



Procurement Card

Policy and Procedures Manual

Purchasing & Logistics

919-743-8781

plsupport@ncdps.gov



Contents

	<u>Pages</u>
<i>Overview of the Procurement Card Process</i>	3
<i>Application Process</i>	4
<i>Roles and Responsibilities</i>	5-6
<i>Procurement Card Procedures</i>	7 -14
<i>Authorized/Unauthorized Purchases</i>	15
<i>At A Glance Procurement Card Process</i>	16-17
<i>Tax Exempt Numbers & Contact Information</i>	18
<i>List of P-Card Forms</i>	19

Overview of the Procurement Card System

Project Goals

The Procurement Card Program is designed to simplify and expedite the process of small purchases within the Department of Public Safety (DPS), 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 (NCAS) and enhance management's review of small purchases. A reconciliation process is designed to comply with the audit process.

Benefits

- * Increased control of expenditures through complete and timely reporting
- * Visa card is widely accepted
- * The number of small dollar purchase orders will be reduced, allowing purchasing staff to concentrate on higher dollar and more complex procurements
- * The number of invoices received will decrease and one payment will be made monthly
- * The delivery process for items can be expedited due to the quick ordering process
- * The agency will qualify for discounts because payments can be more timely

Procurement Card Process Flow

1. Credit Card User makes a Purchase
2. Charge Initiated with Vendor
3. Charge goes to the Bank
4. Bank sends charge to OSC Procurement Card Module
5. Cardholder gives original receipt to Reconciler
6. Reconciler verifies the purchase and correct company/account/center and reconciles in NCAS
7. End of Month, one invoice is created from Bank and sent to Accounts Payable
8. Accounts Payable sends check to Bank

Use of the Card

All purchases will be charged to a specific company, account, and center that are valid within the North Carolina Accounting System (NCAS). This policy 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.

A small purchase for the P-Card is defined by the department as being \$2,500.00 or less. The Program is **NOT** intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing process.

****NOTE:** No other credit card shall be used for purchases of goods for the Department without the expressed, written authorization by the Department of Public Safety Controller or designee.

Application Process

* The Department of Public Safety completes a Procurement Card Program Request Form to implement the program. The form must have all proper signatures before the program will be implemented. Each division/facility/section in DPS must assign a Procurement Card Administrator.

* Division/Facility/Section Manager submits a request to their P-Card Administrator to add a cardholder. Cardholders must be permanent state employees.

* The Division/Facility/Section designee signs the Cardholder's Enrollment Form giving them authorization to make purchases within the guidelines. The form contains all information needed to set up a cardholder properly in the bank credit card system.

* Division/Facility P-Card Administrator sends the completed Enrollment Form, Employee Agreement Form, Conflict of Interest Form, and verification of training to the Department P-Card Administrator.

* The Department P-Card Administrator requests the card from the bank and enters the employee's card information in the NCAS Procurement Card module.

*The proposed Cardholder **MUST** complete P-Card training in the LMS system before the card is issued.

* The Division/Facility/Section P-Card Administrator shall maintain a copy of all employee agreement forms, maintenance changes including limits, card lost/stolen/destroyed information, etc. An enrollment form, copies of agreement form, maintenance form and training documents should be sent to the Department P-Card Administrator.

P-Card Spending Limits

Purchase spending limitations per day, per transaction and the total monthly limitations are assigned to each cardholder. These limitations may vary per the Facility/Section request, but cannot exceed the standard limits without authorization from the Director of Purchasing and Logistics or designee. **To request an increase in spending limits a P-Card Maintenance form must be completed.** P-Card delegation is **not to exceed \$2500 per single transaction** which is set by DOA State Purchase and Contract.

- * The standard single transaction limit (STL) is \$500
- * The standard daily transaction limit (DTL) is \$500
- * The standard monthly credit limit (CL) is \$2500

Roles and Responsibilities

P-Cardholder Responsibilities

The procurement 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.** The cardholder may make transactions on behalf of others in their division/facility, but the cardholder is responsible for all use of his/her card.

