

Credit Card Programs Policy

Effective Date:	November 9, 2016
Supersedes:	Credit Card Programs: Overview
Policy Review Date:	October 5, 2023
Issuing Authority:	Research Foundation President
Responsible Party:	Chief Financial Officer
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Reason for Policy

This policy provides a statement of use, administration, and controls around the Research Foundation for The State University of New York ("Research Foundation" or "RF") credit card programs.

Statement of Policy

Use

Credit cards are provided to RF employees to facilitate the purchase of business or project related goods and services and to substantiate eligibility for waiver of New York state (NYS) sales tax for corporate transactions. Misuse will result in card cancellation. See the "Card Cancellation" block below.

Cards may be cancelled by an operating location if the cardholder

- is on a project for which funding has terminated.
- transfers to a new operating location.
- requests cancellation.
- is no longer employed by the Research Foundation.
- misuses the card.
- loses the card or the card is stolen.

None of these credit card programs can be used for cash advances and RF credit cards must not be used for personal expenses other than incidental costs incurred while in travel status.

Review of Purchases

Business or project-related purchases made with a credit card must be reviewed for compliance with the financial institution's rules and regulations, federal regulations, sponsor guidelines, and Research Foundation policies. (Refer to "[How to Review a Request for Goods, Services or Payment](#).") Since this review takes place after the purchase and payment to the vendor or supplier has been made, the cardholder may be responsible for payment to the credit card financial institution or for reimbursement to the RF if it is determined that the purchase is not allowable.

Available RF Card Programs

The Research Foundation (RF) offers the following card programs through American Express (AMEX), Citibank Visa Business Travel Account (BTA) and Bank of America:

Program Type	Program Details	Liability
Corporate Travel Card Program	Travel cards in cardholders name for business-related travel expenses only. Credit limits are placed based on the traveler and also available at the transactional level. The Bank of America Travel card program is supported and monitored by central office. Campuses choosing to use other travel card programs are responsible for managing and monitoring their programs.	Personal
Business Travel Account (BTA)	For travel-related expenses only, the BTA involves no plastic cards. The account is used by specific NYS contracted travel agencies for charging airline and rail tickets directly to an operating location's RF business office. BTA accounts offered through American Express and Citibank Visa are managed at the campus level.	Corporate
Purchasing Card (P-Card) Program	This type of card can be tailored by the campus for specific types of purchases and can carry a limit, or it can be used for all purchases including travel. There is no charge for this type of card and there is no minimum number of cards required. The Bank of America P-Card program is supported and monitored by central office. Campuses choosing to use other purchasing card programs are responsible for managing and monitoring their programs.	Corporate

Establishing Credit Card Programs

The RF Central Office centrally manages and monitors the Bank of America P-Card and Travel Card programs for the campuses. With prior approval of the RF Chief Financial Officer, operating locations may obtain credit cards through other financial organizations although the campus needs to ensure proper monitoring and internal controls of these programs.

Information on how to establish any of the RF credit card programs is provided in the following documents:

- Credit Card Programs: [Bank of America Purchase Card Program](#)
- Credit Card Programs: [Bank of America Travel Card Program](#)
- [How to Establish a Citibank Visa Business Travel Account](#)

Requesting P-Cards or Travel Cards

New P-cards or Travel Cards requested by campuses must be approved by an authorized campus official.

- Requests for new P-Cards must be accompanied by a completed [RF Purchasing Card \(P-Card\) Administrator Agreement Form](#) which requires the card administrator to agree to the terms of use. The form also requires manager approval and/or OM or OM designee approval.
- Requests for new Travel Cards must be accompanied by a completed [RF Travel Card Agreement for Employees](#) form which requires the cardholder to agree to the terms of card use.

Billing Procedures

Billing procedures vary depending on the type of account.

BOA Travel Credit Card

Individual billing; individual liability. Billing is to the specific individual holding the card and paid within 20 days. Requests for reimbursement are handled as a vendor payment request through the operating location's business office.

BTA (Business Travel Account)

Central billing; corporate liability. Travel expenses are billed directly to the operating location's central business office for immediate payment. Each operating location's central business office administers the BTA for the account-holding travel agency.

BOA Corporate Purchasing Card

Central billing; corporate liability. The purchasing card is a corporate liability card and must be centrally billed and paid within 25 days. Therefore, operating locations must establish and fund an account from which the bills will be paid. The costs are then billed back to the grant or cardholder, as appropriate.

Managing RF Credit Card Programs

Operating locations are responsible for managing each credit card program. Procedures and rules must be developed and clearly communicated to all cardholders for the following:

- credit (dollar) limits
- card use options
- authorized cardholders
- sponsor guidelines
- vendor disputes and purchase returns
- documentation
- card cancellation

Credit Limits

An operations manager or designee must establish a credit limit for the corporate purchasing card.

