Credit Card Workflow – Procurement Cards and NET Cards

Cardholder:
- Upon budget availability, Citibank credit card is used for allowable transactions.

Staged:
- Review and reconcile transactions in CUNYfirst.

CUNY:
- Citibank transactions are loaded weekly. An automated email from CUNYfirst will be sent when ready for review.
- Budget Office processes a final budget check prior to reclassification.
- Reclassification of expenses to department chartfield string. This is processed every other Friday.

Supervisor:
- Review and verify that the transactions are appropriate, the chartfield string is valid, and that all supporting documentation is attached.
- Verified

Internal Audit:
- Review and verify that all transactions are appropriate, the chartfield string is valid, and that all supporting documentation is attached.
- Approved
Workflow: A series of processes that achieve a specific result.

Legend

- **Process**: A series of steps that achieve a specific outcome.

- **Status**: A progress indicator within a workflow.

- **Decision Point**: A point when a decision may redirect or end normal workflow.

- **Workflow Connector**: Connects one workflow to another.

- **Notes**: A written record of information relevant to a process or workflow.