

# Research Foundation Procurement Card Guideline

**American Express**

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## 1. Purpose, Benefit, and Overview

The Procurement Card is the university's preferred method of procuring and paying for small dollar authorized purchases up to \$2500 each. The use of the Procurement Card results in a substantial process savings over a traditional purchase order. It is a more efficient, cost effective method which enables Cardholders to complete purchases directly with the supplier. Items to be purchased may include work-related expenses, supplies, and equipment as per the allowability of the project. If approved, Research Foundation Cardholders may be able to process purchases up to \$2,500 or less per transaction and a maximum of up to \$10,000 per monthly cycle.

The Cardholder will not be billed directly for the charges, but will receive a hard-copy monthly statement of information from American Express via U.S. mail. Online access to the statement is also available via [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). The Research Foundation and the University at Buffalo Research Foundation will be liable for all authorized charges made using the Procurement Card.

Travel related and entertainment related expenses such as meals, lodging, airfare, rail, bus, car rental, and parking fees cannot be charged on the RF American Express Procurement Card. These types of services should be procured through the Corporate Travel Card Program administered by Travel Services. The Procurement Card cannot be used for cash advances or to purchase any item that is considered a cash equivalent such as a gift certificate or gift card.

## 2. Appropriate Use

Credit cards are provided to facilitate the purchase of business or project-related goods and services and to substantiate eligibility for waiver of New York State (NYS) sales tax for corporate transactions. Misuse will result in card cancellation. The Research Foundation or American Express may cancel any AMEX credit card with or without notice. This may be necessary if the Cardholder violates rules and requirements governing use of the card. Only one card is issued per person, and each card may be used against multiple authorized project/task/awards. The Program Administrator must be informed of any transfer or termination of a Cardholder. All original documentation will be retained by the Purchasing Department. Use of the card is also governed by American Express Terms and Conditions - see Attachment B.

### **Cards may be cancelled if the Cardholder:**

- No longer has available RF funding
- Fails to submit monthly summaries/receipts/invoices by the 15<sup>th</sup> of each month
- Transfers to a new department and/or is no longer employed by the university
- Requests a cancellation
- Misuses the card (examples are outlined on page 9)
- Fails to follow Program Guidelines
- Loses the card or the card is stolen

Principal Investigators will identify employees who may receive a Procurement Card. Cards are issued to individuals. Authorized Cardholders may include, but are not limited to, the following persons: Principal Investigators, Principal Investigator's

staff, and Research Foundation administrative staff. It is important to ensure that each person receiving a Procurement Card is familiar with the proper procurement procedures and policies.

Each Cardholder will be responsible for verifying all charges associated with the card. No unauthorized purchases will be permitted. Any employee making unauthorized purchases will be subject to appropriate disciplinary action and reimbursement to the appropriate office. The application is subject to the approval of Purchasing and Sponsored Projects Services.

#### 4. Allowability

The allowability of charges will be established by Sponsored Projects Services. All grant compliance questions should be directed to the Award Analyst. A template outlining allowable and unallowable purchases via Procurement Card will be given to each Cardholder at training. For a sample of an unassigned template, see Attachment A. All charges must comply with sponsor regulations.

#### 5. Restricted Purchases

- Travel/entertainment (airline, ground transportation, car rental, parking, lodging, restaurant, meals, catering, etc.).
- Subject fees
- Gifts/gift certificates/gift cards
- Controlled substances requiring a DEA license, Live animals, Radioactive materials, Specialty gases/cylinder rentals, medical services, weapons/ammunition
- Any material, agent, or toxin identified as a Select Agent or Toxin by U.S. Government regulations.
- Personal celebrations and gifts of sentiment (birthdays, retirements, etc) Flowers, Cards
- Food purchases for employees or staff meetings
- Purchases requiring a signature from an authorized representative of the university
- When a written agreement needs to be signed by a representative of the university
- Leases, Maintenance agreements, long-term rentals (1 year or longer)
- Professional services, consultant fees
- Employee/Staff morale and recognition items
- Personal use
- Alcoholic beverages, coffee service, etc.
- Orders exceeding the \$2,500 limit (do not split-order) - use traditional purchasing methods
- Fuel for privately owned vehicles or rentals
- Employee relocation expenses
- Unapproved trademark items
- Insurance
- Cash advances, Cash back on purchases, Cash refunds on returns
- Donations

#### 6. Review of Purchases

Business or project-related purchases made with a credit card will be reviewed for compliance with the financial institution's rules and regulations, federal regulations, sponsor guidelines, and Research Foundation policies. Since this review takes place after the purchase and payment to the vendor or supplier has been made, the Cardholder may be responsible for reimbursement to the appropriate office if it is determined that the purchase is not allowable or if funding is not available.

