



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

**State Financial System Information**

**SFS Bulletin Number: SFS05**

**Date Issued: April 12, 2012**

**Bulletin Issued by: Tom Halabuda**

**Subject: Purchasing Credit Card Statement and Transaction**

1. For your information, the **Citibank Procurement Credit Card Statement dated April 6<sup>th</sup>** will be submitted to MNBF using the Credit Card Monthly Journal form attaching the monthly statement and individual credit card invoices. This process is the same procedure as followed in March. The April 6<sup>th</sup> credit card statement will include transactions covering the period of March 7, 2012-April 6, 2012.
2. The April 6<sup>th</sup> Procurement Credit Card Statement will require paper documents to be forward to MNBF **no latter April 30, 2012**.
3. For **procurement credit card transaction process after April 6<sup>th</sup>**, the new Statewide Financial System (SFS) will download credit card transactions daily from Citibank to your SFS account. These transactions can be reconciled daily in the SFS account system. More information will be sent regarding documentation, processing requirements and e-mail address.
4. If you have any questions regarding the processing of the April 6<sup>th</sup> Procurement Credit Card, please feel free to contact Mr. Thomas Halabuda at 518-786-4538 or 489-4538DSN.