



# **NCDENR**

## **PURCHASING CARD POLICY AND PROCEDURE**

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**DENR  
PURCHASING CARD  
POLICY AND PROCEDURE**

**1.0 PURPOSE / INTRODUCTION**

The State of North Carolina has contracted with a credit card contractor to provide State agencies with a VISA Purchasing Card program for authorized purchases. This program was established in order to provide a more rapid turnaround of requisitions for low dollar value products and to reduce paperwork and handling costs. By using the Purchasing Card, the traditional requisition - pricing inquiry - order placement - delivery of products - invoice - voucher review - payment cycle is greatly reduced. Those requisitioners who have been issued Purchasing Cards may now initiate a transaction in-person, by telephone or by the internet, within the limits of this Policy and Procedure. Payments to vendors are made via the VISA settlement system, normally within 48 to 72 hours. The Accounts Payable Section in the Office of the Controller will create invoices to make monthly payments to the contractor. There is no extra fee for use of the card.

**Benefits of the Purchasing Card Program**

- ☞ Increased control of expenditures through complete and timely reporting
- ☞ Visa card has widespread acceptance and vendors have high comfort level
- ☞ Number of small dollar purchase orders will be reduced allowing purchasing staff to concentrate on higher dollar and more complex procurements
- ☞ Transactions are completed quickly and conveniently
- ☞ Can block specific commodity categories, providing security over unauthorized purchases
- ☞ Reporting of card purchases in one monthly statement
- ☞ One monthly payment for card purchases
- ☞ Reduction in the number of invoices received and payment vouchers issued
- ☞ Payment to vendors within a matter of days following purchase
- ☞ Timely delivery of products
- ☞ Customized reporting to fit specific procurement procedures
- ☞ Reduction of internal procurement processes
- ☞ Discount programs / Rebates offered to DENR

**2.0 ATTACHMENTS – Click on link for copies of these forms**

[http://www.enr.state.nc.us/purchase/html/forms\\_and\\_instructions.html](http://www.enr.state.nc.us/purchase/html/forms_and_instructions.html)

Attachment A	“Cardholder Enrollment Form”
Attachment B	“Purchasing Log”
Attachment C	“Employee Agreement”
	“Telephone Quotation Form”

### 3.0 DEFINITIONS / ROLES

<u>Department Card Administrator</u>	Person responsible for all Purchasing Card program details, including all cardholder inquiries. This person will act as a liaison between the Bank and the Division, working with the Division Card Administrators in the initial set up and maintenance of the Division account. The Department Card Administrator's number is 919-715-3869 and the Assistant Card Administrator is Angie Asbell (919-715-8852).
<u>Department Card Reconciler</u>	Individual within the Controller's Office that reviews, audits and reconciles all Departmental purchases to ensure that all regulations and guidelines are adhered to. The primary Department Card Reconciler is <b>Teresa White at 919-733-1691</b> .
<u>Division Card Administrator</u>	Person responsible for submitting requests for the enrollment, maintenance and cancellation of cards/accounts to the Department Card Administrator. This person should be a code sheet preparer, know the budget procedures, and how to audit. This person also checks the receipts to make sure that all goods and services are purchased within purchasing guidelines and ensure that statements match detailed receipts.
<u>Cardholder</u>	<b>Full time permanent</b> State personnel who have been issued Purchasing Cards and who are authorized to make purchases in accordance with these policies and procedures.
<u>Contractor</u>	Bank awarded the Purchasing Card program.
<u>Requisitioner</u>	Employee who has a need for products that can only be fulfilled by a vendor. Under this Procedure, a requisitioner may be a cardholder.
<u>Payer</u>	Individual in Accounts Payable that is responsible for creating the invoice and submitting payment through NCAS to the bank.
<u>Vendor</u>	A company from which a cardholder is purchasing products and/or equipment under the purchasing provisions of this procedure.
<u>Purchase Limit</u>	A dollar limit per transaction and per month limit is set by the Division of Purchase and Services and delegated to <b>each</b> cardholder. The single transaction limit is \$2500 for Open Market and State Term Contract purchases including taxes and freight. The monthly limit is \$25,000.
<u>Statement of Account</u>	Monthly listing of all transactions by the cardholder issued by the bank, which is sent directly to the cardholder.
<u>Central Bill</u>	The monthly Statement for the Division sent to the designated division contact. It includes a compilation of all charges made by division cardholders during the billing cycle.

