

2021 Genesee County Procurement Card Highlights

Purchasing Card Provider:

M&T Bank – new purchasing card provider (VISA Card)

M&T Customer Service – Card Security:

When calling M&T Customer Service the cardholder will be asked for the first five numbers of Social Security. Do NOT provide Social Security information. Instead provide the LAST four numbers of your employee number PLUS one zero. Example: 12340. You may also be asked for your date of birth and your department billing address.

Reporting of Lost and Stolen Cards:

M&T Bank Customer Service Number – 1.800.443.8671 (Lost or Stolen Card Report)
When calling Customer Service with lost or stolen cards, be sure to record the name of the person, the time and date of your call.

IMPORTANT: Genesee County is responsible for ALL charges on a lost or stolen card BEFORE it is reported. Therefore, it is important to report lost or stolen cards immediately.

Transaction Limits: (No Change)

Single Transaction and Monthly Credit limits: \$1,000 single / \$2,000 month

Approval Required to Change Card Limits:

Manager or designee contact Purchasing Card Administrator to increase transaction limits. Purchasing Card Administrator will not make change on cardholder's request.

United States Only Use:

VISA cards only use in the United States – no Canadian purchases unless approval granted by Program Administrator. There will be a fee of 1% of your total purchase added to your charge.

Disputed Items:

All statements must be paid in full even if there is a disputed item.

Late Charges:

All late payments, including disputed items, will be charged a 1.25% or \$25, whichever the greater.

(May 6, 2021)