#### 7. Application Process

To obtain a Research-funded Procurement Card, an RF Procurement Card Application/Agreement must be completed and sent to Purchasing. Training is mandatory prior to the release of the card.

## 8. Required Purchasing Practices With The Card

Orders should not be split in order to facilitate use of this card. The maximum per transaction limit is generally set at \$2,500 and the maximum monthly limit is generally set at \$10,000 per monthly cycle, although it can be lower depending on the Principal Investigator/Cardholder.

Do not give your card or account number to anyone other than the supplier from whom you are making the purchase. Do not share your card number with anyone else in your department. Only the cardholder can authorize a transaction.

Funds must be available at the time of purchase.

Use of this card is strictly limited to the purchase of commodities allowable against the project. Do not use this card for personal charges. Such improper use will subject the employee to disciplinary action and card cancellation.

The Cardholder should be able to substantiate the reasonableness of price and use any price agreements or available contract pricing. Restricted items listed on page 4 cannot be purchased with the card. All purchases are New York State tax-exempt.

## 9. Internet Purchases

Any purchases made via the Internet should be processed with trusted online retailers. Consult with the Purchasing Department for suggested suppliers. Check to see if the site is running a secure web server by looking at the key or lock symbol in the lower corner of the web browser. If the icon is solid, the web server is running secure web server software and your credit card number will be encrypted. Good judgment should be used when ordering over the Internet. Some sites are not able to accommodate tax-exempt sales and should be avoided.

## 10. Placing Your Order:

Orders may be placed by phone, fax, online, or in person.

Identify yourself from the university at Buffalo Research Foundation and ask for any possible discounts or contract pricing which may be available.

Verify that they accept the RF American Express Procurement Card, and will honor our tax-exempt status.

Upon notification that the purchase is tax-exempt, when requested, provide the NYS Tax-Exempt Number (EX-119222) or tax-exempt certificate. The tax-exempt number is embossed on the face of the card. Only do business with vendors who can accommodate our tax-exempt status.

- Identify the item and supply complete description. If available, use the item number as shown in the catalog, manufacturer's name, and/or model number.
  - a. Provide the exact quantity you are interested in purchasing, and ask for the full dollar amount of each item
  - b. Ask if there are any educational discounts or NYS contract pricing.
  - c. Ask if there will be any additional charges for shipping.
  - d. Total the amount of the purchase.

- Give the supplier your name as it appears on the card, the account number, and the card expiration date.
- If making your purchase in person: Obtain an itemized receipt, in addition to the credit card receipt and check the credit card receipt to ensure accuracy before signing.
- All related invoices should be kept by the Cardholder until the billing cycle closes.
- Once the cycle closes on or about the 1<sup>st</sup> of each month, the Cardholder will receive a statement. At that time, the Cardholder should attach original receipts to the back of the completed, signed RF Procurement Card Monthly Transaction Summary (Attachment C). These forms must be submitted electronically to [ubs-rfpcard@buffalo.edu](mailto:ubs-rfpcard@buffalo.edu), with all related receipts within 15 days of receipt of your hard-copy American Express Statement.

## 11. Funds Availability

It is the responsibility of the Principal Investigator to ensure that funds are available to cover the expenditures. The monthly transactions will be direct-charged to the grant as outlined on the monthly summary form. Procurement card privileges will be suspended if funding is not present. Purchases made during the last 30 days of a project period should be limited to emergency purchases required to complete the project.

## 12. Payment and Account Reconciliation

All cards are on a 30-day billing cycle, approximately from the 1<sup>st</sup> of the month through the 1<sup>st</sup> of the following month. Cardholders should only accept charges for goods and/or services that the supplier has delivered. Contact the supplier with any discrepancies.