## 4.0 CARD SECURITY

It is the cardholder's responsibility to safeguard their Purchasing Card and account number to the same degree that a cardholder safeguards his/her personal credit information.

The unique Purchasing Card that the cardholder receives has his/her name embossed on it and shall **ONLY** be used by the cardholder. **NO OTHER PERSON IS AUTHORIZED** to use that card. The cardholder may make transactions on behalf of others in their division. However, each cardholder is personally responsible and held accountable for the usage of his/her card. The cardholder **must not allow anyone to use his/her account number**. A violation of this trust will result in that cardholder having his/her card **revoked and/or disciplinary action which may include termination**.

Please note that the vendor may not accept a card from someone other than the cardholder.

KEEP  
THIS  
NUMBER  
HANDY

**If the card is lost or stolen, the cardholder shall immediately notify the bank at 1-888-449-2273. Representatives are available 24 hours a day. Advise the representative that the call is regarding a VISA Purchasing Card. Please make sure that you ask them to send the new card to the "Group Address" and not to your address. However, if they do send it directly to your home, you must inform the Department Card Administrator or the Assistant Department Card Administrator of what your new card number is. If your card has been stolen, the Division contact should be notified as well as the Department Card Administrator at (919-715-3869) or the Assistant Card Administrator, Angie Asbell (919-715-8852).**

**The cardholder shall not be personally held liable for charges incurred from a lost or stolen card, however, the cardholder will be held personally responsible for unauthorized purchases. The penalty for unauthorized purchases will range from repayment of charges to disciplinary action which may include termination.**

A new card shall be promptly issued to the cardholder after the reported loss or theft. A card that is subsequently found by the cardholder after being reported lost shall be forwarded to the division card administrator to be destroyed.

## 5.0 PROCEDURE

### 5.1 RECEIVING A PURCHASING CARD

- ❑ Division Directors/Office Managers may propose personnel to be cardholders by submitting the necessary approved documents (The Cardholder Enrollment Form (Attachment A) and the Cardholder Agreement form (Attachment C)) to the Department Card Administrator. Purchase and Services (DPS) will then order the card from Bank of America. It takes approximately 3 to 5 business days for DPS to receive the cards. Your Division Card Administrator will be notified when the card arrives at which time they will route it to you. The Administrator shall maintain all records of procurement card requests, limits, cardholder transfers and lost/stolen/destroyed card information. If new to the program, call the Department Card Administrator in the Division of Purchase and Services at (919) 715-3869 for information and setup materials.
- ❑ The cardholder shall be trained prior to requesting their card and will be issued a copy of this Policy and Procedure and shall be required to sign the Department Purchasing Card Employee Agreement (Attachment C), indicating that the cardholder understands the procedures and the responsibilities of a cardholder. The Employee Agreement must be signed by the cardholder, their Division Director/designee and the Card

Administrator/Assistant Card Administrator and forwarded to the Department Card Administrator along with the Cardholder Enrollment Form (Attachment C).

- ❑ If the cardholder moves from one section or district to another within the **same** Division, he/she does not have to get a new card. The division contact will notify the Department Card Administrator at 919-715-3869 so that she may update the information in the Purchasing Card system and also change the cardholder's Administration location number.

## 5.2 MAKING A PURCHASE / REVIEW OF MONTHLY ACCOUNT (STEPS 1 –11) (Please see page 14 for an overview of this procedure)

The divisions may set up any internal process of checks and balances in addition to the items listed in these procedures; however, any changes divisionally that differ from documented DENR policies must be submitted to DPS for approval.

Purchasing procedures permit acquisitions of products if their value is within the limits set for the cardholder and are made from a "Vendor of Choice". This implies the possibility of not comparing sources or competition between vendors. **However, it is also the current DENR purchasing practice to seek competition and the lowest prices within the parameters of quality and delivery.**

DENR purchasing policies and procedures can be viewed on the Department's website: <http://www.enr.state.nc.us/purchase>. They are also outlined below.

