



# **State University of New York College of Technology at Canton**



## **J.P. Morgan VISA Purchasing Card Program**

# **Cardholders Manual**

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## **PCard Contact Information**

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### **Purchasing & Contract Administrator**

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### **J.P. Morgan Customer Service**

800-316-6056

**(To report lost or stolen cards, handle disputes & billing questions)**



**NEW YORK STATE J.P. MORGAN VISA PURCHASING CARD  
ACKNOWLEDGEMENT FORM  
(to be completed by card recipient)**

Your use of a NYS J.P. Morgan VISA Purchasing Card (PCard) is subject to the following terms and conditions:

- 1) You are being entrusted with a valuable tool – a NYS J.P. Morgan Purchasing Card, which is to be used for the State's purchase of goods & services. You must strive to obtain best value for the State by following established purchasing policies as appropriate.
- 2) All charges made to your credit card will be posted to a central bill by J.P. Morgan and sent to your agency's Card Program Administrator or other designee for payment. You will not receive a bill from J.P. Morgan (although you may view your monthly statement of charges on line).
- 3) You may use the purchasing card for authorized State transactions only. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
- 4) You must follow the policies and procedures established by New York State for the use of this credit card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.
- 5) NYS J.P. Morgan Purchasing Cards are the property of New York State. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must consult with the PCard Administrator for appropriate action.
- 6) If this credit card is lost, stolen, or otherwise compromised you must first immediately notify J.P. Morgan and then the PCard Program Administrator.
- 7) You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

As the employee receiving this PCard, I have read and understand these terms and conditions.

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Address \_\_\_\_\_ Phone \_\_\_\_\_

Program Administrator Contact Info: Amanda Crump 315-386-7677, [crumpa@canton.edu](mailto:crumpa@canton.edu)

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## **I. ABOUT THE PCARD**

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### **PROGRAM OVERVIEW**

The J.P. MORGAN VISA Purchasing Card offers the State University of New York campuses an alternative purchasing method when making small dollar purchases. The program is intended to afford SUNY campuses the opportunity to streamline their local procedure and controls for purchasing goods and services.

The Purchasing Card is accepted by all vendors that accept J.P. MORGAN VISA.

Proper use of the purchasing card can reduce the time between requesting, ordering and actual receipt of goods and/or services.

Purchasing cards must be used for “**official**” SUNY purchases only. Use of the card for personal items, cash advances, and business travel expenses is NOT permitted. New York State is only liable for authorized charges made using the card.

Use of the Purchasing Card is limited to the transaction limit assigned to your unique card. All shipments are to be delivered directly to Central Receiving.

The Cardholder is issued a single card with the name of the Cardholder and their campus embossed on the card. Cardholders must return the purchasing card to the Campus Program Administrator immediately upon request or upon termination of employment.

Use of the Purchasing Card will be authorized only to those individuals who have attended training sessions in the proper use and procedures of the card. The training will cover the use of the purchasing card consistent with the New York State policy, as well as SUNY and/or campus purchasing practices.

### **DEPARTMENT FUND AVAILABILITY**

Funds **MUST** be available for each purchase made with the Purchasing Card. It is the Cardholder’s responsibility to ensure department funds are available. Account balances can be checked through the web based BI system to ensure fund availability. Funds must be secured by encumbering to a purchase requisition in FMS, and approved in the workflow by the Cardholder, their Supervisor, and the Purchasing & Contract Administrator before an order can be processed.

### **MINORITY AND WOMEN OWNED BUSINESS**

SUNY Canton is committed to doing business with NYS Certified Minority and Women Owned Businesses. Cardholders should place orders for goods and services with NYS Certified M/WBE’s whenever possible. Periodic review will occur to ensure this commitment is being fulfilled. A directory of certified vendors is available here:  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

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## II. RESPONSIBILITY OF THE CARDHOLDER

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The Cardholder is responsible and accountable for all purchasing card transactions.