The cardholder is required to:

- * Be a permanent State Employee (Federal and contractual employees are not permitted to be issued a P-Card)
- * Adhere to departmental Procurement Card Procedures for reconciliation
- * Keep a copy of their transaction records of purchases
- * Sign the original receipt and forward to supervisor/manager for signature
- * Review the monthly statement to ensure that all charges represent authorized purchases or received goods and that any credits or adjustments have been made. The statement should be compared with the transaction records. Upon completion of the review, send the signed monthly statement to the supervisor/manager for signature of approval
- * Coordinate returns with the vendors

NOTE: In that a P-Card is a Department account, all requests for service from the bank must be made by the Procurement Support Section. ***Under no circumstances*** shall a Cardholder, Manager or Reconciler try to conduct business or resolve a dispute directly with the Bank of contract.

P-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 types of purchases and the manager must understand the Card process and must be willing to take responsibility for ensuring the employee is using the card within Department guidelines.

The cardholder's manager is required to:

- * Determine who in the agency should have Cards, and establish the per-transaction dollar limits and monthly limits
- * Initiate appropriate action should misuse of Card become apparent. This can also be initiated by the Departmental Card Administrator
- * Review and sign employees' original signed receipt before forwarding to reconciler.
- * Review and verify monthly cardholder statements with receipts and approve by signature on individual statements received from cardholders
- * Submit signed bank statements to reconcilers to retain with monthly transactions.
- * Notify their P-Card Administrator of any changes the cardholders' account, (additions, cancellations, blocks, limit changes, etc.)

- * Collect P-Cards of any terminating or transferring employees and complete the Procurement Card Maintenance Form to close out the account. Form and card will be forwarded to the Division/Facility/Section P-Card Administrator for signature

Division/Facility/Section P-Card Administrator Responsibilities

The Division/Facility/Section P-Card Administrator is responsible for forwarding approved requests for enrollment, maintenance, and cancellation to the Department P-Card Administrator, Auxiliary Support, Purchasing and Logistics. The individual is also responsible for ensuring each employee receives the proper training, adheres to procedures, and follows guidelines necessary for the use of the card. The Division/Facility P-Card Administrator shall know where to obtain all P-Card documentation for receipts and provide updated cardholder information in the event of an internal/external audit request.

This individual also has the authority to terminate a card in the event of misuse and will initiate appropriate action should misuse of card become apparent.

Department P-Card Administrator Responsibilities

This individual, located in DPS Purchasing & Logistics, is responsible for the overall Procurement Card Program for NCDPS. The position will act as a liaison between the bank and the using agency. The Policies and Procedures are developed at this level and are to be implemented in all divisions/facilities/sections. The individual works directly with the Division/Facility Card Administrator for the initial set up and maintenance of the account. P-Cards are sent directly to the Department Card Administrator and entered in the NCAS P-Card Module before being forwarded to the using Division/Facility/Section. This individual also maintains files of all cardholder information.

P-Card Reconciler Responsibilities

Every cardholder must have a reconciler. The reconciler is responsible for reconciling all transactions in the NCAS P-Card Module with proper documentation. Transactions should only be approved with authorized signatures approved by division/facility/section management and accompanied by a detailed transaction receipt or the Transaction Reconciliation form. The reconciler is responsible for ensuring that statements have all detailed transaction receipts with supporting documentation attached before filing in an accessible location. All purchasing documents have a retention period of **five years**. **Reconcilers should receive an updated list of all cardholders and their supervisors from their division/facility P-Card Administrator.**

Purchasing & Logistics Auxiliary Support Compliance Reviews

It is recommended the DPS Purchasing Department perform monthly reviews on ten percent of the transactions to ensure the compliance with State Contract Items, Internal Purchasing Procedures, etc. If findings are present, written justification to the Department P-Card Administrator will be required from the cardholder, copying their P-Card Administrator.

**NOTE: Central Engineering has certain exceptions to this policy due to large volume of work and funding sources.*

Purchasing Card Procedures



The attached document states the purpose of the P-card and procurement procedures for issuance, use, reconciliation, security, and maintenance thereof.

NOTE: Due to the diversity in DPS operations, in the event where a Division Director feels an exception to the policy is needed to support a mission critical need not addressed in the body of this policy, the Division Director will be required to submit a written exception to the DPS Controller for approval. Should the DPS Controller deny the request, a final appeal may be filed with the DPS Commissioner of Operations.