**Please check the current Request for Exception guidelines to make sure that prior approval is not needed for the purchase.**

**Please remember that use of the procurement card is a privilege. The same purchasing laws, rules and policies still apply. The use of term contracts is mandatory by state law. State purchasing procedures and guidelines may not be circumvented by the use of the Purchasing Card. Anyone found in violation of these policies will be subject to having his/her card revoked and/or disciplinary action will be taken which could include termination.**

1) Cardholder reviews the checklist below before the Card purchase:

- A. **Check State Term Contract** (see State Term Contract "OK" list on pages 10-11; the "NO" list is on page 12) to see if vendors and prices have already been established for the required products and that the purchase meets the dollar minimums of the Term Contract. If not, prevailing purchasing rules still apply including the following:
  - Purchases of open market/non-contract commodities with a total dollar value of **\$2500.00 or less** do not require you to submit documentation of competition, **however**, the documentation should be available in your Division files for auditing purposes if your purchase is between \$1500 and \$2500. Attached for your convenience is a "Telephone Quotation Form" that may be used by staff when seeking competition for p-card purchases. Again, it is highly suggested that you do seek to obtain the lowest cost for your purchase.
  - Purchases of open market/non-contract commodities valued **above \$2,500.00** shall be processed using a purchase order through E-Procurement rather than with the Purchasing Card.
  - Should the "best value" vendor not accept the Purchasing Card, purchase via E-Procurement.

- If your purchase is for a State Term Contract item, but the total of the purchase is below the contract minimum (check the contract), you may purchase with your Purchasing Card from best available sources. This, however, is only for STC items that have been noted “approved for P-card purchases.”
- If you are purchasing a State Term Contract item by walking into a store such as Office Depot, you must make sure that you have followed the necessary procedures for that vendor in order to obtain state term contract pricing. For example, Office Depot requires that your purchasing card be registered in their “BSD website” in order to get state term contract pricing while in their stores. This can only be accomplished by contacting Vernon Price in the Division of Purchase and Services at 919-715-1843 who will input this information for you.

**B. Check Department of Correction (DOC) products list** to see if they supply the items to be purchased. **By law, State agencies are mandated to purchase through DOC.** If DOC is unable to supply the particular needed item for any reason, document the request to purchase with an exemption from DOC to buy elsewhere. DOC website: <http://www.doc.state.nc.us/eprise/products/index.htm>

**C. Review HUB (Historically Underutilized Businesses) listing** to see if such a firm supplies that particular product. This listing can be obtained on the Internet under the Department of Administration, Purchase and Contract, HUB section: <http://www.doa.state.nc.us/hub/>. Every effort should be put forward to include HUB participation.

**D. Check for the availability of sustainable products at:**  
<http://www.doa.state.nc.us/PandC/SustainabilityInformation.htm>.

- 2) Confirm that the vendor agrees to accept VISA and inquire about their return policy.
- 3) Cardholder makes a purchase and obtains proper documentation from the vendor.

It is extremely important that all purchases be sent to the cardholder ordering the merchandise, as this will ensure that the documents necessary for the recordkeeping are readily available to the cardholder. If this is not a possibility due to ordering for remote locations, make sure that the receiving party sends all documentation to you regarding the purchase.

Whenever a Purchasing Card purchase is made, either over the counter or by telephone/internet, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the cardholder's monthly statement of account. When the products are received, retain all shipping documentation with the following information included on the receipts.

**A.** When the purchase is made over the counter, the cardholder shall retain the invoice and "customer copy" of the charge receipt. Please remember all receipts must be turned in immediately for reconciling purposes. The following information should be listed on the receipt:

- Vendor name and address
- Date
- Quantity
- Full description of item(s) – DETAILS
- **Tax Exempt – make sure no tax is added.**
- The NCAS expenditure account/center the purchase should be charged to
- The words “Purchasing Card Purchase”
- The Cardholder’s number

**The Cardholder is to be sure that tax is not added for any transaction and that the proper account/funding information and detailed purchase description has been entered into the system.**

The Controller's Office has been notified that several nationwide vendors will not process Purchasing Card transactions as a tax-exempt purchase unless we complete their company paperwork requesting tax-exempt status. Here is a list of vendors requiring their own customer tax-exempt numbers that we have been notified of so far:

<u>Store</u>	<u>ID Number</u>
Office Depot	29320223 (This is <u>not</u> your Office Depot <u>account #</u> )
Office Max	000300796737
Lowe's (Home Improvements)	043600026*
Walmart	1337150 *
Staples	5000575471 (for all NC government agencies)

**\*These numbers are good for the entire agency; however, the phone number linked to these accounts is 919-733-4165.**

- B.** To acquire goods over the Internet, the cardholder must obtain an electronic confirmation from the vendor and print screen. This **must** be submitted along with the packing slip or receipt to the Controller's Office for processing. Be sure the vendor charged the correct card number. Do not set up an account with a vendor without prior approval from the Division of Purchase and Services.
- C.** To acquire goods over the phone, the cardholder should obtain a faxed / e-mailed confirmation order from the vendor with the name of the person taking the order. This must be submitted along with the packing slip/receipt to the Division Card Administrator for processing.

