

CERTIFYING YOUR PROCUREMENT CARD INSTRUCTIONS

You will get an email from JP Morgan that your statement is available but do not go to SUNY certification until you are notified by the program administrator via email.

Print JP Morgan statement: www.paymentnet.jpmorgan.com.

1. Log into your account
2. Click the **Statements** option on the PaymentNet menu bar.
3. If you have more than one account, use the **For-Account** list to view the statement for another account.
4. To view the statement for a billing cycle other than the current cycle, select a date from the **Billing Date** list.
5. Click **View Statement (PDF)**.
6. When prompted, indicate whether you want to open the statement in a new browser tab or save a local copy. Use your Adobe PDF viewer to print the statement if desired.

Note: You can also view and download your statements directly from the Cardholder Dashboard. In the Statements panel, click **View** to view a statement or click **Download (PDF)** to save a local copy.

User ID: _____
Password: _____

To get into SUNY System to certify your purchases:

1. Go to the Cortland website and click on myRedDragon
<https://blaze.cortland.edu/cp/home/displaylogin> Log in using your myRedDragon user ID and password. Click on Faculty/Staff Tab and SUNY Portal Logon on the right.
2. You should be redirected to the SUNY Administration page that has tabs across the top. Under the 'Business Systems Applications' tab, click on 'Finance & Management Systems.'
3. You will open up a 'Welcome to SUNY Financials' page. There are four (4) tabs across the top. Click on 'Cardholder Statement' via the Finance menu.
4. This will bring you to your Statement View. Using the drop down in the first box, make sure you are in the correct statement cycle.

5. Under Statement Detail, you can see your purchase and account numbers being charged. If you need to change and account number, click edit next to the correct charge. This will bring you to a 'transaction detail' screen. Under Funding Information, click on Edit Funding.
6. You can change the account number by deleting the account that is shown and start typing the new account number. **The accounts available to use should start populating the drop down. Select the correct account with the entire number and account description in the space.** If you are done, you can click on Save & Return. If you need to split code a transaction, change the amount to what needs to be charged to the account showing and click on Save/Add Next Account. Once all changes for the transaction are completed, click Save on the Transaction Details page.
7. This will bring you back to the Statement Detail page and will show the changes to the account number(s) you have made. Once the transaction changes are complete, click Certify. A disclaimer will appear, click Certify again. Back to the Statement Detail page and click on Cert Print. This will bring up a pop-up. If you have a pop-up blocker, you will need to allow pop-ups on this site. Click print at the bottom of the page. This is your Certification page and will be included in your packet.

The following are the documents you **MUST** send to the Program Administrator and retain for your records.

ORIGINAL DOCUMENTS THAT MUST GO TO THE P-CARD ADMINISTRATOR IN PURCHASING.

1. Original Procurement Log completed, signed and dated by the cardholder AND their supervisor with the supervisor's name and title printed under the signature. Be sure to put the department account number that is paying for each purchase.
2. JP Morgan Statement
3. The SUNY Certification page - electronically shows your name and the date you certified. You WILL need to sign this page.
4. Include all itemized Invoices/Packing slips, paid receipts, emails, etc. for transactions listed on the JP Morgan statement ***in the order they appear on the JP Morgan statement.***
 - **Please note:** Freight/shipping invoices are also required for freight/shipping over \$500.00. These bills must be requested from the vendor at the time of purchase and provided with your paid receipts.

** Failure to send proper documentation can cause *temporary* suspension of your procurement card.

** Repeated failure can cause *permanent* suspension of your procurement card.