



**Department of Administration**

**Procurement Card**

**Policy and Procedures Manual**

**DOA Card Administrators:  
Office of Fiscal Management  
919-807-2458**

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# Overview of the Procurement Card System

The State of North Carolina has contracted with a credit card contractor to provide State agencies with a VISA Procurement Card program. The program is established to provide a more rapid turnaround for low dollar requisitions and to reduce paperwork and handling cost.

The Procurement Card Program will simplify and expedite the process of small purchases within the North Carolina Department of Administration. A small purchase is defined as being \$500 or less. The procurement card program is intended to supplement the purchasing process, not replace the purchase order program. The involved entities are Bank of America, the NC Dept. of Administration, the Office of the State Controller (OSC), the North Carolina Accounting System (NCAS) and the Division of Purchase and Contract (P & C).

Program benefits include a reduction in the number of small value purchase orders and the elimination of “direct pay authorizations.” The Procurement Card (PC) module was developed to aid agencies in the reconciling and posting of transactions charged with a procurement card (credit card). Detailed accounting data must be captured on each credit card transaction and a payment must be made to the bank on a monthly basis within a short time after receiving the bank invoice(s). The procurement module receives daily transaction downloads from the bank. All vendor charges received by the bank the previous day are electronically transferred to the PC module. Division personnel reconcile these transactions. When monthly invoices are received from the bank, the Fiscal Management Office initiates an invoice(s) in the PC module that is passed to the Accounts Payable (AP) module to be paid.

## Definitions:

**Cardholder:** An employee of the NC DOA whose name appears on the Procurement Card, who is accountable for all charges made with the card and who has a need for products/services that can only be fulfilled by a vendor.

**Central Bill:** The monthly statement for a Division sent to the Reconciler/Payer. It includes a compilation of all charges made by the division cardholders during the billing cycle.

**Division Designee:** An individual at the Division Office location who is responsible for communication between the division and the NC DOA Card Administrator. This person is responsible for submitting requests for enrollment, maintenance and cancellation of cards. Individual who reviews and approves a cardholder’s monthly statement of account.

**NCAS:** The acronym for North Carolina Accounting System. The tool used to insure that Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) standards are met while providing on-line, real-time financial information to State government agencies.

**NC DOA Card Administrator:** an employee of NC DOA Fiscal Management who is responsible for all Procurement Card program details, including all cardholder inquiries. This person will act as a liaison between the Bank and the Card Holder, working with the Division/Regional Office Designee in the initial set up and maintenance of the accounts.

**Procurement Card:** A credit card issued to a permanent employee of the NC DOA for the purpose of making authorized purchases on the Division’s behalf. The NC DOA will issue payment for charges made with the Procurement Card.

**Purchase Limit:** The per card purchase limits for number of transactions per day, single transaction amount limit, daily transaction amount limit and the monthly credit limit are set by NC DOA, Office of Fiscal Management.

For an “emergency” purchase, your Deputy Secretary may authorize an increase in limit for a single transaction per card. Deputy Secretaries should contact NC DOA’s Procurement Card Administrator only if your division has an immediate “emergency” purchase that exceeds the cards purchasing limit.

**Reconciler/Payer (Accounts Payable):** NC DOA employee who is authorized and has the security clearance to reconcile transactions in the Procurement Card system. This person should know budget procedures, simple audit routines and how to prepare a cash disbursement code sheet. This person checks the receipts to make sure all goods and services are purchased within purchasing guidelines, and ensures that statements match detailed receipts. This person has the final responsibility to verify account numbers and purchases made.

**Statement of Account:** A monthly listing of all transactions which is issued by the Bank and sent directly to the cardholder.

## Application Process

A Procurement Card Request Form must be completed to implement the program within a division as follows:

Cardholder Information - completed by the cardholder

Purchasing Information - completed by the Division Designee/Division Administrator

Finance - completed by the Division Designee/Division Administrator

The form MUST have all proper signatures before the program will be implemented.

