NC DOA
Department of Administration
Purchase & Contract

Statewide Term Contract 946A – State Procurement Card

Bid Number	201800958
Contract Title	State Procurement Card
Effective Dates	March 1, 2019, through February 28, 2027 (with two (2) optional one-year renewals)
Awarded Vendor(s) and Contact(s)	**Bank of America** Austin Grainger
Contract Covers	This contract is intended to cover the state's requirements for procurement cards. Procurement cards (also known as purchasing cards, or P-Cards) are governed by 01 NCAC 05B.1523 and enable organizations to make small purchases more quickly and efficiently by minimizing paperwork and processing time. Like familiar VISA, MasterCard, etc. formats, procurement cards can be processed by vendors just like personal charge cards (without vendors having to enroll in a procurement card program). Users, accounts payable, and purchasing can all benefit from the procurement cards' streamlined process. Rather than making several small payments to many vendors, participating entities write one check to the card provider, which also offers a simple method for making emergency purchases and/or repairs. Vendors receive payment from the card processor within a few days, without the extra paperwork, thus encouraging small local businesses to do business with the state.
Contract Type	This is a **mandatory** statewide term contract for state agencies, departments, institutions, universities, and community colleges – unless exempted by North Carolina general statute. Non-mandatory entities, including schools and local governments, may use this contract as allowed by general statute.
Special Note	**PROGRAM CONTROL AND MAINTENANCE** Control of the program lies with the Chief Purchasing or Fiscal Officer, who determines who may use the cards and why types of purchases are allowed. Agency Purchasing and Accounting Departments must work together to monitor card use and make changes as needed, make full use of vendor reporting mechanisms and management tools, report lost or stolen cards immediately, and ensure cards are returned when they are no longer in use. **CARDHOLDERS AND USE** Procurement cards are for official use only and cardholders are to be chosen carefully. The most likely candidates are those who have a frequent need to make small purchases and who have demonstrated responsibility and willingness to follow proper procedures. Cardholders must be willing and able to keep good records for accounting and reporting purposes. By designating cardholders, the participating agency shall represent and warrant that: 1. Each cardholder is a current employee or agent of the agency. 2. The identification information relating to the cardholder is accurate and consistent with the information contained in the agency's employment records.

Improper use of a card must be dealt with by the agency in the same way it would handle wrongful use of any purchasing process (petty cash, local pickup authorization, or purchase order). Agencies are strongly advised to make signed acknowledgement of all purchases, regulations, etc., prerequisite to receipt of a card.

PURCHASING AND PROCESSING

Procurement cards do not change what you can buy – they offer another means to process purchases. Term contract items shall still be bought from vendors on contract, but small orders may be processed utilizing procurement cards. Competition is to be sought on open-market items as would be done for other small purchases.

TRANSATION LIMITS, AGENCIES AND STATE DEPARTMENTS

Each transaction of procurement cards is not to exceed $25,000 for general purchases and $25,000 for travel purposes. Lower limits for all or a specific type of purchase may be set at the participating agency's discrepancy. Purchases can be limited by amount per transaction, total per period, number of purchases per period, Merchant Category Codes (MCC), and in several other ways. Each card can have specific limitations and controls unique to that cardholder's responsibilities. Exceptions to limitations are described in 01 NCAC 05B.1523.

TRANSACTION LIMITS, OTHER ELIGIBLE ENTITIES

Other eligible entities may set transaction limits for all or a specific type of purchase at the participating agency's discrepancy. Purchases can be limited by amount per transaction, total per period, number of purchases per period, Merchant Category Codes (MCC), and in several other ways. Each card can have specific limitations and controls unique to that cardholder's responsibilities. Other eligible entities should develop a procurement card manual specific to their organization and monitor card usage on a regular basis to ensure cards are being used appropriately.

REPORTING REQUIREMENTS

The program does not change existing reporting requirements. Participating agencies must still account for taxes (both in-state and out-of-state), report HUB expenditures, and maintain sufficient budget information to comply with the Executive Budget Act and related statutes. The Chief Purchasing or Fiscal Officer must certify annually that the agency is in compliance with procurement card rules.

Many agencies require cardholders to obtain an itemized receipt at time of purchase so that expenses can be assigned to the correct account code, which is easier than receiving separate invoices later. Bank of America provides a variety of tools to assist with reporting. Many state agencies and university campuses also have automated models.

PAYMENTS

The full balance of procurement cards are to be paid at least once per month, as specified in P&C's contract with Bank of America. Payment of interest goes against the state's cash management plan. The best billing date for account cycle may be chosen when the agency's procurement card program is established. If there are questionable transactions on the statement, it can be coded as 'disputed' (ask your account representative for more information). A single transaction payment is required from each agency and must include full payment of all current cardholder balances.

	REBATE PROGRAM Rebates based on total statewide annual volume will be paid to participating agencies. See the Rebate Incentive Program for details. **CARD CANCELLATION** At least annually, the program administrator shall review account activity and determine whether inactive cards should be cancelled. Each participating agency shall have policies/procedures to ensure procurement cards are turned in prior to the departure of a terminated or retiring employee, so the account can be closed. If an employee transfers to another section or to different responsibilities, a procurement card review should be conducted. Lost or stolen cards shall be reported to the procurement card issuer immediately, and that account number cancelled (a new account number/card can be requested if needed). As part of review of possible misuse of a card, the program administrator shall consider cancellation if warranted. **CARD VIOLATION** Any serious violation involving suspected theft, fraud, or similar misuse of a procurement card, which has been reported to and/or investigated by the State Bureau of Investigation or other law enforcement agency, shall be reported by the local card program administrator to the Division of Purchase & Contract (P&C) no more than thirty (30) calendar days after referral to the law enforcement agency. A follow-up report describing the resolution of each case is due to P&C within thirty (30) calendar days after final resolution. Specific identifying information, especially, that is related to an investigation, is not needed and should not be included in your report to P&C. Follow law enforcement agency guidelines on confidentiality.
Charges and Fees	Per P&C's contract with the vendor, there is no charge for the issuance or maintenance of procurement cards. Cost for special programming and related services are shown on the Rebate Incentive Program.
Order Placement	The Chief Purchasing or Fiscal Officer of the requesting agency shall send a Procurement Card Participation Letter to the Contract Manager requesting to participate in the program and identifying the agency's local card program administrator. After confirmation that the agency's compliance review (if applicable) is current and favorable, a welcome letter will be sent to the agency with a copy to the vendor. The agency and vendor can then begin to plan implementation. The implementation must be in compliance with 01 NCAC 05B.1523. Procurement Card Participation Letter, State Agencies and State Departments Procurement Card Participation Request Letter, Other Eligible Entities
PCard Exception	Single Transaction Increase Request
eProcurement	No, ordering instructions are not loaded into eProcurement.
eProcurement Help Desk	(888) 211-7440
Contract Manager	Ian Fox | (984) 236-0211

Contract Addenda	06/17/2022:	Procurement card single transaction limit for general purchases increased from $5,000 to $25,000
	07/09/2022:	System administration updated to reflect the increase in single transaction limit for state agencies and state departments
	10/10/2022:	Contract Administrator changed to Ryan Longmire
	01/24/2023:	Contract Administrator changed to Contract Manager Kayla Glenn
	08/21/2023:	Contract Manager changed to Melissa Pressley
	11/20/2023:	Contract Manager changed to Austin Kiziah
	08/05/2024:	Contract Manager changed to Jonathan Davis
	02/13/2026:	Contract Manager changed to Ian Fox