Although credit is unlimited for the Corporate Credit Card, an operations manager or designee has the option of setting a credit limit for these cards.

Credit limits for Citibank BTA are established via the Citibank Risk Assessment Form.

Card Program Options

Operating locations are responsible for managing the use of credit cards. For considerations, restrictions, and benefits of each card program, see:

Overview of the Citibank Visa BTA in Credit Card Programs: [How to Establish a Citibank Visa Business Travel Account](#) (BTA)

Overview of Bank of America Corporate Purchasing Card Program in Credit Card Programs: [Bank of America Purchase Card Program](#)

Overview of Bank of America Corporate Travel Card Program in Credit Card Programs: [Bank of America Travel Card Program](#)

Authorized Cardholders

The operations manager or designee is responsible for ensuring that an up-to-date list of authorized cardholders and their signatures is maintained at the operating location. Authorized cardholders may include, but are not limited to, the following persons:

- project directors
- project directors' staff

- Research Foundation administrative staff

Sponsor Guidelines

Rules and procedures must be developed and implemented to ensure that purchases comply with sponsor regulations. To help ensure compliance with sponsor guidelines, purchases made during the last 30 days of a project period should be limited to emergency purchases required to complete the project.

Vendor Disputes and Returns

The operations manager or designee must determine who will be responsible for resolving vendor disputes. Central office is not responsible for resolving disputes with vendors. Rules and procedures must be developed and implemented for the return of goods purchased with a credit card and for the cancellation of travel expenses that were paid for by an RF credit card program.

Documentation Requirements

Payment documentation for business or project related purchases should be forwarded by the cardholder to the campus office of record and should include the following:

- Each element of the expenditure (amount, date, place, business relation, and purpose) made at or near the time the expense was incurred and supported by receipts (when possible), or the date, place, and business purpose when travel per diem allowances are used
- other appropriate documentation such as brochures, programs, etc. that substantiate the business purpose for the expense; and
- An approved payment authorization.

Card Cancellation

The Research Foundation may cancel any AMEX or Citibank Visa or BOA VISA credit card program with or without notice. This may be necessary if the cardholder violates financial institution, Research Foundation, or operating location rules and requirements governing use of the card. Any charges resulting from abuse become the personal liability of the cardholder.

The operations manager or designee must follow these steps to cancel an employee's card:

Step	Action
1	Contact American Express directly by calling (800) 528-2122. Contact Citibank at (800) 790-7206, or use online system at www.citimanager.com . Contact the finance office at (518) 434-7032 for Bank of America cards
2	If possible, obtain the cancelled card from the cardholder.
3	Remove the cardholder from the authorized list of cardholders for the location.

Responsibilities

Responsible Party	Responsibilities
OM or designee	Responsible for authorizing who can approve cards and/or increase/decrease credit card limits.
Cardholders	Responsible for safe keeping of the card and following rules pertaining to use of card.

Operating Locations	Responsible for the administration of any credit card programs outside the centrally administered Bank of American program. This includes managing and monitoring of programs.
Central Office	Responsible for the administration of the Bank of America program. This includes managing and monitoring the program.

Definitions

Misuse or abuse of the card - Some examples include but are not limited to:

- Habitually failing to submit monthly reconciliation reports by the deadline;
- Using the card for personal use;
- Failure to return the card when terminated or upon request;
- Failure to maintain proper records in accordance with RF guidelines;
- Purchasing supplies from an unauthorized vendor or the purchase of goods or services that are unallowable on the sponsored award;
- Using the card after notice of its cancellation.

Related Information

[Travel Site](#)

[Central Office Travel and Credit Card Use Policy](#)

[Unrestricted Fund Expense Policy](#)

[Documentation Guidelines for Purchasing and Payment Activities](#)

[Procurement Site](#)

Credit Card Programs: [Bank of America Purchase Card Program](#)

Credit Card Programs: [Bank of America Travel Card Program](#)

[How to Establish a Citibank Visa Business Travel Account](#)

Forms

[RF Purchasing Card \(P-Card\) Administrator Agreement Form](#)

[RF Travel Card Agreement for Employees](#)

Change History

Date	Summary of Change
November 9, 2016	Added references that campuses are responsible for card monitoring and ensuring internal controls are in place when utilizing card programs other than the corporate Bank of America program. Added requirement that all Travel Cards or P-Cards be

	accompanied by a completed authorization form with cardholder agreeing to terms of card use.
December 7, 2012	Created new policy called RF Credit Card Programs Policy; supersedes Credit Card Programs: Overview procedure. Effective 3/15/2013
January 25, 2010	Added references for Citibank Visa program
November 14, 2012	Added references for BOA Program and documentation requirements