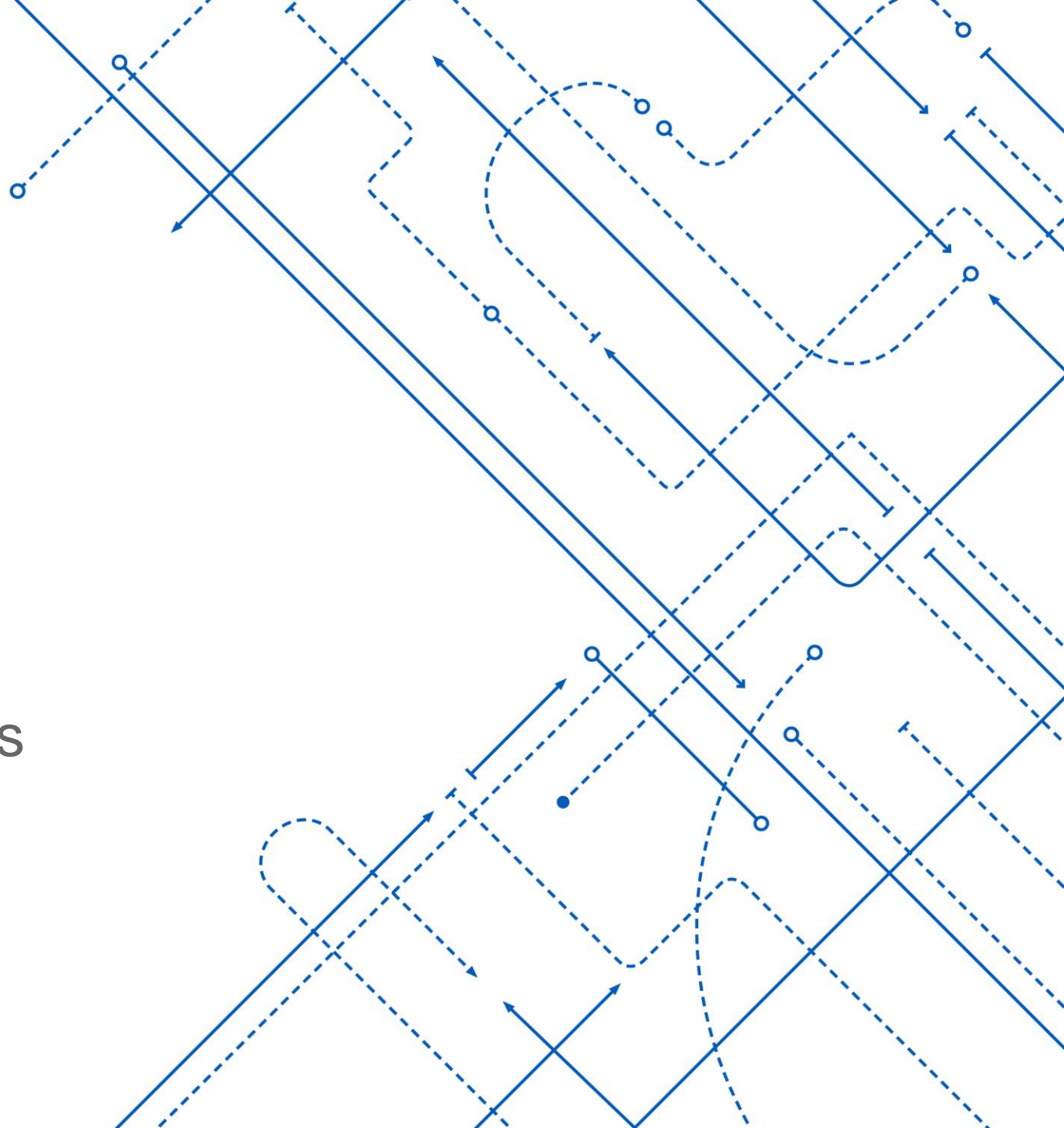


UNIVERSITY CARD PROGRAMS

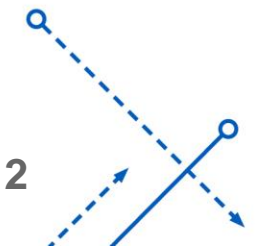
Valerie Dennis, Director Asset
Management and Card Programs