A hard-copy American Express statement will be mailed via US mail to Cardholders with activity on or about the 1<sup>st</sup> of each month. This statement will alert Cardholders that the completed, signed RF Procurement Card Monthly Summary form must be printed, signed, and submitted electronically to [ubs-rfpcard@buffalo.edu](mailto:ubs-rfpcard@buffalo.edu), with all related receipts within 15 days of receipt of your hard-copy American Express Statement. Establishing online access to the Cardholder statement is strongly encouraged to expedite this process. Cardholders should visit [www.americanexpress.com](http://www.americanexpress.com) and follow the on screen instruction for registration. **Failure to reconcile and submit a monthly summary within the specified timeframe will result in a suspension or cancellation of card privileges.**

The Cardholder must review the American Express statement for accuracy and compare each transaction with receipts and/or invoices. Complete this verification as soon as possible so that any discrepancies can be reported to the supplier. All paperwork should be submitted to the Procurement Card Group in anticipation of any future credits against the AMEX card. Any follow-up credits will be returned to the project if there are no corresponding new charges. The Cardholder **monthly** reconciliation process should include the following:

- Complete a Monthly Summary Form - see Attachment C.
- All original receipts/invoices must be attached to the back of the completed, signed Monthly Summary Form. Packing lists/statements will not be accepted.

- If multiple receipts are issued for one transaction, all receipts should be included with the form.
- If a receipt/invoice is missing, the Cardholder should contact the supplier for a copy. If a copy cannot be issued, contact the Procurement Card Group for assistance.
- Any charges for sales tax are identified as a credit pending and the supplier should be contacted by the Cardholder to request a credit reversal on the card.
- Check that credits appear on the statement for any returns.
- Cardholders must request that the supplier issue an American Express Credit for any returns. Cash should not be accepted for a refund.
- Confirm that all items have been received.
- If a charge appears on your statement for an item ordered, but not received, contact the supplier to resolve the matter. Suppliers should not submit charges to American Express until the goods have been shipped. The Cardholder should make all attempts to resolve any matters with the supplier. If the Cardholder cannot resolve the issue with the supplier, contact the AMEX to initiate a dispute. See the following dispute process for directions on how to proceed.
- The Principal Investigator or authorized signatory must review and sign the monthly summary form.
- This form must be fully completed, printed, signed, and submitted electronically to [ubs-rfpcard@buffalo.edu](mailto:ubs-rfpcard@buffalo.edu), with all related receipts within 15 days of receipt of your hard-copy American Express Statement.

Upon receipt, The Procurement Card group will review and assign the appropriate expenditure type in line with the assigned template and debit from the assigned project/task/award. Incomplete paperwork will be returned to the department.

### **13. Dispute Process for Unresolved Issues or Unauthorized Activity**

In the event a Cardholder cannot resolve an issue with the supplier, or an unauthorized transaction is discovered, the Cardholder should report the dispute immediately to American Express by calling their toll-free telephone number on the back of the card at 1-800-492-4920. Unauthorized transactions and disputes must be reported to American Express for dispute within **60 days of the statement**. American Express will investigate the claim and provide updates to the Cardholder on their progress in resolving the dispute. All credits posted by suppliers and American Express should appear on the next Cardholder statement. Disputes may take several weeks to resolve. Cardholder transactions will be posted to the project in anticipation of any future credits. If the security on the card account has been compromised, a replacement card may need to be issued.

#### **14. Principal Investigator Approval:**

Monthly review and approval of all Cardholder transactions must take place by the Principal Investigator or authorized representative. This individual must review and sign the monthly summary form for each of their assigned Cardholders. If there is a discrepancy, the Principal Investigator or representative should discuss and resolve with the Cardholder.