For telephone/internet orders the following information should be listed on the packing list/shipping label by the cardholder:

- For phone orders – person talked with
- Date
- Cardholder's name, card number and telephone number
- Complete delivery address
- Complete description of items purchased
- The vendor's order number
- The NCAS expenditure account/center the purchase should be charged to
- The words "Purchasing Card Purchase"

- 4)** Transaction/charge goes to the bank.
- 5)** Bank of America downloads the charge to the Office of State Controller Purchasing Card Module usually within 48 hours depending on type of charging transmission.
- 6) CARDHOLDER SENDS COPIES OF RECEIPTS, PACKING SLIPS, ETC. TO DIVISION CARD ADMINISTRATOR UPON COMPLETION OF THE TRANSACTION (KEEPS ORIGINALS FOR THEMSELVES).**

The transaction's details can also be added to the cardholder's "Purchasing Log" (Attachment B) or a similar custom designed spreadsheet.

**VERY IMPORTANT**

The cardholder will send copies of the receipts and any other paperwork to the Department Card Reconciler, and keep the original paperwork for their records **UPON COMPLETION OF EVERY CHARGE / TRANSACTION**. If the Cardholder does not have documentation of a transaction, he/she shall attach an explanation that includes the required information listed under item '3' above, vendor's name and reason for the lack of supporting documentation.

**EITHER THE DIVISION OR THE DEPARTMENT CARD ADMINISTRATOR WILL REVOKE THE PURCHASING CARD IF THE ABOVE ROUTINE IS NOT FOLLOWED.**

- 7) Division Card Administrators shall review the transactions (**on a daily basis**) using receipts sent in by the cardholder.
- 8) At the end of the billing cycle (16<sup>th</sup> to the 15<sup>th</sup>), the division statements are sent to accounts payable in Controller's Office. Individual statements, that will list the cardholder's transaction(s) for that period, are sent to the cardholders. The Division contact can access the vendor's website, Works Payment Manager (WPM) (<https://payment2.works.com>), to view the monthly statement.
- 9) The cardholder shall check each transaction listed against his/her purchasing log, copies of receipts and/or any shipping documents to verify the monthly statement. The careful matching of complete support documents to the purchasing log and to the monthly statement is vital to the successful use of this program.  
After this review, the cardholder shall sign the monthly statement and present the statement to his/her Division Card Administrator for approval and signature within two (2) working days of receiving the statement. The Division Card Administrator shall check the cardholder's monthly statement and confirm with the cardholder the following items:
  - A. The products were received.
  - B. The cardholder has complied with applicable procedures, including this policy and procedure.
  - C. If receipts are needed to be seen, the cardholder shall supply his copies for review.
- 10) Division Card Administrator finishes the reconciliation process. All Purchasing Card purchase documentation must be received in Accounts Payable within five (5) working days. ([Policy](#))
- 11) The Department Card Reconciler will reconcile the transactions in the Purchasing Card Module of the North Carolina Accounting System as he/she receives the receipts from the Division Card Administrator once they have been downloaded into the Purchasing Card System (**on a daily basis**).

The Division Monthly Statement, listing all Division transactions, shall be sent by the Contractor to the designated contact in the Controller's Office after the statement closing date (15<sup>th</sup>) of each month. This statement acts as a checklist for the Contact to correctly credit the appropriate Corporate (Division) Accounts. The contact will then send the Division statements to the Division contacts. The division contacts can also access the contractor website- <https://payment2.works.com> - to view a copy of the monthly statement.

Accounts Payable in the Controller's Office makes sure that all charges are credited to the correct Corporate Billing Accounts and cuts a check to the bank.

