The P-Card gives you an alternative purchasing method when making small dollar purchases.
- P-Cards must be used for “official” SUNY purchases only.
- Use of the card for personal items, cash advances and business travel expenses and personal items is not permitted. (See Cardholders Manual)
- Departmental Funds must be available for each purchase.
- Cardholder is responsible for working with vendors to resolve order discrepancies.
- Cardholders must maintain a Purchasing Log of purchase so spending limits can be monitored and purchasing activity can be reconciled to the monthly billing statement.

Purchasing Policy
- Maintenance services, such as plumbing, electricity or minor rehab must be approved through the Physical Plant.
- Films and videos are ordered through Southworth Library.
- Software, hardware and computer purchases should be coordinated through Information Services.
- Request an OSHA-20, Material Data Sheets if required.
- Merchandise to be previewed, must be submitted on an e-req.

Exemptions from competitive process selection:
- NYS Preferred Sources: Corcraft; NYSPSP (NYS Preferred Source Program for People Who Are Blind) and NYSID.
- Centralized State Contracts: A campus may elect to purchase any commodities or services, regardless of amount, from an existing OGS Contract.
- Small Business, New York State Certified M/WBEs, Recycled or Remanufactured Purchases. Advertising requirements under NYS Economic Development Law still apply.

SUNY Canton Thresholds
- NYS policy states when goods and services are available from competing vendors, agencies should solicit prices from these competing vendors.
- Written confirmation will be obtained for purchases up to $5,000.
- Three (3) written quotes will be obtained for purchases between $5,000.01 and $15,000.

Invoices
- Forward original invoices (unless using your P-Card) to Accounts Payable. Invoices must be paid within 22 days of receipt of goods & services. Bills not paid within 22 days are liable for interest, and charged to the originating account.

Minority & Women Owned Businesses
- Where commodities or services are available from small businesses or New York State certified M/WBEs; or where commodities or technology that are recycled or remanufactured is available, SUNY may make purchases in amounts not exceeding $200,000 without competitive bidding.

Whether ordering with a PO or P-Card
- Immediately inspect goods for damages, missing or non-working parts. Discrepancies with a PO should be reported immediately to the Procurement Office and Central Receiving. P-Card holders are responsible for working with vendors to resolve discrepancies. Call Procurement if you need assistance.