#### **15. Lost or Stolen Cards**

It is the responsibility of the Cardholder to report any lost or stolen RF Amex Procurement Cards immediately to American Express at 1-800-492-4920 and Procurement Card Administration at 645-2604. The Cardholder should be prepared to give the AMEX representative their name exactly as it appears on the face of the card, the account number, the card's expiration date, and a brief explanation surrounding the loss. If this information is not readily available, the Cardholder should contact Procurement Card Administration at 645-2604. In all cases, Procurement Card Administration must be contacted regarding a lost or stolen card. A replacement card will not be issued unless Purchasing is notified. Failure to comply with this notification process may result in the Cardholder/Principal Investigator becoming personally liable for the fraudulent use of the card.

It is the responsibility of American Express to immediately take action to cancel the card that is reported lost or stolen or compromised. American Express will initiate steps to issue a replacement card as soon as possible. The replacement card will be sent directly to the Procurement Card Administrator in Purchasing.

#### **16. Liability**

The RF American Express Procurement Card is a corporate liability card and must be centrally billed and paid within 14 days. The campus has established and funded an account from which the bills are paid. The costs are then billed back to the grant as appropriate. The University at Buffalo and Research Foundation will be initially liable for all charges except for fraudulent use of the card.

While the University at Buffalo Research Foundation will be responsible to American Express for the direct bill for all employee charges associated with the RF Procurement Card, any charges resulting from fraud or misuse become the personal liability of the Cardholder.

The university will not be liable for any charges incurred by non-employees. Therefore, it is important to report immediately any lost or stolen Procurement Cards to American Express and Procurement Card Administration. Failure to comply with this notification process may result in the Cardholder/Principal Investigator becoming personally liable for the fraudulent use of the card.



## 17. Suspension or Cancellation of Procurement Card Privileges

Any improper use of the card by the Cardholder may lead to a suspension or cancellation of all Procurement Card privileges. Failure to reconcile activity with the Cardholder statement by submitting receipts and summaries by the 15<sup>th</sup> of each month will lead to a suspension or cancellation of all Procurement Card privileges. Card usage is closely monitored and audited for compliance. The Procurement Card Administrator authorizes all requests for suspension or cancellation.

## 18. Misuse or Abuse of the Procurement Card

The term "misuse or abuse" means the use of the Procurement Card outside the employee's authorized parameters (e.g., charges in excess of the permitted limit; split-ordering, purchases of items of a type other than those allowed, failure to reconcile as noted within these guidelines, failure to report card lost or stolen, sharing card or the card number with another person). Depending on the severity of the violation, the following actions may be taken:

**1<sup>st</sup> Offense:** Both the Cardholder and the Cardholder's supervisor will be notified of the infraction. The Cardholder will be advised to use the card for official purposes only, reconcile as required, and use within the parameters established by the university and American Express. The Cardholder will also be advised that all Procurement Card privileges will be suspended if further violations occur. The Cardholder will be personally responsible for reimbursing the appropriate office for using the card outside of authorized parameters or for unauthorized purchases.

**2<sup>nd</sup> Offense:** All Procurement Card privileges will be suspended for a period of three (3) months. The Cardholder's supervisor and the Director of Purchasing will be notified of this violation and subsequent suspension of privileges. At the end of the three-month period, the Cardholder's supervisor may elect to reinstate the Cardholder's privileges, with the approval of the Director of Purchasing and Procurement Card Administrator. The Cardholder will be personally responsible for reimbursing the appropriate office for any charges outside of authorized parameters or for unauthorized purchases.

**3<sup>rd</sup> Offense:** Use of the Procurement Card will be suspended permanently. The Cardholder will be personally responsible for reimbursing the appropriate office for any purchases made outside of authorized parameters or for unauthorized purchases.

**NOTE:** Departments may implement further departmental disciplinary action.

## 19. Fraudulent Use of the Card

The term "fraudulent use" means the use of the Procurement Card with a deliberately planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the university.

The following actions will be taken:

- Immediate suspension of card privileges;
- Removal of Cardholder's purchasing authority;
- Mandate employee reimbursement to the university; and
- Formal disciplinary action which may result in termination of employment pursuant to applicable contract provisions. Legal action may be taken.

## **20. Employee Separation**

If the Cardholder leaves the university, the Principal Investigator/Cardholder must contact Procurement Card Administration to request a cancellation. The cut up card should then be forwarded to the Procurement Card Administrator in Purchasing. The Procurement Card Administrator will direct American Express to cancel all Procurement Card privileges for any Cardholder who leaves university service for any reason. The Cardholder should make all attempts to complete any outstanding reconciliation(s). The Cardholder must contact any supplier to terminate all automated or recurring billings tied to the credit card.