The Cardholder must create a purchase requisition in FMS to encumber the necessary funds for any requested purchase, with all necessary information, and obtain their Supervisor's approval, and Purchasing Review's approval, before processing an order.

Purchasing Cards must be used for official SUNY purchases only. Use of the card for personal items, cash advances and business travel expenses are not permitted. If you have questions on the appropriate use of the Purchasing Card contact the Program Administrator in the SUNY Canton Purchasing & Payables Office at 386-7555.

Purchases made with the Purchasing Card must follow the same purchasing guidelines as established by the Office of General Services and the Office of the State Comptroller. All purchases must be in compliance with existing State rules and regulations. Many Preferred Source and State Contract vendors accept the Purchasing Card for payment, contact our office for details.

**Because the Cardholder conducts the Purchasing Card order, all shipments should be delivered directly to Central Receiving to check for deficiencies, before final review by the Cardholder to ensure that the order is complete, as ordered, and no items are damaged. Vendors must reference VISA on the outside of each container and packing slip along with the Cardholder's name. If the Cardholder places an order in-person, or an order which will be picked up/received by the Cardholder in lieu of Central Receiving, the Cardholder must write on the receipt their initials, date received, and the word 'received' to include with the order documents. Any order placed by the Cardholder which is contractual in nature or service related must also follow these steps for documentation.**

The Cardholder is responsible for working with their vendor(s) to replace damaged or incorrect goods/services, resolving discrepancies regarding items ordered, including duplicate shipments, and any coordination necessary with Central Receiving. The Purchasing Office at SUNY Canton will provide assistance as necessary.

The Cardholder must maintain a Purchasing Log (see forms) of their purchases so spending limits can be monitored and purchasing activity can be reconciled to the monthly billing statement. The Cardholder is responsible for retaining documentation of purchases and returns, and reconciling them electronically to the monthly cardholder statement within twenty

(20) days of the statement end date. On or After the 5<sup>th</sup> of every month, notification is sent to all Cardholders by email from J.P. Morgan VISA telling you that your statement is ready to be printed. Also, the SUNY Canton Purchasing & Contract Administrator will send an email when the SUNY on-line system is ready for reconciling and certification.

The PCard holder will:

- Sign the Procurement Log
- Give to his/her Supervisor for signature together with the receipts, charge slips, invoices, receiving forms and any other original documentation within twenty (20) days of the statement end date
- The PCard holder should retain a copy of these documents
- The Supervisor then has up to five (5) days to review the above materials, and provide their signature before forwarding to the Business Office for final audit/review
- There will be a final audit/review made at the Administrative level, who had up to five (5) days to review, and will confirm if A/P may campus certify
- If you are unable to meet the deadline because of travel, vacation, or sick leave notify the Program Administrator
- Ensure that sales tax is not charged and if it is work with the vendor to obtain proper credit

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### III. RESPONSIBILITY OF THE CARDHOLDER SUPERVISOR

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It is the responsibility of the Cardholder's Supervisor to review the log and the supporting documents submitted by the Cardholder, to ensure that all purchases were approved and were for valid State purposes. If there is a discrepancy or disagreement, the Supervisor must meet with the Cardholder to obtain an explanation and have the problem resolved. After review and signing, the documents must be submitted to SUNY Canton's Program Administrator, via campus mail, within the twenty (20) day certification window for the Cardholder.