The Division Director signs the Cardholder’s Procurement Card Request Form giving them authorization to make purchases within these guidelines. The form indicates all information needed to set up a cardholder properly in the bank card system and NCAS PCard system. The Division designee sends the completed Procurement Card Request Form and the Employee Agreement to the NC DOA Procurement Card Administrator.

The NC DOA Procurement Card Administrator requests the card from the bank and enters the employees’ card information in NCAS PCard System.

The proposed Cardholder is issued a copy of the policy and procedures following training and will be required to sign an employee Agreement Form. The Employee Agreement when signed indicates the cardholder has read and understands the procedures and responsibility of obtaining a PCard. The employee then receives the card.

The NC DOA Procurement Card Administrator shall maintain the original of all applications and employee agreement forms, maintenance changes including limits, card lost/stolen/destroyed information, etc.

# Project Goals

The Procurement Card Program is designed to simplify the process of small purchases within the Division, providing users to acquire materials necessary to complete their tasks instantaneously. The project goals of the System are to merge small purchase acquisitions on line with the North Carolina Accounting System and enhance management's review of the small purchases. A reconciliation process is designed to comply with the audit process.

## Procurement Card Process

- Credit Card User makes a Purchase.
- Charge Initiated with Vendor.
- Charge goes to the Bank.
- Bank sends charge to OSC Procurement Card Module.
- Division then reconciles the transaction, with proper documentation.
- End of each Month, all cardholder statements with attached receipt/invoice documentation is forwarded to Fiscal Mgmt.
- End of Month, one Invoice for each DOA division is created by the Bank and sent to each DOA division director as well as DOA PCard Administrator, Lauren Edwards.
- PCard Administrator creates invoices for each DOA division in NCAS PCard System which automatically creates and invoice for payment in the AP module and sends those payments to the bank via electronic payment.

## Use of the Card

All purchases will be charged to a specific company, account, and center that is valid within the North Carolina Accounting System. This manual provides the guidelines under which you may utilize your Card. Please read it carefully. *Your signature on the Employee Agreement Form indicates that you understand the intent of the Program and agree to adhere to the guidelines.*

The Program is NOT intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing process.

# Roles and Responsibilities

## Cardholder Responsibilities

The credit card received by the cardholder has his/her name embossed and shall only be used by the cardholder. **No other person is authorized to use the card or account number.** The cardholder may make transactions on behalf of others in the Division, but the cardholder is responsible for all use of his/her card.

### The cardholder is required to:

- \* Adhere to the Division Purchasing Card procedures for reconciliation.
- \* Keep a per transaction record of purchases or copy.
- \* Review Monthly Statement to ensure that all charges represent bona fide services or received goods and that any credits or adjustments have been made. The statement must be compared with the transaction records. Upon completion of the review, send the signed monthly statement to the Supervisor/Manager for signature.
- \* Coordinate returns with the vendors.
- \* Notify the PCard Administrator, Lauren Edwards if a leave of absence occurs. The cardholder or the division administrator or division director should notify the PCard Administrator of when the leave will begin as well as the expected return to work date.

## Cardholder's Manager Responsibilities

The card is an efficient tool a manager can offer his or her employees. However, the card is not for all kinds of purchases and the manager must understand the PCard process and must be willing to take responsibility for ensuring the employee is using the card within DOA guidelines.

The cardholder manager is required to:

- \* Determine who in the Division should have PCards, and establish the per-transaction dollar limits and monthly limits.
- \* Initiate appropriate action should misuse of PCard become apparent. This can also be initiated by the DOA Card Administrator.
- \* Review monthly cardholder statements and approval of purchases by signature on individual reconciliation forms received from cardholder.
- \* Review your employee's transaction statements before forwarding to reconciler.
- \* Submit signed statements to reconcilers to retain with monthly transactions.
- \* Notify Division Card Administrator/Reconciler as well as DOA Card Administrator of any changes to the cardholders' accounts, (additions, cancellations, blocks, limit changes, etc.).
- \* Notify the PCard Administrator, Lauren Edwards if a leave of absence occurs with an employee who is a PCardholder. Please provide the date of when the leave will begin as well as the expected return to work date.