The Principal Investigator will continue to be liable for any charges incurred by the Cardholder until American Express and the Purchasing Department are directed to cancel the Procurement Card.

## **21. Updates/Changes**

The Cardholder should ensure that the Cardholder profile tied to the credit card and the record on file in Purchasing are up-to-date. Updates should be made in a timely manner. These updates may include Cardholder name change, address change, or the listing of RF accounts associated with the card. Please contact the Procurement Card Group in Purchasing for additional assistance and the appropriate form or procedure. Updates should be made in writing.

## **22. Audits**

It is important to note that the university or the Sponsor may elect to audit any and all Procurement Card accounts at any time. Performance of these audits does not require advance notice. Therefore, it is extremely important that all departments retain accurate records of all transactions made using their assigned Procurement Cards. Paperwork should be submitted to Procurement Card Administration as soon as possible to ensure that all related accounts are up-to-date.

## 23. Key Contact Information

**Procurement Card Administration**  
Financial Management  
226 Crofts Hall  
Buffalo, NY 14260-7013  
Tel: (716) 645-2604 Fax: (716) 645-2643

Valerie Dennis, Procurement Card Administrator  
[ubs-rfpcard@buffalo.edu](mailto:ubs-rfpcard@buffalo.edu) or 645-2604

Kevin Ragland, Senior Staff Associate  
[ubs-rfpcard@buffalo.edu](mailto:ubs-rfpcard@buffalo.edu) or 645-1346

### **Sponsored Projects Services Questions - Award Compliance:**

Contact the main number at 645-2634 and ask to speak with your Award Analyst.

### **American Express Customer Service**

Call 1-800-492-4920 for service or to report disputes within 60 days. Report any unauthorized activity, lost or stolen cards immediately at this number. Cardholders should also contact the Procurement Card Group to report any incidents related to your accounts. Access your statement online 24 hours a day, 7 days a week in addition to your hard-copy monthly statement by following the on-screen registration instructions located at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) For assistance with their website, contact AMEX at 1-800-AXP-1234.

## Attachment A

### RF Procurement Card Checklist for Grant Allowable and Unallowable Commodities

RF Account (PTA) # \_\_\_\_\_ End Date \_\_\_\_\_ PI Name: \_\_\_\_\_ Org: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Last 6 digits of AMEX Card #: \* \_\_\_\_\_

\*\*All Charges must be for Business Purposes Only\*\*

All purchases must meet all sponsored project conditions and requirements. Charges must be reasonable, necessary, and appropriate to the specific account. All activity is subject to audit to monitor compliance with policies and procedures governing this program. Improper use could lead to suspension of privileges or termination. Below is a guideline for items purchased against this RF Account. **For specific items, please contact your Sponsored Project Coordinator at 645-2634.**

Completed by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Template: \_\_\_\_\_

Commodity	*Expenditure Type	Allowable(Yes/No)	Comments
Abstract Fees/Page Charges	Fees: OTR Misc Other Page Charges: PPP Page Costs		
Advertising	GNS Advertising Services		
Books/reprints/publications	SUP Book & Periodicals		
Cell Phone purchase/service	PBS Telephone Services		
Chemical supplies	SUP Lab Chem		
Computer Supplies/software - no license agreement required	SUP IT Supplies		
Food purchases with appropriate justification	SUP Food and Bev Supplies		
Furnishings (carpet, blinds, curtains)	SUP Other Supplies		
Furniture	Under \$2500;SUP Other Supplies		
Journals	PPP Page Costs		
Lab Supplies	SUP Class Lab		
Membership fees	CFR Membership Fees		
Office machines	SUP Other Supplies		
Office Supplies	SUP Other Supplies		
Postage	OTR Misc Other/PPP Postage		
Printing services, film processing	PPP Outside Printing		
Registrations	CFR Meeting Expenses		
Repairs of equipment- maintenance agreement not in place	SUP Maintenance & Repair		
Subscription	CFR Subscription Services		
Shipping (UPS, FEDEX, etc)	OTR Misc Other		