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### IV. RESPONSIBILITY OF THE PROGRAM ADMINISTRATOR AND PURCHASING & CONTRACT ADMINISTRATOR

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#### **Program Administrator**

- Establishing and adjusting transaction limits in conjunction with the Cardholder and Supervisor
- Monitors card activity and closes inactive accounts

#### **Purchasing & Contract Administrator**

- The Purchasing & Contract Administrator is the liaison between the campus, the suppliers, and J.P. Morgan VISA
- The Purchasing & Contract Administrator will provide training for all new Cardholders. Retraining or additional sessions are available by contacting the Purchasing & Contract Administrator
- Notifies Cardholders when certification is due and ensures compliance with deadline

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### V. PLACING AN ORDER USING THE PCARD

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No orders should be placed without an approved purchase requisition in FMS. The Cardholder must encumber the necessary funds using appropriate accounts and UNSPSC/Sub Object coding for any requested purchase, and include all necessary information. Through the workflow in FMS, the purchase requisition must obtain the Cardholder's Supervisor approval, and Purchasing Review's approval, before an order can be processed.

It is incumbent upon the Cardholder to ensure that the vendor has the materials and supplies available and the Cardholder has department funds available to complete the order.

The Cardholder should obtain all necessary product information, including the current unit price and complete description of the item, and freight costs if applicable. It is required that the Cardholder maintains a monthly Purchasing Log of all transactions; this will help ensure correct information when certifying your monthly billing statement. **The J.P. Morgan VISA card should NOT be shared with anyone.**

It is the responsibility of the Cardholder to ensure that the vendor complies with the terms and conditions of the Purchasing Card prior to placement of an order including:

- The ability of the vendor to ship FOB destination (the company pays for charges) or add shipping charges separately. Shipping charges, if added, must appear on the same invoice as materials ordered.
- The ability of the vendor to include "Visa/Cardholder's name and location on-campus on all documentation, including the shipping label.

## RESTRICTIONS

The Purchasing Card may **NOT** be used for the following:

- An improper purchase such as gifts for employees, alcohol, flowers, greeting cards, etc.
- Break room supplies, i.e. cutlery, paper products etc.
- Personal items i.e. over the counter medication, tissues, air fresheners
- To pay a State employee
- Transactions exceeding the Cardholder's transaction limit
- Items purchased separately that when purchased together would exceed Cardholder's transaction limit (split ordering)
- When a written agreement (other than the credit card charge forms) needs to be signed by a representative of the college (such as a contract)
- Contracted services already under a negotiated agreement
- Rental of space
- Equipment leases, insurance
- State travel expenses (except registration fees)
- Reimbursable and personal expenses including travel (airfare, gasoline, etc.), hotel accommodations, entertainment, meals and other out-of-pocket expenses
- Orders requiring advance payment
- Desk chairs
- Candidate recruitment expenses including meals and travel expenses
- Campus Technology Equipment such as computers and telephones (see next page for description of items and approval process)
- Printers
- Restaurants

Food and beverage purchases from retail grocers must be for events that are program- related. These purchases require proper justification and documentation. Business- related purchases of food and beverages **MUST** include a justification that outlines the purpose and necessity of the program/meeting, specific nature of the college business being conducted, the location of the program/meeting, and list of participants' names. This documentation must be sent with your Purchasing log to the Program Administrator after you certify your statement.

Some situations **not** appropriate for use of State funds: Pizza party for co-worker leaving State service (or other personal milestones), end of semester party for student workers, Secretary's Day luncheon etc.

**\* When in doubt, contact the Purchasing & Contract Administrator before any charges are**

**incurred. INSTRUCTIONS FOR PLACING ORDERS WITH A VENDOR**

Tell the vendor that:

- You are a NYS employee of SUNY Canton
- You are using the J.P. MORGAN VISA Corporate Purchasing Card
- The purchase is a tax exempt purchase, tax exempt #14740026K
- Obtain an itemized receipt in addition to the credit card receipt
- Confirm that sales tax was not charged and the receipt detail clearly describes the purchase



**Please have your vendors use the following format example when addressing your packages.**

**Sample Address:**  
**SUNY Canton**  
**VISA/John Smith**  
**34 Cornell Drive**  
**Canton, NY 13617**

Cardholder must:

- Retain all credit card receipts, packing slip, food and beverage justifications and packaged invoices (these original copies must be attached to your monthly statement when submitted for monthly audit).
- Indicate on the packing slips/package invoices the date materials are received.

