
APS Policy Bulletin #2022-02

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DISTRIBUTION: APS AND VENDOR STAFF

**REQUESTING THE PURCHASE OF EMERGENCY ITEMS
USING THE APS PROCUREMENT CARD**

Purpose: The purpose of this policy bulletin is to introduce the use of Procurement cards (P-cards) to APS case management staff, including vendor staff, and to inform staff of the process for purchasing emergency items, as well as the limitations of using the P-card to meet clients' emergency needs. This procedure is informational for all other staff.

■ **OVERVIEW**

APS provides case management services to vulnerable adults who are often in need of emergency services and supplies without the delay of conventional procurement processes. Purchasing goods and services from suppliers on an emergency basis is essential to keeping APS clients safely in the community. The issuance of P-cards allows APS authorized staff to conveniently purchase emergency goods from vendors expeditiously and expands the vendor base by enabling Cardholders to buy in-person from local vendors, online, or by telephone.

■ **REQUESTING A PURCHASE THROUGH THE P-CARD**

In consultation with their supervisor, Caseworkers may request the purchase of emergency items that fall within the approved transactions (see [Approved Transactions](#) section below) for an APS client. The Caseworker will obtain an invoice or quote from a vendor and complete the APS Authorization for Procurement Card Expenditure (**APS-791a**) form. When requesting an invoice/quote, the Caseworker will inform the vendor that the purchase is being made by a tax-exempt organization (government entity). The Cardholder will provide the Tax Exemption form to the vendor at the time of purchase.

NOTE: Cardholders must submit the Tax Exemption form to vendors for **all** purchases with no exception.

When planning a purchase for emergency items that may be obtained through FIA's SNAP and/or Cash Assistance program, the Caseworker will complete the appropriate FIA application and may submit an emergency request for a P-card purchase using the **APS-791a** and vendor invoice/quote. The P-card purchase should only be to the extent necessary to meet the client's immediate need while the FIA application is being processed.

NOTE: P-card purchases are not intended to replace existing supports through HRA or other government programs. The P-card may be used as a supplement to meet a client's emergency need until a permanent resolution is put in place.

Upon receiving a request for a P-card purchase, the Approvers/Managers review the request to ensure that the purchase falls within the approved transactions and P-card purchasing guidelines. If approved, the Approver/Manager signs the **APS-791a** and forwards the form with the invoice/quote to the assigned Cardholder (copy to the requesting Caseworker). Denied requests will be returned to the requesting Caseworker.

Caseworkers must document the request and purchase in APSNet.

Purchasing Approved Items using the P-Card

Cardholders and Back-up Cardholders are the only staff authorized to use the P-card for their APS site and must adhere to the policies and guidelines for P-card usage. Cardholders are required to complete and sign the Purchasing Card User Agreement from the DSS Finance Office. All signed agreements must be forwarded to the Finance Office. Cardholders will be informed by APS Administration when their P-card is approved for use.

NOTE: P-cards cannot be issued to caseworkers, supervisors, or clerical staff. Temporary employees, interns, or other non-HRA personnel are not allowed P-cards. Cards are not "loaned" or used by anyone other than the employees authorized to use it.

When the Cardholder receives written approval to purchase an item using the P-card, the Cardholder will verify that the item is not a prohibited purchase type (see Prohibited Transactions below). The order may be placed by phone or online using the information from the **APS-791a** and invoice provided. All purchases must be entered on the Procurement Card Usage Log (**APS-791**) and receipts and all other documentation relating to the purchase retained for each transaction.

NOTE: If a Cardholder believes a request includes an item that is prohibited, the Cardholder should notify the Regional Manager for final determination.

Upon the delivery of the purchased item, the Caseworker must verify that the item ordered has been received directly by the client or the Field Office. The Caseworker completes a Receiving Report indicating the items delivered including delivery charges, if any. The Receiving Report and any invoices or receipts received as part of the delivery must be forwarded to the assigned Cardholder. If there is a discrepancy in the order, such as the incorrect item or number of items received, the Caseworker will notify the Cardholder and Approver. Cardholders will investigate and resolve the discrepancy with the vendor.

Reconciling Monthly P-card Statements

Each month when the P-card issuer's statement arrives, Cardholders will provide the assigned Approver/Manager with the month's statement and corresponding documentation for reconciliation.

The Approver/Manager reviews and reconciles the statement using the **APS-791, APS-791a**, receipts, and receiving reports.

After completing the review, the statement, P-card Usage Log, and receipts must be forwarded to Pcard@hra.nyc.gov. The documents will be reviewed by APS Support Services for quality assurance purposes and submitted to the Deputy Commissioner of Finance for processing.

The use of P-cards must be continually monitored by the Approver/Manager and Cardholder for potentially fraudulent activity. Suspicious activity must be immediately addressed by notifying APS Administration. Approvers/Managers will ensure that Cardholders appropriately document all transactions and transactions are allocated to the correct budget code.

■ P-CARD APPROVED TRANSACTIONS AND LIMITATIONS

Each P-card issued to APS sites has a maximum transaction amount of \$500 for a single purchase. Transactions over \$500 requires preapproval by the Regional Director or Deputy Commissioner. Monthly reviews of all P-card activities will be conducted to determine if single and monthly cardholder limits are appropriate and adhere to business need.

Approved Transactions

P-cards may be used for the following purchases:

- Emergency food for clients;
- Emergency furniture and household items (e.g., clients with heavy duty cleaning);
- Temporary hotel stays for clients transitioning back to the community; and
- Emergency clothing for clients.

Hotel stays may be approved for clients for up to five (5) calendar days. Additional days require approval by APS Administration.

NOTE: P-cards may not be used to pay a client's moving expenses or storage fees.

Prohibited Transactions

The following purchases are prohibited for P-card use:

- Personal use
- Cash advances, cash back on purchases, or cash refunds of any kind
- Bank checks, certified checks, traveler's checks, money orders, savings bonds, gift cards, or gift certificates
- Alcoholic beverages, prescription drugs, or any controlled substances
- Legal judgments or claims, or fees pertaining to any form of penalty and/or interest charge, other than those permitted by City rules, regulations, or directives
- Salary, and/or non-employee compensation

- Lease or tenants of land or building/structures
- Purchase of goods or services available on existing purchase orders
- Purchase of Central Storehouse goods
- Purchase of goods or services available from DCAS or DoITT Requirements Contracts
- Transactions greater than \$3,000 including shipping charges, currency exchange

Cardholders are required to inform APS Administration immediately if they are separating from APS employment. APS Administration will notify the Department of Finance P-Card Administrator, who will request that the P-card be deactivated. The APS site will appoint a new Cardholder (see Purchasing Approved Items Using the P-card) and request a new P-card for the site's use.

Inappropriate use or unauthorized use of P-cards will result in immediate sanctions, including suspension or revocation of card privileges, reimbursement for unauthorized use, and any appropriate disciplinary proceedings, or referral to DOI.

Effective Immediately.

Attachments:

APS-791	Procurement Card Usage Log
APS-791a	APS Authorization for Procurement Card Expenditure