**State of North Carolina
Department of Public Safety
Purchasing and Logistics**

Procurement Card Procedures

The Cardholder is the only individual authorized to make purchases using the Card. The Card does not supersede any Department of Administration (DOA) State Purchasing and Contract (P&C) rules that are already in place. Items on State Term Contracts must still be purchased from the contract vendor. Cardholders should check the availability of HUB vendors. DPS Purchasing Agents will assist when needed, in identifying State Contract items and HUB vendors.

When a purchase is made, the Cardholder must obtain an itemized receipt. The Cardholder is responsible for ensuring that the receipt is legible. For Internet purchases, the confirmation screen must be printed. This screen should include the detail information concerning the number of items and the total cost. Telephone purchases must have an itemized detail receipt immediately faxed to the Section.

* *Issuance of Individual Cards*

- a. A Procurement Card Enrollment form will be completed by each cardholder and approved by the Section manager and Division/Facility/Section P-Card Administrator. A Conflict of Interest Statement and an Employee Agreement form along with Certification of Completion of the P-Card Training in LMS shall be attached and forwarded to the Program Administrator.
- b. Each Cardholder, Division P-Card Administrator and approving Reconciler shall complete the P-Cardholder's Training in LMS before issuance of the Card.

* *Standard Use of Card*

- a. The Cardholder is the only individual authorized to make purchases using the Card.
- b. **The Card does not supersede any DOA State Purchasing and Contract rules that are already in place. Items on State Term Contracts must still be purchased from the contract at the contract prices.** Contact your Purchasing section for assistance, if needed, with State Contract Items.
- c. Before purchasing items inform the vendor of the tax exempt status of your agency, which is indicated on your P-Card. When a purchase is made over the counter, the Cardholder must obtain an itemized receipt.
- d. **The Cardholder is responsible for ensuring that the vendor lists the vendor name, date, quantity, total cost and fully describes the item(s) being purchased. If item numbers are used and there is no description, the employee should write in the type of item purchased and initial.** "Thermal receipts" should be given to Reconcilers as soon as possible so that all information will remain intact for accounting purposes. It is highly recommended that thermal receipts be copied immediately.
- e. Purchases that are phoned-in must have an itemized detail receipt included with the items being shipped. A packing list (without charges) will not suffice.

- f. To acquire goods over the Internet, the cardholder must obtain an electronic confirmation from the vendor and print the screen. This must be submitted to the reconciler along with the packing slip/receipt (if available) for processing after goods are delivered.

* ***Specialty Cards***

Adult Corrections Inmate Bus Tickets

Cards issued in the name of the facility will ONLY be used for the purchase of Division of Adult Corrections Inmate Bus tickets. Any facility that attempts to use the card for any purpose other than the cards intended use, Procurement Support will contact and advise the facility head that the card will be suspended for a period of 30 days. Any future infractions will result in the facilities "loss of privileges" for the Bus ticket card program and disciplinary action may be taken up to and including dismissal.

Procurement Card Bus Ticket Log

A Procurement Card Bus Ticket Log must be maintained on the Bus ticket credit card assigned to the facility. The facility credit card must be maintained in a safe and secure location when not in use. The facility head or designee shall be responsible for the card, and must ensure that proper signatures are recorded on the log upon check-out and check-in.

The Bus ticket card must be logged in and out by the officer actually making the purchase. Therefore the name on the log and the name on the receipt should be the same. Once the bus ticket is purchased the officer should return the receipt to the Reconciler and follow standard reconciliation procedures.

* ***Special Uses on Authorized Cards***

a. Airplane/Transportation Reservations

All Division/Section Heads may designate at least one individual (Administrative Officer, Director, and/or Plant Manager) to be responsible for making airline arrangements. Arrangements must be made using the most economical means possible.

Form CNTR 001 shall be completed at least thirty (30) days prior to travel dates when requesting airline tickets unless an exception has been granted by the Division/Section. All individuals must follow the policies and procedures set by DPS Controller's Office. All paperwork containing the airline reservation should be kept and maintained as part of the P-Card file for reconciliation. The individual card holder section will be responsible for reconciling all travel purchases using the P-Card. Every effort shall be made to make airline reservations early enough to take advantage of lower airfares.

b. Food Purchases

The P-Card may be used to purchase refreshments for conferences, seminars, workshops, training sessions and retreats in accordance with DPS Policy & Procedures, Division – Administration, Chapter – Controller, Policy – Travel, Transportation, Allowance and Reimbursement and State Budget Manual. The above-mentioned meetings must include a written invitation, a minimum of 20 participants and include a printed class roster and agenda. When using grant monies for conferences, seminars, workshops and trainings, the grant guidelines must be followed as well.

