



**New York State Division of Military and Naval Affairs
Office of Budget and Finance**

State Financial System Information

SFS Bulletin Number: 22

Effective Date: 1/29/13

Bulletin Issued by: Tom Halabuda

Subject: Procurement Card Expense Reconciliation

This bulletin sets forth procedures in relation to Procurement Card (P-Card) expense reconciliation when utilizing the Statewide Financial System (SFS) and the migration to the Business Service Center (BSC). This applies to transactions made after January 6, 2013.

1. The BSC will on behalf of DMNA, be processing P-Card expense reconciliations beginning February 1, 2013 for transactions made after January 6, 2013.

2. Upon receipt of the cardholder's monthly Citibank procurement card statement the attached "PROCUREMENT CARD MONTHLY ACCOUNT SUMMARY TRANSMITTAL" (MAST) form must be completed. All receipts, invoices, or receiving reports and the Citibank statements must be submitted to the BSC within 10 days of the end of the billing cycle. Please remember that your P-card transactions must be reconciled and approved in SFS before the submittal of the MAST and relevant documentation to the BSC.

3. The MAST must be signed by the credit card recipient and the recipient's supervisor and their SFS Approver. In most cases the cardholders SFS approver and supervisor may be the same person in which case they sign both supervisor and SFS approver certifications.

4. The GLBU for DMNA is: DMN01.

5. The cardholder should receive their email notification to access their Citibank statement online within the first ten calendar days of the month.

6. Please submit the BSC MAST and supporting documentation to:

Business Service Center
ATTN: Technical Services
Corning Tower, 31st Floor
Empire State Plaza
Albany, NY 12242

7. If there are any questions or issues specifically pertaining to your P-Card expense reconciliations please contact the BSC at (518) 457-4272 or email the BSC customer care at BSCCustomerCare@ogs.ny.gov

Attachment



**PROCUREMENT CARD
MONTHLY ACCOUNT SUMMARY TRANSMITTAL (MAST)**

Submit completed form to:
BUSINESS SERVICES CENTER
Attn: Technical Services
Coming Tower, 31st Floor
Empire State Plaza
Albany, New York 12242
(518) 457-4272

GLBU _____

Cardholder Name _____

Statement Period _____

Statement Total _____

Instructions: Upon receipt of monthly Citibank procurement card statement, verify that all charges have been reconciled and approved in SFS. Attach all receipts, invoices, or receiving report and the Citibank statement to this report within 10 days of the end of the billing cycle. The signed report and all back up should be submitted to the BSC at the above address.

	<u>Cardholder</u>	<u>Supervisor</u>	<u>SFS Approver</u>
1. All charges have been verified in SFS	<input type="checkbox"/>		
2. All charges have been approved		<input type="checkbox"/>	
3. Invoices/receiving documentation is attached for each transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Citibank Statement is attached (block out account numbers)	<input type="checkbox"/>	<input type="checkbox"/>	

Cardholder's Certification:

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

Employee Name (print or type)

Employee Signature

Date

Supervisor's Certification:

I have reviewed and agree with the cardholder certification.

Supervisor Name (print or type)

Supervisor Signature

Date

SFS Approver's Certification:

I have reviewed and all changes have been approved in SFS.

Approver Name (print or type)

Approver Signature

Date