### **REQUESTING MATERIAL SAFETY DATA SHEETS (MSDS sheets)**

The OSHA Hazard Communication Standard requires the campus must maintain Material Safety Data Sheets (MSDS) for all hazardous substances in our work environment.

Based on this requirement, when placing orders for materials considered to be hazardous materials (powders, pastes, or liquids), please request the necessary MSDS sheets to be sent with your order.

The original MSDS sheets should be kept in your files. Please send a copy, attn: Director of Environmental Health & Safety, to:

- Cooper Service Room 107B

### **ITEMS NOT RECEIVED**

If a charge appears on your J.P. MORGAN VISA billing statement for item(s) ordered but not received, the Cardholder must contact the supplier to resolve the billing. Suppliers should not submit charges to J.P. MORGAN VISA until goods have been shipped.

### **SALES TAX**

The University is tax exempt, therefore no sales tax should be charged by the vendor. If sales tax appears on the J.P. MORGAN VISA statement, the Cardholder should contact the supplier directly to arrange to have the sales tax charges reversed. Ask the supplier to credit your account for the amount of the sales tax charge and email a copy of the credit for certification purposes. When placing all orders using the card, Cardholders are responsible for informing each vendor of the state tax-exempt status and giving the tax-exempt number (14740026K).

### **RETURNS AND CREDITS**

To make a return, contact the supplier directly to determine the proper procedures, and request that the supplier credit your purchasing card accordingly. Any credit issued should appear on your next J.P. MORGAN VISA billing statement. Ask the vendor for a copy of the credit to be emailed to you so it can be included with your back-up documentation when you do your monthly certification.

**Under no circumstances will cash be accepted to resolve a credit or tax situation.**

## **DISPUTES**

Because J.P. Morgan purchases are paid in total by the Office of the State Comptroller prior to issuance of the J.P. Morgan summary statements, disputed charges always have to be reconciled and certified. If the Cardholder cannot resolve a dispute with a supplier or there is a charge that is unauthorized or unrecognized the Cardholder should file a dispute. Disputes can be handled through J.P. Morgan Customer Service at 1-800-316-6056 within 60 days of the statement date

J.P. Morgan will investigate the dispute on the Cardholder's behalf and assist in the resolution. J.P. Morgan will issue a temporary credit pending final resolution.

The Cardholder can also file a dispute online on the J.P. Morgan PaymentNet site. Under "Transactions", select "Manage" and follow the prompts. Place a check next to the specific item (s) in question on the statement and provide a complete explanation of the dispute and send a copy of all to the Purchasing Department.

Following are the steps needed to access and complete the dispute form on the J.P. Morgan PaymentNet On-Line system:

1. Access "Transactions" on the electronic statement.
2. Click "Manage" and select the transaction item you need to dispute
3. Click "Dispute." – Follow prompts and provide requested information.
4. Scroll to the bottom of Click "Save."

At the Cardholder's request, the Procurement Card Administrator will provide assistance with supplier disputes. After receiving a complete description of the dispute, the Procurement Card Administrator will review the dispute and initiate any necessary and appropriate action.

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## **VI. RECONCILING MONTHLY BILLING STATEMENT**

It is the responsibility of the Cardholder to reconcile and certify their monthly billing statement within twenty (20) calendar days of receiving notice that the appropriate information is available on-line. After certification has been completed electronically, the Cardholder must attach all appropriate information (invoices, packing slips, etc.) for each transaction to their billing statement and forward it to their Supervisor for signature. Each Cardholder will be trained for the on-line procedure on the SUNY system.

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## **VII. AUDIT OF ACCOUNTS**

All transactions are audited each month by the SUNY Canton Business Office. Additionally, all Purchasing Card transactions are subject to review by the Campus Internal Control Officer, SUNY Internal Auditors and by State Auditors. Performance of these audits does not require advance notice; therefore all transactions must comply with sound business practices and State Flexibility regulations.