# **Division Card Administrator/Reconciler Responsibilities**

The Division Card Administrator is responsible for submitting requests for the enrollment, maintenance and cancellation of PCards to the DOA Card Administrator. The individual is also responsible for ensuring each employee receives the proper training and documentation necessary for the use of the PCard. An updated copy of all account cardholder information should be available for audit. The Division Card Administrator in most cases is also the reconciler for the division's procurement card charges and is responsible for reconciling all charges in NCAS, maintaining all cardholder purchase documentation and forwarding all approved cardholder monthly statements with supporting documentation attached, to the Office of Fiscal Management at the end of every month.

## **DOA PCard Administrator**

The DOA PCard Administrator is responsible for the overall Procurement Card Program for NC DOA. The position will act as a liaison between the Bank and the Using Division. The Policies and Procedures are developed at this level and are to be consistent with all divisions. The DOA Card Administrator handles the maintenance and initial set up of the account. PCards are sent directly to the DOA Card Administrator and entered in the NCAS System before forwarding to the using Division. This individual maintains files of all Cardholder information.

## **Reconciler**

The Reconciler is responsible for reconciling all transactions in the NCAS PCard System with proper documentation. A transaction should not be reconciled unless approved with proper signatures and accompanied by a detailed transaction receipt. The reconciler is responsible for ensuring statements have all detailed transaction receipts attached before filing.

## **A/P Administrator/PCard Administrator**

The A/P Administrator/PCard Administrator is responsible for creating the procurement card invoices and submitting payment through NCAS to the Bank. The A/P Administrator/PCard Administrator should verify invoices and payments match monthly to the bank. This function is performed by the Office of Fiscal Mgmt. Procurement Card Administrator.

## **Purchasing**

It is recommended the DOA Purchasing Officer perform monthly audits on ten percent of the transactions to ensure the compliance with State Contract Items and Internal Purchasing Procedures, etc.

# **Purchasing**

## **Card**

### **Procedures**

*The attached document states the purpose of the card and procedure for issuance, use, reconciliation, security, and maintenance thereof.*

*Every attempt has been made to make these guidelines comprehensive. There may be cases, however, which would fall outside the guidelines and yet be valid expenditures and in the best interests of the Department of Administration. If a case occurs in which an individual or division believes an exception should be made to the guidelines, he/she should request through their Supervisor, Division Director and DOA Procurement Card Administrator that an individual determination be made on a particular item.*

# Department of Administration

## Purchasing Card Procedures

### 1. Purpose of Card.

This program has been established to allow NCDOA Divisions to make small purchases of goods more easily while simultaneously reducing paperwork and handling costs associated with these purchases. A Purchasing Card will be issued to an employee when management determines the division can benefit from the employee becoming a Cardholder. The Purchasing Card gives the Cardholder the power to purchase goods and services on behalf of the division. Under no circumstances will the Card be used for personal purchases.

### 2. Issuance of Card.

- a. A new Cardholder Enrollment Form is completed and approved by the Division Head
- b. The original Enrollment Form is forwarded to the DOA Purchasing Card Administrator, Lauren Edwards in the Office of Fiscal Management.
- c. The Cardholder must sign a Cardholder Agreement stating the procedures and responsibilities associated with having a Purchasing Card have been explained and understood.

### 3. Use of Card.

- a. The Cardholder is the only individual authorized to make purchases using the Card.
- b. The Card does not supersede any State Purchasing and Contract rules that are already in place. Items on State Term Contracts must still be purchased from the contract. The Division Purchasing Section can assist, if needed, with State Term Contract Items.
- c. When a purchase is made, the Cardholder must obtain an itemized receipt. The Cardholder is responsible for ensuring the vendor lists the quantity, fully describes the item(s) and **does not charge sales tax since the State is Sales Tax Exempt**.
- d. Purchases that are phoned-in or ordered on-line must have an itemized detail receipt included with the items being shipped. A Packing List will not suffice.

