Group 79008 – Award 23217
Purchasing, Travel and NET Card Services (Statewide)

HOW TO USE THE CONTRACT

This document provides information for Authorized Users on how to use the Contract under Award 23217 Purchasing, Travel, and NET Card Services (Statewide). The purpose of Award 23217 is to provide Authorized Users with a means of acquiring Purchasing, Travel and NET Card Services.

Authorized users of this award are strongly encouraged to review the contract document and the State of New York Commercial Card Program guidelines in its entirety to gain an understanding of requirements for both contractor and users.

I. State Agency Authorized Users

The state is working to migrate over to the new Contractor (JP Morgan), and agencies may see the new supplier in SFS. Please do not use this new contractor until guidance is issued. We are currently working on a phased implementation approach and will issue additional guidance when we are ready to onboard State Agencies.

II. Polisub Authorized Users

Polisubs may reach out to JP Morgan at nys.pcard.contract@jpmchase.com to start the onboarding process. Before reaching out gather the following information:

- Total number of cards needed;
- Types of cards needed;
- Breakdown of types of cards needed (how many of each);
- The total estimate spend for the program; and
- Program Administrator contract information