## **LIABILITY**

New York State will be initially liable for all charges to the Purchasing Card except for fraudulent use of the card by a supplier and/or an employee, those in excess of the single per-transaction limits, and any other limits imposed by participating state agencies. While New York State will be responsible to J.P. Morgan VISA for all employee charges associated with the Purchasing 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. It is important to report immediately any lost or stolen Purchasing Cards to J.P. Morgan VISA and Purchasing & Payables. Section X of these procedures contains the information necessary to report this loss.

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## **VIII. LOST OR STOLEN CARDS**

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### **CARDHOLDER RESPONSIBILITY**

Any lost or stolen Purchasing Cards must be reported immediately to J.P. Morgan VISA, (1-800-316-6056.) The Cardholder should be prepared to give their name exactly as it appears on the face of the card, the account number, the card's expiration date, the Cardholder's last four digits of their SUNY ID, and a brief explanation surrounding the loss. Cardholders must promptly report lost or stolen account numbers and cards to J.P. Morgan and also email the Program Administrator at [crumpa@canton.edu](mailto:crumpa@canton.edu). The Customer Service Center is staffed 24 hours a day, 7 days a week, every day of the year to accept calls from Cardholders reporting lost or stolen cards. Subsequently, a replacement card with a new account number will be sent to the Cardholder. Cards reported lost or stolen are immediately blocked from accepting additional charges. If unauthorized charges have occurred, they should be disputed.

### **J.P. MORGAN VISA RESPONSIBILITY**

J.P. Morgan VISA will take immediate action to cancel the card reported lost or stolen. J.P. Morgan VISA will initiate steps to issue a replacement card within 48 hours. The replacement card will be sent to the Program Administrator.

### **PROGRAM ADMINISTRATOR RESPONSIBILITY**

Upon receipt of the new card, the Program Administrator will record the receipt of the replacement card, notify the Purchasing & Contract Administrator, and then the Program Administrator will release the replacement card to the Cardholder.

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## **IX. SUSPENSION OF PCARD PRIVILEGES**

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Improper use of the card by the Cardholder may lead to suspension of all Purchasing Card privileges. Card usage may be audited at any time.

### **MISUSE OR ABUSE OF THE CARD**

The term "misuse or abuse" means the use of the Purchasing Card outside the employee's authorized parameters (e.g. charges in excess of the permitted limit; purchases of items of a type other than those allowed). Depending on the severity of the violation, the following actions may be taken:

**1<sup>st</sup> Offense:** Both the Cardholder and Supervisor will be notified of the infraction. The Cardholder will be advised to use the card for official purposes only, and within the parameters established by NYS and J.P. Morgan VISA. The Cardholder will also be advised that all Purchasing Card privileges will be suspended if further violations occur. The Cardholder will be personally responsible for reimbursing the state for unauthorized purchases.

**2<sup>nd</sup> Offense:** All Purchasing Card privileges will be suspended for a period of three (3) months. The Supervisor and the VP for Administration or their equivalent will be notified of this violation and subsequent suspension of privileges. At the end of the three-

month period, the Supervisor may elect to reinstate the Cardholder's privileges, with the approval of the Program Administrator. The Cardholder will be personally responsible for reimbursing the State for any unauthorized purchases.

**3<sup>rd</sup> Offense:** Use of the Purchasing Card will be suspended permanently. The Cardholder will be personally responsible for reimbursing the State of New York for any unauthorized purchases.

NOTE: Departments may implement further departmental disciplinary action.

### **FRAUDULENT USE OF THE CARD**

The term "fraudulent use" means the use of the Purchasing Card with a deliberately planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the State of New York. The following actions will be taken:

- Immediate suspension of card privileges;
- Removal of Cardholder's purchasing authority;
- Mandate employee reimbursement to the State of New York; and
- Formal disciplinary action, which may result in termination of employment pursuant to applicable contract provisions or, for Managerial/Confidential, designated employees, in accordance with the provisions of Section 75 of the Civil Service Law.