### 4. Cardholder Reconciliation Procedures.

- a. The Cardholder should make two copies of each Itemized Receipt and file one copy in his/her own file. Upon receipt of the materials, the **Original** Itemized Receipt must be copied and the original receipt plus a copy of the receipt attached to the Reconciliation Form by the Cardholder with the, letters "STC" for State Term Contract Items and "R" for Recycled Items where applicable. The cardholder must forward the Reconciliation Form to the Supervisor who approves the purchase with their signature and forwards the receipt(s) to the assigned reconciler within 3 business days of **purchase**.
- b. Upon receipt of itemized receipts with approved signatures, the reconciler should reconcile the transactions within 3 business days in the North Carolina Accounting System using the appropriate Company, Account and Center coding information.

#### **Division Reconciles:**

- c. For divisions who are reconciling their own transactions, the reconciliation process should be occurring within 3 business days from date of **purchase** using the NCAS Procurement Card System.
- d. After reconciling in the NCAS (instructions follow), the Division Reconciler will file the receipts by Cardholder name until the monthly statement for the employee arrives.

- e. Each division will receive from the Bank monthly individual Cardholder statements along with a monthly **“division as a whole,”** statement. Division reconcilers will match Cardholder receipts with Cardholder statements and attach if in agreement. The individual cardholder statements should then be attached to the Division Statement. Division heads should review the charges and approve by signing off on the top page of the Division statement. **This entire packet should then be forwarded to the Fiscal Management Office by the 15<sup>th</sup> of each month.**

**Fiscal Reconciles:**

- f. For divisions who are having their transactions reconciled by the Fiscal Management Office, the division PCard Administrator should forward all purchase information to their designated Fiscal Office Contact within 3 business days from date of **purchase**. The Fiscal Management Office Reconcilers will reconcile these charges on an on-going basis throughout the month.

**NOTES:**

- There shall be no undocumented transactions; all transactions must have itemized receipts/invoices. All receipts/invoices must clearly itemize the product(s) purchased and provide adequate product descriptions to ensure correct identification for account coding purposes by the reconciler.
  - If the receipt/invoice does not provide adequate description of the product(s) purchased, please provide this information in writing on the receipt/invoice itself or written in on the reconciliation form.
  - If a receipt is lost, the Cardholder must work with the vendor to obtain a copy. If the receipt cannot be obtained from the vendor, then the Cardholder must document (written) actions before submitting for reconciliation. This detailed account can be provided on the Transaction Reconciliation Form.
  - The Cardholder is no longer required to sign off on his/her monthly statement since they will be signing off on their charges, on the reconciliation forms, prior to submitting to the reconciler.
5. *Reconciliation Procedures for Returns/Problems.*
- a. If the Item(s) purchased are unacceptable, damaged and/or defective, the Cardholder should work with the vendor to correct the problem as soon as the Cardholder is aware of the problem.
  - b. If an item or items have been returned for credit, the Cardholder shall obtain an Itemized Receipt and verify that the credit is reflected on the monthly statement. When the Cardholder receives a credit, the receipt should be attached to the reconciliation form and forwarded to the Supervisor within 3 business days. The Credit Receipt should be forwarded to the Reconciler within 3 business days. The Reconciler will reconcile the transaction within 3 business days. If a purchase or credit does not appear on the statement within two statement periods after the transaction, the Cardholder shall notify the Division Card Administrator. The Division Card Administrator will work with the DOA Card Administrator for resolution.
6. *Card Security/Maintenance.*
- a. It is the Cardholder's responsibility to safeguard the credit card and the account number, and the Cardholder must return the Procurement Card to their Supervisor when leaving employment with the Division or changing jobs.
  - b. If a cardholder experiences a leave of absence, the cardholder, division administrator or division director should notify the DOA PCard Administrator with the date the leave will begin as well as the expected return to work date so the cardholder's procurement card can be placed in a suspended status to ensure card security during the leave period.
  - c. If the Card is lost or stolen during normal business hours the Cardholder shall immediately notify the DOA PCard Administrator who will make direct notification to the Bank. If a PCard is lost or stolen

outside of normal business hours the cardholder shall immediately notify the Bank directly. Representatives of the Bank are available 24 hours a day and the Cardholder must advise the representative that the call is regarding a Visa Purchasing Card. The cardholder will next notify the DOA PCard Administrator by leaving a detailed message. The cardholder's Supervisor as well as their Division Administrator must be notified immediately of any changes, lost or stolen cards, cancellations, or misuse of Purchasing Cards.