**ALL PURCHASES AND MONTHLY STATEMENTS ARE SUBJECT TO AN AUDIT BY DENR'S INTERNAL AUDIT REVIEW TEAM.**

**CARDHOLDERS REVIEW MONTHLY STATEMENTS AND ENSURE ALL RECEIPTS FOR TRANSACTIONS HAVE BEEN SENT TO DIVISION CARD ADMINISTRATOR.**

## 6.0 **POLICY**

### 6.1 AUTHORIZED PURCHASING CARD USE

- 1) In compliance with the Purchasing Card Policy, use of the Purchasing Card shall be limited to the following conditions:

**The total value of a transaction shall not exceed a cardholder's single purchase limit - \$2500 for open market and State Term Contract purchases. A purchase WILL NOT be split into multiple transactions to stay within the single purchase limit. Spending limit shown on the Agreement Form (Attachment C) will be adhered to by all cardholders. Anyone found in violation of these policies will be subject to having his/her card revoked and/or disciplinary action will be taken which could include termination.**

- The items that may be procured by using the Purchasing Card are limited by Department standards and an agreed upon list between the Division and Department Coordinator.
- 2) The Purchasing Card may also be used:
    - To pay for airline tickets. The cardholder must obtain confirmation (either electronically or hard copy), itinerary and other ticket documentation. Submit to Division Card Administrator for processing. The travel authorization approval process is still in effect regardless of the method of purchase.
    - To pay for purchases from Corrections, however, you must insure that what you are purchasing is on the "OK" to purchase list.
    - Registration. The cardholder will be held liable for the cost of the registration if they do not attend unless prior approval is given by the supervisor.
    - Educational classes as long as you have the appropriate approvals to do so. Remember to verify their refund policy should you not be able to attend the class.
    - Routine travel (food and lodging / room reservations). Approval process is still in effect regardless of method of service. A copy of the travel authorization paperwork must be sent with the reconciliation paperwork or employee will be held personally liable.
    - Purchasing card travel expenses must still be within the approved per diem rates as stated in the DENR Travel Policy. To view the policy and rates, please click on <http://www.enr.state.nc.us/ooc/pdf/trav.pdf>.

\*\*\*\*Any amount expended that exceeds the state-approved limits (as shown in the DENR Travel Policy), must be reimbursed to the State by the employee and shall be

submitted with the travel expense/reconciliation form.

- Internet Service for remote locations that do NOT have access to a DENR server. This MUST be pre-approved through Purchase and Services.
- To acquire gasoline for department-owned vehicles if they are operating out-of-state.
- Service Awards – To purchase items under STC #080A.
  1. When you are ready to order, please call Ms. Angel Arnett with CA Short Company at 800-535-5690, ext. 202.
  2. She will then instruct you to e-mail her at [aarnett@CAShort.com](mailto:aarnett@CAShort.com) with a list of items to be purchased. A request form may be created to send to Ms. Arnett. You will call Ms. Arnett and give her the P-Card number to be used for the order. Please make sure that she has the correct credit card number.
- Gas for boats
- One-time services (Repair services, tech support, physicals, porta johns, etc.) up to \$2500.
- Postage stamps
- Post Office Box Rentals if entire period is paid for in one lump sum.
- GPS Units – but you must have written approval from Gary Thompson with Geodetic Survey ([gary.thompson@ncmail.net](mailto:gary.thompson@ncmail.net)). Please see the following document: <http://www.ncgicc.com/Portals/3/documents/gps-standard-final.pdf>
- Meals for approved meetings, conference and workshops, however, per diem rates must be followed.

## State Term Contracts (STC) that are "OK" for use with the Purchasing Card

### Requires no Purchase Order

\$2,500.00 Limit

A \* indicates availability of one or more recycled products. Check the contract for recycled content information and commodity codes of specific products contained within.