Food for volunteer recognition banquets and other events paid by Welfare Funds may be purchased with a P-Card in accordance with Fiscal Policy .1200.

Routine staff meetings, ceremonies, celebrations and other like gatherings are **not** conferences. Also meetings involving vendor selection and meetings with auditors (internal or external) are not conferences. The aforementioned are not all inclusive.

All food purchases should have written approval by a Director or Section Head prior to the purchase. This approval should be kept with the receipts and bank statements of the cardholder.

Individual meals, including employee travel subsistence, are NOT authorized to be purchased with a P-Card.

c. Travel Accommodations

Authorized P-Cards may be used for hotel accommodations when traveling on State business. Form CNTR 001 shall be completed at least 30 days prior to the date of travel when requesting hotel accommodations for **official state business** unless an exception has been granted by the Division/Section head or designee. The Director/Section head or designee must approve all P-Card usage for hotel accommodations prior to purchase. All individuals must follow the policies and procedures set by DPS Controller's Office. All documentation relating to the hotel accommodations shall be maintained as part of the P-Card file for reconciliation. The individual cardholder's section will be responsible for reconciling all travel purchases made using the P-Card. Every effort shall be made to remain within the authorized State lodging rate. **Excess lodging must be pre-approved on the CNTR001 form. Unauthorized expenses will be paid in full by the cardholder and will be considered a misuse of the P-Card.**

P-Cards should not be used for to pay for hotel accommodations for employees from outside agencies that will be reimbursed by their respective agencies.

Employees should attempt to utilize lodging establishments that have been set up for direct bill payment as much as possible.

The P-Card **cannot** be used for individual meals. Employees must pay for meals and be reimbursed in accordance with DPS Policy & Procedures, Division – Administration, Chapter – Controller, Policy – Travel, Transportation, Allowance and Reimbursement. (Any exceptions to this policy must have prior approval from Purchasing and Logistics Director or designee)

* ***Cardholder Reconciliation Procedures***

- a. Each Cardholder will receive from the Bank a monthly statement of his/her account, if charges are made for that particular month.
- b. The Cardholder must make a copy of each itemized receipt and file the copy. Upon receipt of the materials, the **original** itemized receipt must be signed and dated by the Cardholder with the “county of purchase” and letters STC for State Term Contract Items. Forward the receipt to your Supervisor for review to sign and date, who then forwards the receipt to the Reconciler within 2 to 3 business days. **Never sign off on a receipt until the goods have been received.**
- c. The Cardholder shall check each transaction listed on the monthly statement against the receipt copies to verify the monthly statement charges, then sign and date the statement and forward the statement to the Supervisor. **Keep all copies until all transactions have been reconciled.** Any transaction(s) listed on the statement not made by the cardholder should be reported to their Supervisor and P-Card Administrator for dispute resolution. The Cardholder must submit the statement to their Supervisor within 2 to 3 business days of receipt, Supervisor signs and date, and then forward the statement to the Reconciler within 2 to 3 business days. There shall be no undocumented transactions; all **valid** transactions must have itemized receipts. Any other transactions will be completed on the Transaction Reconciliation form to process as a receipt to reconcile. Do not use this form in lieu of receipts.
- d. Upon receiving the Itemized Receipts with authorized signatures, the Reconciler processes the transaction in the NCAS P-Card Module, using the appropriate Company, Account, Center and description of the purchase. All reconciliation must be completed by the 3rd working day of the following month after the statement period.
- e. After reconciling in NCAS, the Reconciler will file the receipts by cardholder with matching statement, and file for a period of **five years** in an accessible place.
- f. 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, the cardholder and supervisor must complete a Transaction Reconciliation form for approval of the transaction for payment. The cardholder must indicate attempts to retain a copy of the receipt. The reconciler may use the document to reconcile when signed by the Supervisor and Cardholder.