- d. The Supervisor or Division Administrator should also notify the DOA Card Administrator for resolution.
- e. A new Card will be issued to the Cardholder after the reported loss or theft. If a reported Card is subsequently found by the Cardholder, it shall be immediately given to the DOA Card Administrator.
- f. It is the Division's Purchasing Card Administrator's responsibility to notify the DOA Purchasing Card Administrator of any changes or cancellations of Purchasing Cards or change in employment status of any procurement cardholders.
- g. The DOA Card Administrator may cancel or suspend a card any time he/she or the Division Head deems necessary for misuse or for the cardholders failure to follow proper procedure.

#### *7. Making a Purchase*

- a. Procurement procedures permit a purchase of products if their value is within the limits set for the cardholder and are made from "vendor of choice" but must check State Term Contracts and Hub Vendor List. Please ask your purchasing office if you have questions about the contracts.

# Card Usage: Do's and Don'ts

## Do's

Essentially you should continue to make the same type of purchases with the procurement card as you currently make. You should continue to follow all Purchasing rules and regulations.

The following are examples of potential purchases that can be made with the card:

- \* Office Supplies
- \* Cleaning Supplies
- \* Facilities maintenance repair operation supplies
- \* Auto fleet maintenance repair operation supplies (not motor fleet vehicles)
- \* Small equipment items
- \* Other miscellaneous repair parts
- \* State Term Contract items. The following website; <http://www.doa.state.nc.us/pandc/keyword.asp>; has been provided to perform a keyword searches for State Term Contract items. It will provide information awarded vendors, minimum contract ordering amounts, etc.

**Remember:** State Term Contracts constantly change, so if there are any questions regarding your purchase you should contact your Purchasing office for guidance or if you need assistance in identifying items on a contract.

## Don'ts

The following purchases are NOT permitted with the PCard:

- \* Purchases of items that have been restricted from purchase with the card
- \* Personal purchases
- \* Cash advances/reimbursements
- \* Telephone calls/monthly services {Except where approved by DOA Card Administrator}
- \* Purchase over the Cardholder's transaction limit (controlled by the system)
- \* Meals, Snacks or Beverage purchases for business meetings, conferences, workshops, board or commission meetings, Travel and Entertainment (the card is not to be used for business travel or entertainment)
- \* Memberships requiring approval
- \* Contractual or consulting services {Except where approved by DOA Card Administrator}
- \* Motor Fleet Vehicles – services, gas, etc.
- \* Furniture
- \* Computers
- \* Printers

## **Appearance and Reasonableness Test**

For all potential expenditures from all sources of funds, the “appearance test” should be used, i.e., how would this purchase look to external constituents if placed on the front page of a newspaper.

# Misuse or Abuse of the Card

If a cardholder is making unauthorized purchases for which the Card is not intended--such as travel and entertainment or any other item on the DON'T list--he/she may be liable for the total dollar amount of such unauthorized purchases plus administrative fees charged by the bank in connection with the misuse. The cardholder may be subject to one of the following actions depending on the severity and repetitiveness of the violation:

- \* Cardholder advised to stop using the Card outside of policy. Cardholder and Cardholder Manager will be notified of the infraction by the DOA Card Administrator. The Cardholder will also be advised of possible Card cancellation if further violations occur.
- \* Card cancellation for a term of one to six months. The Cardholder and Cardholder's Manager will be notified of the violation and the cancellation of the Card. Reinstatement of the Card will be granted after the suspension term only upon approval of the DOA Card Administrator.
- \* Permanent cancellation of the Card. Removal of the Cardholder's buying authority and appropriate disciplinary action up to and including termination.

Misuse or abuse of the Card will reduce the effectiveness of the program. Vital statistical and managerial reporting relies on the appropriate use of the Card as stipulated in this guide.

