

## **BOA Short Cut Sheet**

### **Activating your Bank of America VISA Card**

1. Sign the card immediately upon receipt.
2. Call 1-888-449-2273 to activate your card. The activation code is 123456789. The phone number associated with the card is (518) 434-7032.

### **Register new user- For monthly Statements**

1. Go to the following website: <https://www.centresuite.com/>
2. Click on: Not Registered
3. **Complete both sections using all CAPS**– Create a user ID and Password and Register an existing account .**\*\*\*DO NOT ENTER ANY SOCIAL SECURITY # OR CREDIT LIMIT\*\*\*** screenshot is below.
4. Click Register Account
5. Select your method of statement retrieval- **Must be electronic**

### **Monthly Statements/ Expense reports**

1. Please upload your monthly VISA Statements and receipts into Self-Serve.
2. Statements and expense forms will be due the 20th of each month.
3. A reminder email will be sent monthly to all cardholders who have current charges.

The cards will be issued in the individual's name and there will be a maximum of one card per individual. The Principal Investigator will be responsible for indicating which grants may be charged against by the individual. **CARDS ARE TO BE USED BY CARDHOLDERS ONLY.** Use of **VISA** Card by non-cardholders is prohibited.

**If the statement and receipts are submitted late 3 times, or 3 months past due, within an 18 month period the card will be cancelled.**

It is the responsibility of the Principal Investigator and cardholder to notify the following offices in the event that a **VISA** Card is lost, stolen, or is used by an unauthorized individual:

<b>VISA:</b>	888.449.2273
Research Purchasing:	464-5720
Travel:	464-4978

In order to assure that the grant maintains adequate funds to cover expenses incurred through the use of this program/card, the Purchasing Department will reserve \$5,000 of the annual funding of the named grant. A purchase requisition in the amount of \$5,000 must be submitted when requesting a **VISA** Card.

**Tax Exempt**

The Research Foundation is tax exempt. If a charge for NYS sales tax appears on the BOA Statement, the P-Card user will contact the supplier directly to arrange to have this charge reversed. If you are unable to obtain a credit, a personal check must be made out to The Research Foundation for the amount of tax.

**Unallowable or Restricted Items on Federal Sponsored Programs:**

Personal use

Flowers, greeting cards

Personal celebrations and gifts of sentiment (birthdays, retirements, etc.)

Staff morale and recognition

Gift certificates, gift cards, stored-value card

Recognition gifts

Alcoholic beverages, coffee service, etc.

Orders exceeding the \$2,500 limit – use traditional purchasing methods

Maintenance agreements

Medical services

Cash advances, Cash back on purchases, Cash refunds on returns

Controlled substances (e.g., narcotics and prescription drugs)

Live animals, radioactive materials, specialty gases/cylinder rentals

Any material, agent, or toxin identified as a Select Agent or Toxin by U.S. Government regulations.

Purchases requiring a contract and signed university authorization

Contracted services from an individual

Leases, insurance

Monthly recurring or automated charges

Meals while in travel status

Computers

IT supplies

A justification as to why the item is necessary to achieve the aims of the study is required if you must use this award.

**Guests for meals**

Spouses of the candidate and interviewer are allowable meal expenses if there is a suitable justification.

Children of the candidate or interviewer are not reimbursable expenses.

For awards that are not federally funded or are unrestricted such as balance accounts or multiple sponsor accounts please refer to the Unrestricted Funds Policy link below.

[http://www.rfsuny.org/media/RFSUNY/Policies/unrestricted\\_fund\\_expense\\_policy\\_pol.htm](http://www.rfsuny.org/media/RFSUNY/Policies/unrestricted_fund_expense_policy_pol.htm)