**Web-site:** <http://www.doa.state.nc.us/PandC/numlistt.htm>

<b>STC No.</b>	<b>STC Description</b>	<b>Special Circumstances</b>
020B	Lawn and Garden Tractors	
031A	Room Air Conditioners	
031B	Filter, Air (HVAC)	
045A	Domestic Appliances	With Division Director Approval
060A	Automotive, Industrial Parts and Supplies	
060B	Storage Batteries, Commercial and Passenger	
060C	Oil and Air Filters and Cartridges	
060E*	Tire Recapping and Repairing Services (Statewide)	
080A	Service Awards	Ordering Instruct. (pg. 8-Sec. 6.1)
200A*	Uniforms (Launderable)	
204A	Microcomputers and Peripherals	<b>CAN'T</b> purchase desktops or laptops
204B	Mobile Ruggedized Computers	
204C	UNIX Workstations/Servers And Peripherals	
204J	Mass Storage Components	
207A*	Remanufactured Toner Cartridges	
208C	Microsoft Software Enterprise Agreement	
208E	Encryption Software	
208F	Oracle Software	
208G	Novell Master License Agreement	
208H	Microsoft Select 4.0	
208L	Anti-Virus Software	
225A	Coolers, Water, Electric	
240B	Plastic Table Ware and Cafeteria Trays	
240C	Stainless Steel Ware, Cutlery, Hospital Ware	
285A	Electric Lamps/Ballasts	
285B	Ballasts – Electronic, Magnetic, HID, Plastic Sign	
340A	Fire Extinguishers	
345A	Eye/Face Protectors	
350A	US and NC Flags	
365A	Floor Maintenance Machines	
365B	Vacuum Cleaners	
393A	Cereal Breakfast Foods	
393B	Crackers, Cookies and Snack Items	
393C	Food Supplements and Infant Formula	
395A	Forms W-2, 1099, Mailers Envelopes	
395B*	Continuous Stock Forms and Labels	
405H	Oils, Lubricants, Greases and Antifreeze	
430A	Welding, Medical and Scientific Gases	
435A	Disinfectants and Odor Counteractants	
445A	Hand Tools and Related Accessories	

<b>STC No.</b>	<b>STC Description</b>	<b>Special Circumstances</b>
450A	Drycell Batteries and Flashlights	
450B	Locks, Locking Devices and Builders Hardware	
465B	External Defibrillators (Automatic, Semi-Automatic, Manual)	
470A	Wheelchairs and Ambulatory Aids	
475A	First Aid/Infection Control Products	
475B	Surgical Dressing	
475C	Incontinent Care Products, Disposable	
475D	Disposable Gloves	
475E	Surgical Endoscopic and Wound Closure Products	
485C	Door Mats and Matting	
485D	Polishes, Floor and Maintenance Materials	Must contact DOC prior to using this contract.
485F*	Pails, Waste Cans and Special Refuse Receptacles	
485G	Brooms, Mops, Brushes and other Cleaning Implements	
493A	Lab Supp. and Equipment Catalog, All Agencies and Educational Entities	
493B	Microscopes	
515A	Mowers, Lawn, Riding	
560A	Hand and Platform Trucks, Mail and Canvas Hamper Carts	
580B	Musical Instruments and Accessories	
600A	Classroom Calculators	
600C	Office Dictation and Transcribing Equipment	
615A*	Office Supplies, General (Online Electronic Catalog)	
630A	Paint and Paint Materials	Must contact DOC prior to using this contract.
640A*	Recycled Paper Napkins, Bathroom Tissue, and Paper Towels	
645A*	Office Paper, Recycled and Envelopes	
655A	Photographic Film, Chemicals and Supplies	
655B	Photographic film, chemicals and supplies	
665A	Laminators and Laminating Film	
665B	Bags, Plastic, Trash	Must contact DOC prior to using this contract.
675A	Pesticides	
725G	Two-Way Radios, Repeaters, Base St. and Accessories ***** NO PURCHASES OF NEW RADIOS OR SYSTEMS ARE ALLOWED NOR PARTS TO BUILD A NEW RADIO OR SYSTEM.	*****YOU MAY ONLY USE THE PCARD TO PURCHASE ACCESSORIES OR REPAIR PARTS FOR EXISTING RADIOS AND SYSTEMS.
735A	Wiping Cloths	
740A	Ice Makers, Maker/Dispensers, and Dispensers	
740B	Vending Machines & Money Changers	
785A	Chalkboards, Tackboards, Chalkboard and Dry-Erase Board Erasers	
785B*	Instructional School Paper (Construction, Drawing, Newsprint, Etc.)	
840A	Television/Video Equipment	
863A	Tires and Tubes	
870A	Venetian Blinds	
880A	Audio-Visual Equipment	
880D	Transparency Film	
898A	X-Ray Film, Chemicals, Cassettes/Screens, and Parts	
908A	Binding, Library and Textbook	
975A	Vehicle Rental Contract	

\*\*Please remember to check each contract for the "Minimum Requirement" and follow the instructions for FOB delivery and note that agencies are authorized to purchase from best available sources on orders less than the minimum order value. This provision shall not be used by an agency to

## 6.2 UNAUTHORIZED PURCHASING CARD USE

The following list is also located on the back of the Employee Agreement Form.

