

**CUNY**first



# Procurement Cards Frequently Asked Questions - FAQs

## Topics:

Card Reconciliation

Supervisor Verification

## Card Reconciliation

*What is a Procurement card?*

*How do I navigate, within CUNYfirst, to the Card Reconciliation module?*

*I am a cardholder. What are my card reconciliation responsibilities?*

*How will I know when to reconcile my procurement card statement?*

*I received notification that my procurement card statement is ready. When is my reconciliation due?*

*How do I attach receipts and documentation of the business need to*

*How do I review and modify default department chartfields of my "staged" transactions, to ensure appropriate budgetary expensing?*

*I have multiple cards: P-card, Travel card, NET card. How do I separate transactions for viewing and reconciliation?*

*What is a Cardholder Proxy?*

*How will my supervisor know that I have completed my card*

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## **Supervisor Verification**

*What are my responsibilities, in CUNYfirst, as supervisor to a cardholder*

*How will I know when to verify cardholder transactions?*

*How do I navigate, within CUNYfirst, to the Card Reconciliation module, to verify cardholder transactions?*

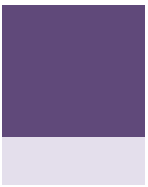
*What deadlines should I be aware of regarding the Procurement Card Reconciliation process?*

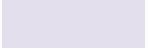
*How do I view uploaded receipts and supporting documentation to*

*How do I review and correct default department chartfields to ensure appropriate budgetary expensing?*

*What should I do if the cardholder did not reconcile the transactions pro*

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