***FAST FACTS from Internal Control*** ***September 2014***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

**Procurement Card Use – Do Not Share Your P-Card!**

REMINDERS for P-card holders per the [Citibank Visa Guidelines](http://www.fredonia.edu/admin/purchasing/citibank_visa_guideline_training_booklet.pdf) Training Booklet:

1. Do not give your card number to anyone other than the supplier from whom you are purchasing.
2. Departments will identify the employees who are to receive a procurement card. **Cards are issued to individuals and not departments**. It is important to ensure that each person receiving a procurement card is familiar with [State procurement procedures and policies.](http://ogs.ny.gov/BU/PC/Docs/Guidelines.pdf)
3. While New York State will be responsible to Citibank for all employee charges associated with the procurement card, the cardholders themselves will be responsible to reimburse the State of New York for any charges incurred as a result of misuse or fraudulent use of the card.

REMINDERS for P-card holders per the [State University Procurement Card Policy and Guidelines](http://www.suny.edu/sunypp/documents.cfm?doc_id=644):

1. The procurement card will be issued in the name of the employee. By accepting the card, the employee assumes responsibility for the card and will be accountable for all charges made with the card. **The card is not transferable and may not be used by anyone other than the cardholder**.
2. Misuse or fraudulent use of the card may result in disciplinary action and may be grounds for dismissal.

As a cardholder or the supervisor of a cardholder, you are responsible for knowing and adhering to all procurement card policies, procedures and guidelines set forth by [Citibank](http://www.ccny.cuny.edu/finance/upload/Citibank-P-card-Guidelines.pdf), [SUNY](http://www.suny.edu/sunypp/documents.cfm?doc_id=644), and [Fredonia](http://www.fredonia.edu/admin/purchasing/citibank_visa_guideline_training_booklet.pdf). Please direct all P-card questions to the Purchasing Department at 673-3438.

The development and maintenance of the organization’s internal controls will help to ensure accountability. If you have any questions, comments, or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or [Amy.Beers@fredonia.edu](mailto:Amy.Beers@fredonia.edu) . Internal Control Committee members include Amy Beers, Kevin Kearns, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Liz Praetorius, Matthew Snyder, Denise Szalkowski, Daniel Tramuta, and Karen West.