

NEW YORK DIVISION OF MILITARY AND NAVAL AFFAIRS
BUDGET AND FINANCE
330 OLD NISKAYUNA ROAD
LATHAM, NY 12210-2224

FISCAL POLICY MEMORANDUM

TRANSMITTAL NO: BF-003

DATE: May 14, 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Requests for New or Change of Status of Purchase and Travel Credit Cards

GUIDELINES:

This Fiscal Policy Memorandum (FPM) is issued to establish procedures in relation to issuing a procurement and/or travel credit card or a change in status of an existing procurement and travel credit card holder. The Business Service Center (BSC) is now the DMNA Credit Card Administrator (CCA) and is tasked with the following:

- Tasked with the process of obtaining or changing the status of a State credit card.
- Maintain credit card data including cards assigned to users
 - Coordinate with DMNA Administrative Security Administrator to assign cardholder, reconciler and card transaction approver
- Ensure a credit card assignment to a user cannot be removed until all transactions have been processed in Statewide Financial System (SFS)
- Assigned as a travel proxy to all travel users within the (SFS)

All changes must be submitted to the MNBF "State Payables SFS-EMO" mailbox. The agency will then coordinate with the BSC CCA.

PROCEDURES:

New Traveler Credit Card Application or Traveler Change Request

New Traveler:

If an individual is a new traveler to the SFS system and needs to be issued a travel credit card than a BSC "New Traveler Application" (BSC NTA 11/12) must be completed and submitted to the MNBF "State Payables SFS-EMO" mailbox. The application can be completed by the traveler themselves or their designated proxy.

The SFS role mapped supervisor/ approver must also complete the designated section.

Prior to submission to MNBF, all the fields above the "Completed By Agency Liaison to BSC" section must be completed to include approval by the requestor's supervisor.

Once the form is submitted to MNBF the Agency Liaison will review the form to approve or disapprove on behalf of the agency. If the request is approved, the chart fields will be completed by MNBF and, the application will be submitted to the BSC for processing.

Traveler Change Request

Existing Traveler:

If an individual is currently a traveler who currently possesses a travel card and the following changes occur:

- Supervisor name change
- SFS approver name change
- Proxy name change
- Cardholder name change

The traveler must submit a completed BSC "Traveler Change Request" (BSC CCR 11/12), to the MNBF State Payables SFS-EMO" mailbox. Prior to submission to MNBF, all the fields above the "Completed By Agency Liaison to BSC" section must be completed to include approval by the requestor's supervisor.

Once the Traveler Change Request is submitted to MNBF, the Agency Liaison will review the form to approve or disapprove on behalf of the agency. If the request is approved, the chart fields will be completed by MNBF and the request will be submitted to the BSC for processing.

New Procurement Credit Card Application or Procurement Card Change Request

New Procurement Card:

If a state employee requires a purchasing card then a BSC "Procurement Card (P-Card) Application" (BSC CCR 09/12) must be completed. The application must be submitted to MNBF by email to the "State Payables SFS-EMO" mailbox. The request must be justified on the application and signed by the employee.

The supervisor will review the application, write in the applicant's name and sign where indicated. The supervisor is the individual that the applicant reports to.

MNBF will complete the section relating to the "Cardholder Default Accounting Distribution" and "Requested limits". If the applicant or supervisor completes this section in error, the application will be rejected and sent back to be redone.

The head of the agency directorate must then sign in the area indicated "Division Director"

Once the aforementioned is completed the application must be submitted to MNBF for review and completion. The agency will then submit the application to the BSC who will

process the request with the credit card company and ensure a P-Card is issued to the applicant.

Procurement Card Change Request

Existing Procurement Card:

If a state employee requires a change to an existing purchasing card than a BSC Procurement Card (P-Card) Application (BSC CCR 09/12) must be completed. The completed application must be submitted to MNBF by email to the State Payables SFS-EMO" mailbox. The request must be justified and the needed information completed by and signed by the employee.

The supervisor will review the application and sign where indicated. The supervisor is the individual that the applicant reports too.

The head of the agency directorate must then sign in the area indicated "Division Director"

Once the aforementioned is completed the application must be submitted to MNBF for review and completion. Once complete, the agency will submit the change request to the BSC who will process the request with the credit card company and ensure the changes are made.

Termination or Cancellation of Travel or P-Card

If an individual is leaving the employ of the agency or there is cause to terminate a Travel Credit Card or P-Card, then the employee's supervisor must immediately request termination. The request can be submitted by email to the MNBF "State Payables SFS-EMO" mailbox with Subject Line: "Credit Card Cancellation Request" with the following information:

- Name of Employee
- Type of Card (Travel or P-card)
- Credit Card Number
- Card Exp Date
- Justification for Termination

Be advised that all transactions must have been processed in SFS before a card can be terminated.

If approved, MNBF will work with the BSC to terminate the requested account.

Once approved, the card must be cut in two and mailed to MNBF at:

Mrs. Jane Sherwood
MNBF
Division of Military and Naval Affairs
330 Old Niskayuna Rd
Latham NY 12110-2224

Card Holder Disputes

Card holder disputes are a process that will remain between the cardholder and Citibank. Dispute forms may be obtained from the link below.

Obtaining and Submitting Forms

The relevant forms may be obtained at the following BSC website links:

Citibank Government Cardholder Dispute Form:	https://online.ogs.ny.gov/BSCenter/Forms/CitibankGovernmentCardholderDisputeForm.doc
New Travel Application:	https://online.ogs.ny.gov/bscenter/forms/BSC_NewTravelerApplication.doc
Procurement Card Application:	https://online.ogs.ny.gov/BsCenter/Forms/BSC_ProcurementCardApplication.doc
Procurement Card Change Request:	https://online.ogs.ny.gov/BsCenter/Forms/BSC_ProcurementCardChangeRequest.doc
Travel and Procurement Card Acknowledgment Form:	https://online.ogs.ny.gov/BsCenter/Forms/BSC_NYSTandPCardAcknowledgment.doc
Traveler Change Request Form:	https://online.ogs.ny.gov/bscenter/forms/BSC_TravelerChangeRequestForm.doc

All completed forms other than the Card Holder Dispute Form must be emailed to the MNBF "State Payables SFS-EMO" mailbox address:

Ny.ny.nyarnng.mbx.statepayablesfs-emo@mail.mil

Point of Contact:

If there are any questions regarding these guidelines, the primary contact is Mrs Jane Sherwood at (518) 786- 4512 and the secondary contact is Mr. Tom Halabuda at (518) 786- 4538.

Attachments:

BSC NTA 11/12 "New Traveler Application"

BSC CCR 11/12 "Traveler Change Request"

BSC PCA 10/12 "Procurement Card Application"

BSC CCR 09/12"Procurement Card Change Request"

CB 003 "Citibank Card Holder Dispute Form"