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**MEMORANDUM**

March 12, 2012

**TO:** All Department and Agency Heads

**FROM:** RoAnn M. Destito *RM Destito*

**SUBJECT:** Necessary Changes to NYS Travel and Procurement Card Program

The Office of General Services (OGS) provides a Procurement Card (P-Card) and Travel Card (T-Card) program to New York State agencies under an OGS statewide contract with Citibank. With the implementation of the Statewide Financial System (SFS) Project scheduled to "go-live" as of April 1, 2012, it is imperative that the State together with Citibank make certain changes to the credit card program. These changes will increase accountability and internal controls as well as allow the State to effectively transition the management of travel and procurement card expenses into the SFS.

Effective immediately, all agencies' Citibank Program Administrators (PAs) are directed to implement the attached changes to the State's credit card. These changes require that: (1) all P-Cards are assigned to a State employee in addition to any group or organizational unit designation, (2) all T-Cards are assigned to an individual State employee and the associated travel expenses charged to the card will be only for that employee, and (3) all necessary travel expenses for non-employees are managed using a new, third category of credit cards being added to the Program called "Non-Employee Travel Card" (NET-Card). The NET-Card must be: assigned to a single State employee who is responsible for usage of the card, utilized only for non-employees' travel expenses, and reconciled similar to a P-Card by the responsible employee.

Use of the State credit card program is an important fiscal tool to effectively carry out financial transactions for the agency and the employee. These changes to the travel and procurement card program will improve the State's internal controls and facilitate the use of the SFS. Any implementation questions from State agency staff concerning the Citibank Card set-up should be addressed to: Dan Deal, NYS Client Account Manager, at 1-888-836-5011, option 3, ext. 20039 or via e-mail at [Daniel.w.deal@citi.com](mailto:Daniel.w.deal@citi.com). Any other questions can be directed to Roz Yezzi, the Citibank Card Program Administrator at [Rosalind.yezzi@ogs.ny.gov](mailto:Rosalind.yezzi@ogs.ny.gov), or to your SFS Agency Deployment liaison if it relates to the SFS implementation.

cc: Agency Directors of Financial Administration  
Citibank Program Administrators  
SFS Agency Coordinators

## Travel Card Program Changes

The State of New York's Citibank Travel Card provides employees with a mechanism to pay for their travel expenses. Changes to strengthen controls for these State-issued Travel Cards (T-Cards) include the following actions:

1. All existing T-Cards used for groups of employees' and/or bulk travel expenses as well as non-employee travel expenses must be cancelled by each State agency's Citibank Program Administrator as soon as possible. Agency Program Administrators should review the existing cards under their agencies' T-Card hierarchy and cancel all T-Cards including Consolidated Travel Accounts not established for an individual State employee's travel.

For Phase 1 SFS agencies and future phase agencies using the SFS Travel and Expense module at SFS "Go-Live," the agencies' Program Administrators should cancel the T-Cards described above and create new Non-Employee Travel (NET) Cards, where necessary, no later than March 22, 2012. See instructions later in this document for establishing NET Cards.

Other State agencies not participating in the Phase 1 SFS implementation must complete the conversion to the new NET-Card for non-employee travel expenses as soon as possible but no later than May 15, 2012.

2. For Phase 1 SFS agencies and agencies utilizing the SFS for travel processing at SFS "go-live," all cards currently not issued in an individual's name as it appears on the State's payroll file must be cancelled and reissued in the individual's name of record on PayServ. These changes for Phase 1 agencies should be completed by March 22, 2012. Other State Agencies not participating in the Phase 1 implementation should complete this conversion as soon as possible but no later than May 15, 2012.
3. Contract and other Non-State employees will no longer be allowed to utilize a State-issued T-Card. Agency Program Administrators must inform non-State employees with a T-Card, issued by that agency, that their State Citibank T-Cards will be cancelled as of March 22, 2012. Non-State employees must use their company or personal credit cards and seek reimbursement through the contract billing process.
4. Employees can no longer bulk-purchase tickets using a T-Card or P-Card. Tickets must be charged to an individual traveler's card. An individual employee acting on behalf of a group of traveling State employees can continue to make reservations on behalf of the group, but each employee's card number must be used for payment of their respective expenses.
5. Agencies are advised to process its Citibank billings prior to the CAS-SFS cutover period to ensure that the State's rebates are realized and avoid the payment at late charges.

## New Non-Employee Travel Card Program

The State of New York is establishing a Non-Employee Travel (NET) Card to facilitate agency staff arranging and paying for State business travel expenses for non-employees. Important aspects of the NET-Cards and information on how to establish these Cards include the following:

1. Agencies must designate a Program Administrator(s) for the new NET-Card Program. The Citibank form to establish a NET-Card Program Administrator is enclosed. Completed forms should be sent to Dan Deal, the NYS Client Account Manager via fax: 1-904-954-7700 or e-mail: [Daniel.w.deal@citi.com](mailto:Daniel.w.deal@citi.com)
2. Individual employees that coordinate necessary State business-related travel for non-employees on a regular basis. (e.g., an agency purchases travel for non-State employees such as university students or trainers) may request a NET-Card from their agency Program Administrator.
3. The NET-Card must have the responsible State employee's name, as well as their agency and purpose. e.g., *John Smith SUNYA Sports* on the face of the card.
4. The assigned employee for a NET-Card will be responsible for all travel purchases made with the credit card, including providing the necessary documentation to reconcile all charges.
5. The NET-Card must be separate and distinct from a T-Card that an individual State employee traveler would use to account for his/her travel.
6. Cards in the NET-Card category/hierarchy will be billed by Citibank on a separate monthly invoice.
7. NET Card charges will be imported into the SFS and reconciled by the assigned employee following the same SFS process used for P-Card charges.
8. On March 14, 2012, at 10:00 a.m., Citibank will hold a webcast addressing these changes for PAs.

## Procurement Card Program Changes

The State of New York's Procurement Card (P-Card) provides agency finance office staff and other staff with an efficient and cost-effective way to expedite necessary purchases. Recent changes to strengthen controls and more fully utilize the State-issued Procurement Card Program include the following:

1. For Phase 1 SFS Agencies, procurement cards must be assigned to an individual employee in SFS by no later than March 28, 2012. When assigning these cards to an individual employee on the SFS, the employee's name must be as it appears on the State's payroll file. Agencies are encouraged to begin this assignment process immediately, if it is not already completed. Other State agencies, not participating in SFS Phase I, must implement these changes in the Citibank system by no later than May 15, 2012.
2. The Office of the State Comptroller (OSC) recently issued G-Bulletin 251: Payment Processing. In this Bulletin, OSC raised the maximum allowable Procurement Card single transaction limit to provide for greater use of the credit card and give agencies greater capacity to make payments during the cutover period from the Central Accounting System to SFS.
3. Agencies are advised to process its P-Card Citibank billings prior to the CAS-SFS cutover period to ensure that the State's rebates are realized and avoid the payment of late charges.

### Reminders:

Agencies are asked to update their own internal procedures with these changes to ensure the appropriate control and accountability measures are incorporated. All other existing State-issued credit card rules, regulations and statutes remain in effect.

### Questions/Contact Persons:

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