel Cardholder and the cardholder's Supervisor.
7. All New York State, SUNY, and Purchase College travel rules, regulations, and policies must be followed when using the Travel Card.
8. Failure to follow the above may result in suspension or revocation of Travel Card privileges.



New York State Department of Taxation and Finance

Exemption Certificate

Tax on occupancy of hotel rooms

ST-129

(10/00)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel, motel, lodging house, etc.		Dates of occupancy From: / / To: / /		
Number and street	City, village, or post office	State	ZIP code	Country
<p><i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i></p>				
Governmental entity (federal, state, or local)		Agency, department, or division		
Employee name (print or type)	Employee title	Employee signature	Date / /	

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.

State
of
New York

EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT

Agency Name		Business Unit/Department Code	
Employee ID	Official Station		
Last Name	First Name	MI	Suffix
Address			
City	State	Zip	Normal Work Hours
Business Purpose		Travel Destination	
Travel Start Date and Time	Travel End Date and Time		Check if used: <input type="checkbox"/> Corp Card <input type="checkbox"/> Advance <input type="checkbox"/> Direct Bill
Travel Description			

1. Indicate All Travel Expenses <small>If more space is required in any section, use the associated detail form (number shown in parentheses below)</small>	Totals	2. Summary	Amount
Lodging		A. Total Travel Expenses	
		B. Subtract Amount Paid with Travel Advance	
Transportation (AC3259-S)		C. Subtract Amount Billed to Corp Card (AC3256-S)	
		D. Other Direct Bill to Agency (Specify)	
Meals (AC3258-S) <div style="text-align: right; margin-right: 50px;">Overnight Per Diem @ \$ each =</div>			
Additional Breakfast @ \$ each + Additional Dinner @ \$ each =			
Day Trip Breakfast @ \$ each + Day Trip Dinner @ \$ each =			
		E. Other Adjustments (Specify)	
Mileage Claimed (AC160-S) <div style="text-align: right; margin-right: 50px;">@ ¢ per mile =</div>			
Incidental Expenses – List (AC3259-S)			
Total Travel Expenses – Enter in Section 2 Line A		Total Amount Claimed	

Traveler's Certification

I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.

Signature Title Date

Supervisor's Certification (if required)

I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.

Signature Title Date

FOR AGENCY USE ONLY	Expense Report Number	Travel Auth. Code
	Entered by	Date

EQUIPMENT LOCATION CHANGE

From: Name _____
Signature _____
Title _____
Department _____

Date: _____ / _____ / _____

The following equipment item has been relocated:

Item Description _____

SUNY Asset Number _____

Manufacturer _____

Model _____

Serial Number _____

Condition (Circle one) Excellent Good Fair Poor Other _____

NEW LOCATION Building _____ Room Number _____

Additional Notes _____

For Off-Campus Location Change Only:

1. Division Vice President Authorization Mandatory

_____ / _____ / _____
Division V. P. Signature Date

2. Date Removed from Campus _____ / _____ / _____ Date To Be Returned to Campus _____ / _____ / _____

STATE UNIVERSITY OF NEW YORK AT PURCHASE
PROPERTY CONTROL SYSTEM

REQUEST FOR EQUIPMENT DISPOSAL/SURPLUS

The following equipment item is no longer needed:

Item _____

SUNY Asset Number _____

Manufacturer _____

Model _____

Serial Number _____

Location _____
Building _____ Room Number _____ Floor _____

Condition (Circle one) Excellent Good Fair Poor Other

REASON FOR DISPOSAL/SURPLUS _____

Originator Signature _____

Name and Title Printed/Typed _____

Department _____

Date / /

Department Head Signature _____

Date / /

All fields must be completed for processing.

DISPOSAL OF EQUIPMENT CAN BE MADE ONLY UPON PROPERTY CONTROL OFFICE AUTHORIZATION.

Purchase College

State University of New York

Equipment Donation Form

Name of Donor: _____

Description of Equipment: _____

Name of Manufacturer: _____

Model: _____

Year: _____

Condition: _____

Serial #: _____

Estimated Market Value: _____

Prepared By:

Name: _____

Signature: _____

Title: _____

Dept: _____

Date: _____

Submit this form to the Purchasing & Accounts Payable Office