#### Unallowable/Restricted Items for any Procurement Card Transaction:

<ul style="list-style-type: none"> <li>▪ Travel/entertainment (airline, ground transportation, car rental, parking, lodging, restaurant, meals, catering, etc.).</li> <li>▪ Subject fees</li> <li>▪ Gifts/gift certificates/gift cards</li> <li>▪ Controlled substances requiring a DEA license, Live animals, Radioactive materials, Specialty gases/cylinder rentals, medical services, weapons/ammunition</li> <li>▪ Any material, agent, or toxin identified as a Select Agent or Toxin by U.S. Government regulations.</li> <li>▪ Personal celebrations and gifts of sentiment (birthdays, retirements, etc) Flower, Cards</li> <li>▪ Food purchases for employees or staff meetings</li> <li>▪ Purchases requiring a signature from an authorized representative of the university</li> <li>▪ When a written agreement needs to be signed by a representative of the university</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leases, Maintenance agreements, long-term rentals (1 year or longer)</li> <li>▪ Professional services, consultant fees</li> <li>▪ Employee/Staff morale and recognition items</li> <li>▪ Personal use</li> <li>▪ Alcoholic beverages, coffee service, etc.</li> <li>▪ Orders exceeding the \$2,500 limit (do not split-order) - use traditional purchasing methods</li> <li>▪ Fuel for privately owned vehicles or rentals</li> <li>▪ Employee relocation expenses</li> <li>▪ Unapproved trademark items</li> <li>▪ Insurance</li> <li>▪ Cash advances, Cash back on purchases, Cash refunds on returns</li> <li>▪ Donations</li> </ul>
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## Attachment B

### Terms and Conditions for Use of the Corporate Purchasing Card Issued by American Express Travel Related Services Company, Inc.

#### Welcome to the American Express Corporate Purchasing Card

Before you sign or use the enclosed American Express Corporate Purchasing Card, read these Terms and Conditions thoroughly. Your use of the Corporate Purchasing Card is governed by these Terms and Conditions pursuant to the Corporate Purchasing Card Agreement between your company and American Express Travel Related Services Company, Inc.

#### 1) Definitions

As you read these Terms and Conditions remember that the words "you" or "your" means the person named on the enclosed Corporate Purchasing Card. The words "we", "our", and "us" refer to American Express Travel Related Services Company, Inc. The "Company" means the firm in whose name the Corporate Purchasing Card under your name. A Card issued to an Employee is called a "Corporate Purchasing Card." The "Account" means the Corporate Purchasing Card Account created by us in the Company's name for use of the Corporate Purchasing Card by employees designated by the Company.

#### 2) Corporate Purchasing Card

The Corporate Purchasing Card issued to you is for use on the Account opened in the name of the Company. Because you receive the Corporate Purchasing Card at the request of your company, we may cancel the card if the company requests or if the Company is unable or unwilling to meet all obligations relating to the Corporate Purchasing Card or to the Account.

#### 3) Use of the Corporate Purchasing Card

You have been designated by the Company to receive a Corporate Purchasing Card. The Corporate Purchasing Card is to be used in accordance with these Terms and Conditions and with the Company's policies. You should use the Corporate Purchasing Card to purchase only those goods and services designated by the Company and within the limits set by the Company and in its policies. If you have any questions concerning those policies, you should contact the administrator of the Corporate Purchasing Card Account in the Company. You should sign the Corporate Purchasing Card as soon as you receive it. You should not use the Corporate Purchasing Card before the valid date or after the expiration date printed on the face of the Corporate Purchasing Card. You should notify us immediately of any change in your billing address.