If **FRAUD** is detected, the following steps will be taken:

- \* Immediate cancellation of the Card
- \* Removal of Cardholder's buying authority.
- \* Termination of employment

# Application

## Cardholder Enrollment Form

The attached form is used when adding new cardholders. The form collects information required to establish an individual's account within the system. The transaction limits and monthly limits are listed. A default company, account and center and Division signatures are required.

### Process

A Procurement Card Request Form must be completed to implement the program within a division as follows:

Cardholder Information - completed by the cardholder

Purchasing Information - completed by the Division Designee/Division Administrator

Finance - completed by the Division Designee/Division Administrator

The form **MUST** have all proper signatures before the program will be implemented.

The Division Director signs the Cardholder's Procurement Card Request Form giving them authorization to make purchases within these guidelines. The form indicates all information needed to set up a cardholder properly in the bank card and NCAS PCard system. The Division designee sends the completed Procurement Card Request Form and the Employee Agreement to the NC DOA Procurement Card Administrator.

The NC DOA Procurement Card Administrator requests the card from the bank and enters the employees' card information in NCAS PCard System.

The proposed Cardholder is issued a copy of the policy and procedures following training and will be required to sign an employee Agreement Form. The Employee Agreement when signed indicates the cardholder has read and understands the procedures and responsibility of obtaining a PCard. The employee then receives the card.

The NC DOA Procurement Card Administrator shall maintain the original of all applications and employee agreement forms, maintenance changes including limits, card lost/stolen/destroyed information, etc.

**DEPARTMENT OF ADMINISTRATION  
PROCUREMENT CARD REQUEST FORM**

Location#: 13 Admin#: \_\_\_\_\_

**CARDHOLDER INFORMATION**

Cardholder Name: \_\_\_\_\_

Division: \_\_\_\_\_

Cardholder Location Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security #: \_\_\_\_\_

Office Telephone #: \_\_\_\_\_

**PURCHASING**

Type of Purchases: \_\_\_\_\_

**FISCAL SERVICES**

Single Trans Limit: \_\_\_\_\_ Daily Trans Limit: \_\_\_\_\_ Monthly Limit: \_\_\_\_\_

Company: \_\_\_\_\_

Account: \_\_\_\_\_

Center: \_\_\_\_\_

**APPROVAL SIGNATURES**

Division Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Deputy Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

Department CFO Signature \_\_\_\_\_ Date \_\_\_\_\_

Department PCard Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Agreement Received DATE \_\_\_\_\_

Procurement Card Policy and Procedure Manual Received DATE \_\_\_\_\_

Requested from Bank: \_\_\_\_\_

Entered into NCAS: \_\_\_\_\_

**ID#:** \_\_\_\_\_

**Send Form to Department Card Administrator in the Fiscal Management Office**

# **Employee Agreement Form**

*The attached form, when signed and dated by the employee includes the employee's agreement to abide by policies and procedures pertaining to the Procurement Card. Violation of the policy may result in disciplinary action up to or including dismissal.*

**DEPARTMENT OF ADMINISTRATION**

Division: \_\_\_\_\_

**Employee Agreement for Procurement Card**

I, \_\_\_\_\_ (employee name), hereby acknowledge being issued a Procurement Card. As the holder of this Card, I agree to comply with the following terms and conditions regarding my use of the Card.

- I understand that I am being entrusted with property of the State of North Carolina--a Purchasing Card--with which I will be making financial commitments on behalf of the State of North Carolina, Department of Administration.
- **I understand that I am the only authorized cardholder and no other person is authorized to use my card.**
- I understand that the State is liable to BANK OF AMERICA for all charges made on the Card.
- I agree to use this Card for approved division business purchases only and agree not to use it for personal purchases under any circumstances. I understand that there will be audits of the monthly statements regarding this Card and that appropriate action will be taken by management in the event of Card misuse.
- I will follow the established procedures for the use of the Card. Failure to do so or any misuse of the Card may result in revocation of my use privileges and/or disciplinary action(s) up to and including possible dismissal, in accordance with disciplinary policies of the Department of Administration and the Office of State Personnel.
- I have been given a copy of the Procurement Card Policy & Procedures and understand the requirements for Card use.
- I agree to return the Procurement Card immediately upon request or separation from employment (including termination, transfer, resignation or retirement).
- If the Card is lost or stolen, I agree immediately to notify BANK OF AMERICA and the DOA Procurement Card Administrator.
- I am aware of my responsibility for reporting any misuse of this Card.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

cc: Personnel File  
Purchasing Card Administrator

# **Maintenance**

## **Request**

### **Form**

*This form is required when requesting changes to an existing account, such as: address change, name change, transaction limit, closing an account, etc.*