### The Purchasing Card **SHALL NOT BE USED** for the following:

- Personal purchases or identification
- Items set up under an existing Blanket Purchase Order
- Personal vehicle gas and use
- A single purchase that exceeds the standard limit established for your division
- In-state gasoline purchases for DOA, Motor Fleet Management owned vehicles
- Telephone calls or monthly service with the exception of Internet Service for remote locations that do **NOT** have access to a DENR server. This **MUST** be pre-approved through DPS.
- **Contractual services including yearly Maintenance Agreements**
- **Weapons – unless prior approval is given and documented by DPS**
- Purchase of signs or signage
- Back Orders
- Monthly rental services
- Monthly utility charges
- **Services covered under the existing formal or informal construction contract process**
- Items falling under the Merchant Category Codes Blocking List Exclusions from State use **Some** of these include:
  - Cash Advances, Purchase of Alcoholic Beverages, Entertainment Expenses and Money Orders/Wire Transfers
- State Term Contracts listed below:
  - 204A – Desktops and Laptops – this does not include peripheral items.
  - 204D – Printers (including All-in-One units – printer/fax/scanner/copier)
  - 269A – Drugs and Medicine
  - 271A – Birth Control Items
  - 271B – Intravenous Administration Sets and Solutions
  - 271C – Influenza Vaccine
  - 345B – Prescription Safety Spectacles
  - 405G – Motor Fleet Gas Credit Card
  - 420 (All) and 425 (All) – Furniture, Filing and Storage Cabinets
  - 475F – Syringes and Needles
  - 475H – Blood Collection Tubes and Needles
  - 680A – Ammunition
  - 725A and 725B– Digital Telephone Systems
  - 725G – Two Way Radios – no complete systems (accessories and parts can be purchased with the Pcard, but you may not buy parts to build a system out of component parts).
  - 915A & B – Cellular Telephone and Paging Service (with equipment)
  - 966A – Business Cards

**A cardholder who makes unauthorized purchases or carelessly uses the Purchasing Card will be held personally liable for the total dollar amount of these transactions plus any administrative fees charged by the Contractor in connection with the misuse. The cardholder will also be subject to disciplinary action that may include dismissal.**

If there are any questions regarding the above list or a Purchasing Card purchase, please call the Division of Purchase and Services, Department Card Administrator at 919-715-3869 or Angie Asbell at 919-715-8852.

## 7.0 **DISPUTED ACCOUNTS**

### 7.1 **Cardholder Responsibilities**

Purchasing Card Returns: Prior to purchasing an item, make yourself aware of the vendor's return policy. If items purchased with the Purchasing Card are found to be unacceptable, received in error, damaged and/or defective, duplicate order, etc., the cardholder should contact the vendor to explain the problem and secure return/replacement and/or credit for the item as quickly as possible.

If the vendor has not replaced or corrected the item by the date the cardholder receives his/her monthly statement, then the purchase of the item will be considered in dispute. A credit will be issued for the required amount upon resolution of the dispute. **You may be required to fill out an affidavit with the contractor in order to have the disputed charges removed.**

If an item has been returned and a credit voucher received, the cardholder shall verify that this credit is reflected on the next monthly statement.

Reconciliation for returns/credits has the same procedure as does making a purchase. You must submit documentation within five (5) business days. If credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the Division Card Administrator until the credit is downloaded to the Purchasing Card System and shows on the next monthly statement.

If, **by mistake**, a personal purchase is made on the Purchasing Card, notify the Division Card Administrator and immediately call the vendor to delete the charge to the VISA card. Make sure a credit slip is issued and the purchase is charged to the correct card.

### 7.2 **Contractor Responsibilities**

Refrain from collection of the disputed amount or any related finance charges while the disputed amount is under investigation.

Remove the disputed amount and any related finance charges if an error has been made.

## 8.0 **CARDHOLDER SEPARATION**

**Prior to separation from the Department**, the Division Card Administrator will check the PC Unreconciled Transaction Report in XTND to ensure that the cardholder does not have any outstanding or unreconciled transactions.