 University at Buffalo
Division of Finance and Administration



Card Programs


- Prepaid Debit Cards
 - Programs Available
 - Use Cases
- Procurement Cards
 - Types of Cards
 - Purchase Limits
 - Allowable Purchases
 - Restrictions
 - Reconciliation Process
- Non-Employee Travel Cards
 - Allowable Purchases
 - Reconciliation Process
- Resources
- Questions



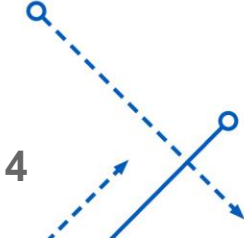
PREPAID DEBIT CARDS

Prepaid Debit Cards for Research participants

- Allows researchers to pay participants using prepaid visa card
- Study must have approved IRB, and RF Funding (Sponsored or Non-Sponsored)
- Three programs available - Reloadable, One-Time Digital, One Time Plastic
- Apply Online, Will need IRB Approval, Account Number and [US Bank Advance Request Form](#).
- Receive training after application processed
- Monthly reconciliations must be sent to Sponsored Projects




Note: The reloadable card is free, single use cards have a small cost associated



Prepaid Debit Cards for Students and Other Third Parties

- Travel
 - Meal Allowances (per diems) only
- Gifts, Prizes and Awards
 - Incentives for surveys
 - Volunteering
 - Awards as part of a competition.
- Gifts, Prizes and Awards
 - Any payments totaling over \$600 in a calendar year for U.S Citizens and any payments to Non-Resident Aliens (NRA) are taxable.
 - Tax Forms uploaded into secure UB Box folder.



Note: There is no cost associated with this program

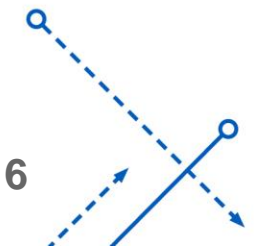
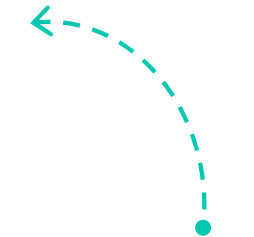
Prepaid Debit Cards for Students and Other Third Parties

- To Get Started: **Gifts, Prizes and Awards**

- Details about payment
- Account number to charge(IFR)
- Name of Individuals who are receiving the cards.
- List of the funding to be applied to each of the cards.

- To Get Started: **Meal Per Diems**

- Dates of Travel
- City Stayed in
- Any group meals provided
- Account number to charge(IFR)
- Name of Individual(s) receiving card
- After Trip:
 - Copy of Paid Lodging
 - Copy of Agenda



PROCUREMENT CARDS

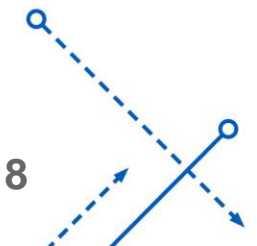
Procurement Cards

Available in each of the three funding sources:

1. State – JP Morgan Chase Visa
2. Research Foundation (RF) – American Express
3. UB Foundation (UBF) – American Express

Procurement Card Eligibility:

- Active, paid appointment
- Issued to individual not department
- Individual should be the person placing the orders
- Do not share cards



Purchase Limits

State

Single Purchase Limit \$4,999.00

Monthly Limit - \$25,000.00

Exceptions for single purchase limits can be made on a case-by-case basis with approval from procurement and Unit Business Officer

RF

Single Purchase Limit \$2,500.00

Monthly Limit - \$10,000.00

Exceptions for single purchase limits can be made on a case-by-case basis with approval from procurement, sponsored projects and Unit Business Officer

Allowable Purchases

State

- Supplies
- Repairs
- Books
- Printing
- Subscriptions
- Conference Registrations
- Justified food and beverage purchases within the allowable use of funds Policy

RF

Allowability is established by each individual award

- Lab Supplies and Chemicals
- Abstract Fees, Publishing Costs
- Conference Registrations
- Shipping
- Justified food and beverage purchases within the allowable use of funds Policy

Restrictions

State

- Gift Cards
- Travel and Entertainment
- Flowers, greeting cards
- Personal celebrations
- Gasoline
- Alcoholic beverages
- Coffee service and food purchases that do not fall within the universities [Allowable Use of Funds Policy](#) (e.g. employees engaged in routine business meetings or celebration).

