

**CORPORATE CREDIT CARD GUIDELINES**

Card Name	Purpose	Restrictions	Who is eligible to Hold card?
Purchasing Card (or P-Card)	Purchase goods/services up to a certain threshold directly from suppliers (contact Purchasing for guidance).	Each card has a threshold for individual purchases and a monthly threshold that should not be exceeded. Purchases should NOT be split to be within those limits.	CUNY/State employees must be approved by Supervisor.
Travel Card (or T-Card) for the Employee	Purchase of approved business travel expenses for the named card holder when in travel status. Eligible charges include lodging, airfare, baggage fees, train tickets, car rental (following State Contract), gas for car rental, conference fees, and meals (contact Accounts Payable for guidance).	As per New York State guidelines, the T-Card <u>should not</u> be used to pay for travel arrangements for other than the card holder.  Other prohibited uses include: gas for personal vehicles, food expense for other staff members, personal use of any kind, alcoholic beverages, incidentals on hotel bill, including but not limited to movies, gym, valet parking, laundry, and dry cleaning, excess baggage fees and non-travel related expenses.	CUNY/State employees must be approved by Supervisor.
Non-Employee Travel Card (or NET Card)	Purchase travel expenses for Non-State (Non-Payserv) CUNY Employees and/or Non-Employees including research foundation employees, students, candidates for employment.  Eligible charges include lodging, airfare (including baggage fees), train tickets, car rental (following State Contract), gas for car rental, conference fees, and meals.	Prohibited uses include: personal use of any kind, alcoholic beverages, incidentals on hotel bill, and non-travel related expenses.	CUNY/State employees must be approved by Supervisor.

## **Due Date and Reconciliation**

All Card payments are due to Citibank within 28 days after the receipt of Statements. More importantly, Citibank accepts only one payment for each CUNY unit. Failure to pay by the due date will likely result in the deactivation of cards for that specific unit (i.e., College, or CUNY department).

State guidelines indicate that all reconciliations of the Statements are performed as a post payment activity and that reconciliation should occur within 30 days of the Statement.

In that regard, it is the responsibility of the card holder to provide supporting documentation to Accounts Payable within 10 days of statement.

## **New Streamlined CUNYfirst Process**

After review of current process, the University has determined to simplify the practice by using a non-purchase order method, which is detailed below.

### *Card Holders and Supervisors*

1. Card holders will charge approved allowable and prudent costs to the P-card, T-card or Net card.
2. Card holders will be responsible for accessing their Statements on-line at the Citibank website at <https://home.cards.citidirect.com/CommercialCard/Cards.html>. Statements are available approximately on the 6<sup>th</sup> of each month for the Procurement and NET cards and on the 22<sup>nd</sup> of each month for the Travel card. The monthly statement from Citibank must be reviewed for accuracy of charges and physically signed by the **cardholder and supervisor**.
3. Card holders should submit the signed Statement AND all receipts and appropriate documentation to the appropriate business unit within 10 business days from the Statement date.