#### 4) Charges

All amounts charged to the account, including but not limited to purchases, fees, and delinquency assessments are called Charges in this Agreement. Charges also include any purchases in which you have evidenced an intent to incur a Charge regardless of whether you have signed a Charge form. You must not permit any other person to use this Corporate Purchasing Card for Charges, for identification or for any other reasons. You are responsible in accordance with the Company's policy for all Charges made with the Corporate Purchasing Card issued to you, even if you have let someone else use the Corporate Purchasing Card or relinquished physical possession of the Corporate Purchasing Card to some other person. Additionally, if you voluntarily allow another person to use the Corporate Purchasing or relinquish possession of it, you may Corporate Services be liable to the company, to us, and to the merchant for fraudulent use of the Corporate Purchasing Card by another person under applicable law. You must not knowingly use the Corporate Purchasing Card to purchase any goods that will become part of the Company's inventory for resale. You must not resell or return for cash refund any goods, tickets, or services obtained with the Corporate Purchasing Card. Nevertheless, you may return goods to a firm honoring the Corporate Purchasing Card for credit to the Account, if that firm permits such returns. We reserve the right to deny authorization of Charges not within credit limits and other guidelines set by the Company will be denied.

#### 5) Problems with Goods and Services

If you have any questions, problems, or disputes concerning these policies, you should contact the merchant. We are not responsible for any problem you may have with any goods or services you purchased using the Corporate Purchasing Card, and if you have a dispute with a firm honoring the Corporate Purchasing Card, you must settle the dispute directly with that firm. We are not responsible for any firm's refusal to honor the Corporate Purchasing Card, or any problems you may have with a firm.

#### 6) Lost or Stolen Cards

You must notify us at once if the Corporate Purchasing Card is lost or stolen or if you suspect it is being used without your permission.

#### 7) Charges Made in Foreign Currencies

If you incur a Charge in a foreign currency, it will be converted into United States dollars on the date it is processed by us or our agents at a rate set by us based on an interbank, tourist or (where required by law) official rate, increased in each instance up to 2.5%. This rate may differ from rates in effect on the date of your Charges. Amounts converted by common carriers, such as airlines, will be billed at rates the carriers use.

#### 8) Renewal and Replacement Cards

The Corporate Purchasing Card issued to you will be valid through the expiration date printed on the face of the Corporate Purchasing Card. We will continue to issue renewal or replacement Corporate Purchasing Cards until the Company tells us to stop.

#### 9) Changing These Terms and Conditions

We have the right to change these Terms and Conditions at any time. We will notify you of any changes. We may assign this Agreement at any time without notice.

#### 10) The Card Remains Our Property

The Corporate Purchasing Card remains our property and we can revoke your right to use it at any time. We can do this without cause and without giving you notice. We may list revoked Corporate Purchasing Card numbers in our "Cancellation Bulletin," or otherwise inform firms honoring the Corporate Purchasing Card that the Corporate Purchasing card issued to you has been revoked or cancelled. If we revoke the Corporate Purchasing Card or it expires, you must return it to us upon our request. Also, if the Company or a firm that accepts the Corporate Purchasing Card asks you to surrender an expired or revoked Corporate Purchasing Card, you must do so. You may not use the Corporate Purchasing Card after it has been revoked. Terms and Conditions for Use of the Corporate Purchasing Card Issued by American Express Travel Related Services Company, Inc.

Research Foundation State University of New York at Buffalo Procurement Card Monthly Transaction Summary

**Research Foundation of State University of New York Procurement Card Monthly Transaction Summary**

<b>Billing Month/Year:</b>		<b>Principal Investigator:</b>	
<b>Name of Cardholder:</b>			
<b>Person# of Cardholder:</b>			
<b>Department:</b>		<b>PI Signature:</b>	
<b>Phone Number:</b>		<i>(Principal Investigator is responsible for ensuring funds are available for all purchases.)</i>	
<b>Middle six digits of card:</b>			

<b>Supplier Name:</b>	<b>Item Description:</b>	<b>Dollar Amt:</b>	<b>Project-Task-Award:</b>	<b>Business Purpose: <i>explain how the purchase relates to your project</i></b>
	<b>TOTAL</b>	<b>\$0.00</b>		

In compliance with the RF Procurement Card Guidelines, cardholders must complete this form by listing each individual transaction. Complete form, print, sign, attach all original receipts/invoices and mail to Procurement Card Administration, 224 Crofts Hall, North Campus within 15 days of receiving the statement. Unallowable purchases will become the personal responsibility of the Principal Investigator. The PI must ensure that funds are available to cover the above expenditures. *Revised 01/2020*