

Web Procurement Card Certification Process

Instructions

1. Open a Chrome or Firefox Browser – Don't forget to turn your popup blocker off.
DO NOT USE INTERNET EXPLORER! You will not be able to print the certification page.
2. Open the www.suny.edu web page, click on "System.SUNY.edu" in the upper right-hand corner.
3. Scroll down to Employee Resources, and click on "SUNY Portal".
4. Choose your campus and click "Login".
5. Save the SUNY Cobleskill Single Sign-On as a Favorite in order to skip steps 2-10 in the future.
6. Type in the User Name, Password, and click "Sign In".
7. Click on "Finance & Management System".
8. Click "Finance", then click "Cardholder Statement".
9. Click "Save" at the bottom of the screen.
10. Click the drop-down screen to choose the correct monthly statement.
11. Review the charges and the account associated with the charge.
12. If you need to change the funding, select the line, and click "Edit".
13. Change the funding, click "Save/Return".
14. When you have completed your review, click "Certify".
15. Click "Certify Print".
16. Print the certification, attach the statement, the receipts, and send the package to Business Affairs.

If you require assistance, please contact Business Affairs via email businessaffairs@cobleskill.edu, or call x5532.