RF

Allowability is established by each individual award

- Gift Cards
- Travel and Entertainment
- Personal celebrations, Flowers and Greeting Cards
- Subject Fees
- Controlled substances
- Professional Services, consultant fees
- Alcoholic beverages
- Gasoline
- Donations
- Food purchases not approved on the award

Reconciliation Process

Cardholders are required to reconcile their purchases **monthly**.

State

- Statement Period – xx/6 – xx/5
- University Bill Paid Centrally
- Monthly Certification Documents Include:
 - SUNY Certification Printout
 - Monthly Summary Log
 - Statement
 - Supporting Documentation for each charge.

RF

- Statement Period – xx/29 – xx/28
- University Bill Paid Centrally
- Monthly Certification Documents include:
 - Monthly Summary – Signed
 - Purchase Backup (invoices)

State Certification

1. Print and review Statement
2. Reconcile each transaction on summary log.
3. Include detailed business purpose.
4. Receive e-mail notification that activity is available to certify.
5. Certify changes within the SUNY Employee Services web portal.
6. Re-allocate account if necessary, along with changing object of expenditure code.

Statement Cycle: May 06 2023 - Jun 05 2023 (Not Certified)

Statement Information

Statement Date: **June 5, 2023** Cardholder Certification: **Not Certified**
 Cardholder Name: XXXXXXXXXX Default Account: **8605250000**
 Statement Transaction Count: **5** SFS Journal Number: **WHM8667**

Statement Detail

Trans. Date	Vendor Name	M/WBE Certification	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
05/19/2023	THE UPS STORE 6639		Business Services, Other	8605250000	\$3.64	\$3.64	# Edit
05/14/2023	AMZN MKTP US		Book Stores	8605250000	\$32.99	\$32.99	# Edit
05/12/2023	AMZN MKTP US		Book Stores	8605250000	\$13.67	\$13.67	# Edit
05/05/2023	ONE WORLD CAFE		Quick Payment Service- Fast Food Restaurants	8605250000	\$12.23	\$12.23	# Edit
05/05/2023	AMAZON.COM/CDU0002		Book Stores	8605250000	\$1,700.00	\$1,700.00	# Edit

7. Print completed certification page.
8. Obtain necessary signatures
9. File completed documents in UB Box folder:
 1. Signed SUNY certification printout
 2. Monthly Summary Log
 3. Statement
 4. Supporting Documentation

RF Reconciliation

1. Download Summary Form
2. Review Statement and compare receipts
3. List each transaction on summary log with detailed business purpose.
4. Include associated Project, Task and award for each transaction.
5. Principal Investigator (PI) or Cost Approver review and signature
6. Submit completed summary log and receipts to RF PCard mailbox by the 15th of the month.

Research Foundation of State University of New York Procurement Card Monthly Transaction Summary				
Billing Month/Year:			Principal Investigator:	
Name of Cardholder:				
Person# of Cardholder:				
Department:			PI Signature:	
Phone Number:			<i>(Principal Investigator is responsible for ensuring funds are available for all purchases.)</i>	
Middle six digits of card:				
Supplier Name:	Item Description:	Dollar Amt:	Project-Task-Award:	Business Purpose: <i>explain how the purchase relates to your project</i>