The cardholder shall surrender their Purchasing Card to the Division Card Administrator along with the current Purchasing Card log and any outstanding receipts. The card should be destroyed by the Division Card Administrator who will also notify the Department Card Administrator, at 919-715-3869.

Internal Division policy will determine the documentation involved in this closeout process.

## 9.0 **PURCHASING CARD DISCIPLINE POLICY**

### 9.1 **Criteria for revocation of the Purchasing Card privilege**

- A. Not submitting reconciliation paperwork within the specified timeframe of five (5) business days
- B. Unauthorized purchases
- C. Over-the-limit spending and/or circumventing the Purchasing Card policy

**YOU WILL RECEIVE A WRITTEN WARNING IF YOU ARE FOUND TO BE IN VIOLATION OF ABOVE GUIDELINES. FAILURE TO CORRECT THE VIOLATION WILL RESULT IN THE REVOCATION OF CURRENT AND POSSIBLY FUTURE PURCHASING CARD PRIVILEGES.**

**THE PURCHASING CARD PROCESS – ON PAGES 4-7**

**STEP 1**

CARDHOLDER REVIEWS  
CHECKLIST FOR CARD PURCHASES  
(CHECK RE GUIDELINES):  
A. CHECK STATE TERM CONTRACT  
B. CHECK DEPARTMENT OF CORRECTION  
(DOC) PRODUCTS LIST  
C. REVIEW HUB (HISTORICALLY  
UNDERUTILIZED BUSINESSES)  
D. CHECK FOR AVAILABILITY OF  
SUSTAINABLE PRODUCTS

**STEP 2**

CARDHOLDER CONFIRMS THAT  
THE VENDOR WILL ACCEPT THE  
VISA CARD. IF NOT, LET THE  
DIVISION CARD ADMINISTRATOR  
KNOW

**STEP 3**

CARDHOLDER MAKES A PURCHASE/  
OBTAINS PROPER DOCUMENTATION FROM  
THE VENDOR  
1) OVER THE COUNTER  
2) BY INTERNET  
3) BY TELEPHONE

**STEP 4**

TRANSACTION/CHARGE GOES TO THE BANK

**STEP 5**

BANK DOWNLOADS THE CHARGE TO THE  
OFFICE OF STATE CONTROLLER PURCHASING  
CARD MODULE USUALLY WITHIN 48 HOURS

**STEP 11**

ACCOUNTS PAYABLE IN THE CONTROLLER'S OFFICE  
CHECKS THAT ALL CHARGES ARE CREDITED TO THE  
CORRECT CORPORATE BILLING ACCOUNTS. A CHECK  
IS CUT AND SENT TO THE BANK BY THE END OF  
THE MONTH.

**STEP 10**

THE DIVISION CARD ADMINISTRATOR  
FINISHES THE RECONCILIATION PROCESS  
AND SUBMITS RECONCILIATION FORMS  
WITHIN 5 BUSINESS DAYS.

**STEP 9**

CARDHOLDERS REVIEW STATEMENTS AND  
ENSURE ALL RECEIPTS FOR TRANSACTIONS  
HAVE BEEN SENT TO DIVISION CARD  
ADMINISTRATOR.

**STEP 8**

AT THE END OF BILLING CYCLE (16<sup>TH</sup>-15<sup>TH</sup>)  
THE DIVISION STATEMENTS ARE SENT TO  
ACCOUNTS PAYABLE IN THE CONTROLLER'S  
OFFICE. INDIVIDUAL STATEMENTS ARE  
SENT TO THE CARDHOLDERS  
THE CONTROLLER'S OFFICE WILL MAKE  
COPIES OF THE FRONT PAGE OF THE  
STATEMENTS THEN SEND THE STATEMENTS  
TO THE DIVISIONS.

**STEP 7**

DIVISION CARD ADMINISTRATOR  
REVIEWS THE TRANSACTIONS (ON A  
DAILY BASIS) USING RECEIPTS SENT  
IN BY CARDHOLDERS.

**STEP 6**

CARDHOLDER KEEPS ORIGINAL  
RECEIPTS, PACKING SLIP, ETC. FOR  
THEIR RECORDS AND MAKES COPIES FOR  
THE DIVISION CARD ADMINISTRATOR  
UPON COMPLETION OF THE  
TRANSACTION.