### **EMPLOYEE SEPARATION**

If the Cardholder leaves the College, the Supervisor will send the card to the Program Administrator. The Program Administrator will direct J.P. Morgan VISA to cancel all Purchasing Card privileges for any Cardholder that leaves the College for any reason. The State will continue to be liable for any charges incurred by the Cardholder until J.P. Morgan VISA is directed to cancel the Purchasing Card.

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### **X. FORMS**

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Individual Transaction Purchase Form Purchasing  
Log  
Tax Exempt Certificate Cardholder  
Checklist  
Cardholder Dispute (on-line) at [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)

SUNY CANTON INDIVIDUAL  
TRANSACTION PURCHASES

SUPPLIER:\_\_\_\_\_ ORDER DATE:\_\_\_\_\_

PHONE #\_\_\_\_\_

NAME/ORDER PLACED WITH\_\_\_\_\_

Tax Exempt #: 14740026K

Description	Quantity	Unit Price	Total

DELIVERY TIME:\_\_\_\_\_

ACCOUNT:\_\_\_\_\_

ORDERED BY:\_\_\_\_\_

## **Monthly Checklist**

For each month that you have charges and/or credits:

- \_\_\_\_\_ Certified in FMS
- \_\_\_\_\_ Completed & Signed Purchasing Log (A copy can be found at:  
<https://www.canton.edu/media/pdf/purchasinglog.pdf>)
- \_\_\_\_\_ Printed & Attached Credit Card Statement
- \_\_\_\_\_ Attached & Secured Itemized Invoices & Receipts for each of the  
charges/credits as shown on your J.P. Morgan Statement
- \_\_\_\_\_ Provided backup, justification, and/or necessary approval for those  
charges that require it
- \_\_\_\_\_ Confirmed Sales Tax has not been charged
- \_\_\_\_\_ If Sales Tax has been charged – Cardholder has notified vendor to  
process a credit to the Procurement Card. Note on log or next to tax  
amount on the invoice that a credit has been requested. Watch for  
credit

Once signature is obtained from the Supervisor the above listed material should be submitted to SUNY Canton's Program Administrator, via campus mail, within the twenty (20) day certification window.



New York State Department of  
TAXATION and FINANCE  
OTPA Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W.A. Harriman Campus  
Albany, NY 12227

April 7, 2025

State University of New York  
Canton College  
34 Cornell Drive  
Canton, NY 13617

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, State University of New York, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

**Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities.** If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the State University of New York may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the State University of New York is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

New York State Department of Taxation and Finance  
OTPA-Technical Services Bureau  
Sales Tax - Exempt Organizations Unit  
Building 9, Room 154  
W.A. Harriman Campus  
Albany, NY 12227  
(518) 457-2782

## SUNY Canton Purchasing Log

**Cardholder:** \_\_\_\_\_

**Stmt Date** \_\_\_\_\_

**Due Date** \_\_\_\_\_  
(20 days from statement end date)

Page \_\_\_\_\_

Date Ordered	Vendor	Description	Total Payment (CC stmt amt)	Date Received	Account Number(s)	Amount Per Account Number
1/25/2025	Staples	Ofc Supplies	\$100.00	1/28/2025	123456-01	\$25.00
					654321-01	\$75.00

\*PLEASE BE SURE THAT NONE OF THE ABOVE TRANSACTIONS ARE BEING CHARGED SALES TAX.\*

**Cardholder's Certification:**

I certify that all transactions identified above and those on the attached credit card statement are correct and just, that payment is approved, and that the goods or services furnished were for the performance of official duties of this Cardholder.

Cardholder's Signature

Date \_\_\_\_\_

Supervisor's Signature

Date \_\_\_\_\_

**Submit Purchasing Log & backup documentation to the Business Office via campus mail.**