NON-EMPLOYEE TRAVEL CARDS

Allowable Purchases

- Airfare
- Amtrack

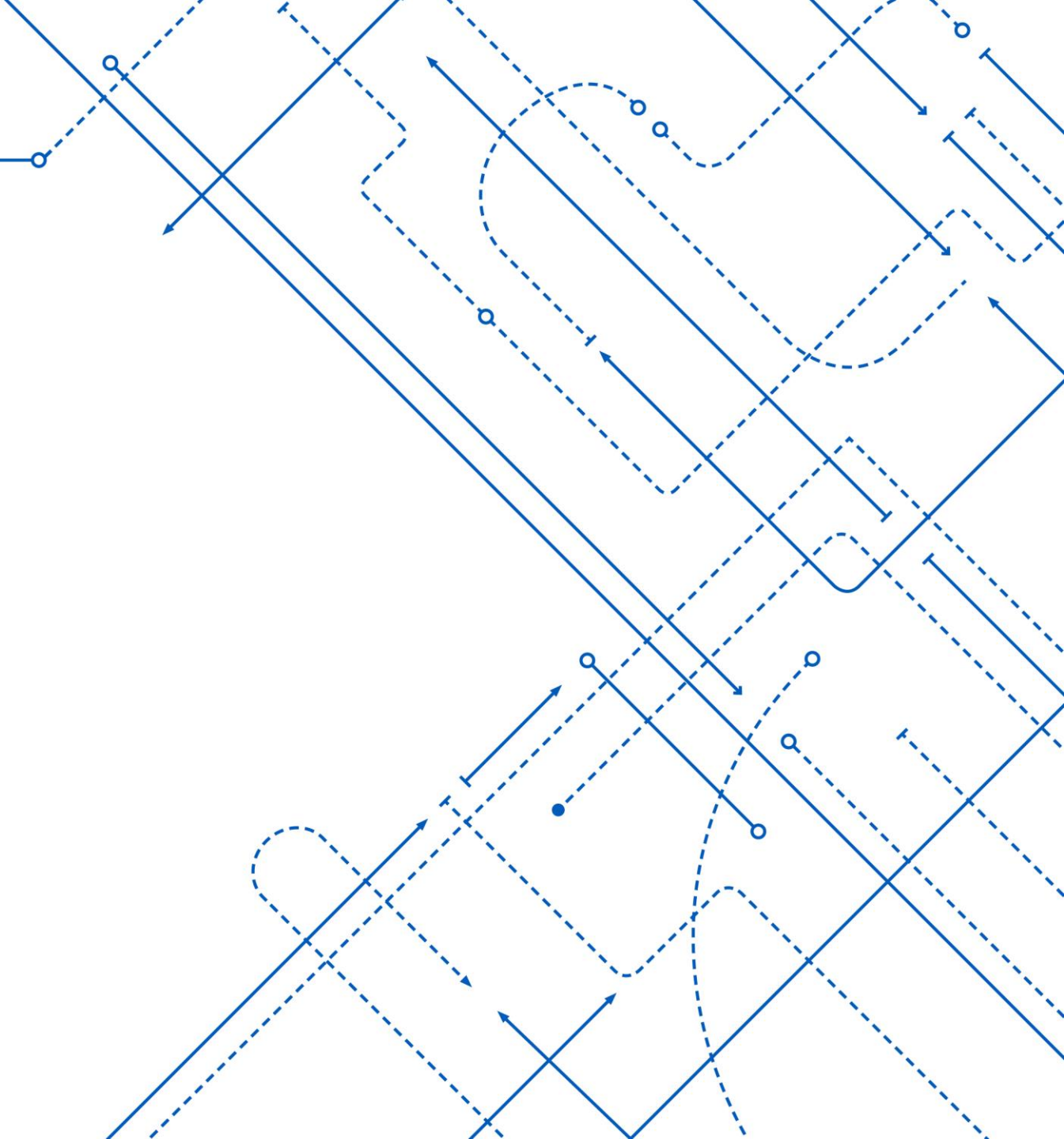
Non-Employees

- Candidates
- Guest Speakers

Reconciliation Process

- All Charges posted to default account
- Charges reconciled through concur by creating an expense report.
- Required documentation includes receipts and purpose of travel documentation must be attached.

RESOURCES



Resources

PCard Applications:

[Procurement Card Application for State](#)

[Procurement Card Application for
Research Foundation](#)

PCard Guidelines:

[State Procurement Card Guidelines](#)

[RF Procurement Card Guidelines](#)

Procurement Card Reconciliation:

[Reconcile State PCard](#)

[Reconcile RF PCard](#)

Resources

[Card Programs Website](#)

[Prepaid Debit Cards For Research Participants](#)

[Prepaid Debit Cards for Students and Third Parties](#)

[Non-Employee Travel Card Website](#)



Resources

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Card Programs – ubscardprograms@buffalo.edu

QUESTIONS