**DEPARTMENT OF ADMINISTRATION  
MAINTENANCE REQUEST FORM -- PROCUREMENT CARD PROGRAM**

Division Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ PCard Number(last four digits): \_\_\_\_\_

**Requested Maintenance to Account:**

Address Change to: \_\_\_\_\_  
(street address--26 characters)

city: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

Close Account reason: \_\_\_\_\_

Suspend Account reason: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

Name Change from: \_\_\_\_\_ to: \_\_\_\_\_

\*Credit Line Change from: \$ \_\_\_\_\_ to: \$ \_\_\_\_\_

\*Transaction Limit from: \$ \_\_\_\_\_ to: \$ \_\_\_\_\_

MCC Change delete: \_\_\_\_\_ add: \_\_\_\_\_

Accounting Codes delete: \_\_\_\_\_ add: \_\_\_\_\_

Additional Comments on Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Deputy Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department CFO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DOA PCard Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Form to DOA PCard Administrator**

**\*Requires Division Director, Division Deputy Secretary and Department CFO Approval for Permanent Increases. All other requests may be done based on Authorized Designees signature.**

## **Reconciliation Forms**

*The attached forms should be used to reconcile transactions on the Procurement Cards. Each reconciliation sheet must be signed by the cardholder as well as their supervisor. The Reconciliation Form is to be used with all transactions that have required backup documentation. The Transaction Reconciliation Form For Unreceipted Purchases should only be used if a required receipt or invoice for a purchase was not obtained or lost.*

**\*Form should only be used when a receipt for transaction(s) cannot be obtained.**

DEPARTMENT OF ADMINISTRATION

DIVISION: \_\_\_\_\_

**TRANSACTION RECONCILIATION FORM**

CARDHOLDER: \_\_\_\_\_

CARD#(last four) \_\_\_\_\_

MERCHANT: \_\_\_\_\_

DATE OF TXN: \_\_\_\_\_

QUANTITY(s): \_\_\_\_\_ DEBIT AMOUNT: \_\_\_\_\_

CREDIT AMOUNT: \_\_\_\_\_

TYPE: FRAUD\_\_\_ VENDOR ERROR\_\_\_ LOST\_\_\_ MISUSE\_\_\_ OTHER:\_\_\_

Explain in detail how the transaction(s) occurred:

Explain in detail the resolution or corrective action:

Has issue been resolved?\_\_\_\_\_ If not, form should be forwarded to the Division PCard Administrator for resolution with assistance from the Department PCard Administrator.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Supervisor/Manager Signature

\_\_\_\_\_  
Date

**\*Submit to Reconciler and keep a copy on file**

## RECONCILIATION FORM

DOA DIVISION: \_\_\_\_\_ DIVISION RECONCILER: \_\_\_\_\_

CARDHOLDER: \_\_\_\_\_

DATE: \_\_\_\_\_ PAGE: \_\_\_\_\_ OF \_\_\_\_\_

Please retain copies of all your receipts for your records as well as month end reconciliation verification. Please attach all original receipts to this form and submit within 3 days from date of purchase to your division reconciler. Multiple purchases can be submitted on one form. If you need additional space please use another form.

VENDOR	TOTAL \$ AMT	ITEM DESCRIPTION	CO	ACCOUNT	CENTER	SPLIT \$ AMT
1						
2						
3						
4						
5						
6						
7						
8						

\*Please keep a copy of your receipts and this completed form for your records. Original receipts must be submitted for reconciliation.\*

**APPROVAL SIGNATURES:**

CARDHOLDER: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_