** ***Central Engineering has an internal process in place due to the large volume of purchases.***

* ***Reconciliation Procedures for Returns/Problems***

- a. **All returns will be credited back to the P-Card. Cash and/or In-Store Gift Card are not allowed or acceptable.**
- b. 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.
- c. If an item(s) have been returned for credit, the Cardholder shall obtain an Itemized Receipt and verify that the credit is reflected on the statement. The Credit Memo should reference the original charge with an explanation of the transaction. When the Cardholder receives a credit, the receipt should be signed, dated and forwarded to the Supervisor within 2 to 3 business days. The Credit Receipt should be signed and dated by the Supervisor and forwarded to the Reconciler within 2 business days for reconciling. If a purchase or credit does not appear on the statement within two statement periods after the transaction, the Cardholder shall notify the Supervisor, who will in turn notify their P-Card Administrator. The Division/Facility P-Card Administrator will work with the Departmental P-Card Administrator for resolution.
- d. In the event of fraud the transaction should not be reconciled until the credit is received. Both transactions should be indicated on the statement(s) attached to the Transaction Reconciliation form signed and dated by the Cardholder and Supervisor with the Affidavit of Fraud if applicable for reconciling. The Reconciler should label the charge in the description field as "fraudulent transaction" and the credit "refund for fraud charge" to document the offsets in NCAS.

* ***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 the Supervisor when leaving employment with the Division/Facility or changing positions.
- b. If the Card is lost or stolen, the Cardholder shall immediately notify the Bank. Representatives of the Bank are available 24 hours a day and the Cardholder must advise the representative that the call is regarding a Visa Procurement card. The Supervisor must be notified immediately of any changes, lost or stolen cards, cancellations, or misuse of Procurement Cards.
- c. The Supervisor will notify the Division/Facility/Section P-Card Administrator who will then resolve the issue with the Departmental P-Card Administrator.
- d. A new P-Card will be issued to the Cardholder after the reported loss or theft. If a reported P-Card is subsequently found by the Cardholder, it shall be immediately given to his/her Supervisor, who will notify their P-Card Administrator.
- e. It is the Division's/Facility's Procurement Card Administrator's responsibility to notify the Departmental Procurement Card Administrator of any changes, cancellations or misuse of Procurement cards.
- f. The Division/Facility P-Card Administrator may cancel a card any time the Manager deems necessary.

- g. The Cardholder shall not be held liable for charges from a lost or stolen card, however, the Cardholder will be held liable for unauthorized/personal purchases.
- h. In the event of fraudulent transaction(s) the cardholder must submit an Affidavit of Fraud Claim to the Bank for reimbursement.

* ***Misuse or Abuse of the Card***

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 a cardholder is making unauthorized purchases for which the Card is not intended--such as entertainment or any other item on the "unauthorized list" on page 13--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:

- a. Cardholder will be advised to stop using the Card outside of policy. Cardholder and Cardholder Manager will be notified of the infraction by the Departmental Card Administrator. The Cardholder will also be advised of possible Card cancellation if further violations occur.
- b. Card cancellation for a term of 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 six (6) month term only upon approval of the Departmental Card Administrator.
- c. Permanent cancellation of the Card. Removal of the Cardholder's buying authority and appropriate disciplinary action up to and including termination.

In summary, if FRAUD by the cardholder is detected, the following steps will be taken:

- * Immediate cancellation of the Card
- * Removal of Cardholder's buying authority.
- * Possible termination of employment

* ***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.

b. Make sure the purchase is within the card's transaction limit and credit monthly limit. The transaction limit is per vendor and **any multiple transactions that exceed the transaction limit are a violation of the P-Card purchasing guidelines. Do not split purchase transactions to stay within the transaction limit assigned to the card.** P-Card delegation is **not to exceed \$2500** per single transaction which is set by DOA State Purchase and Contract.

- * The standard single transaction limit (STL) is \$500
- * The standard daily transaction limit (DTL) is \$500
- * The standard monthly credit limit (CL) is \$2500

Purchase spending limitations per day, per transaction and the total monthly limitations are assigned to each cardholder. These limitations may vary per the Facility/Section request, but cannot exceed the standard limits without authorization from the Director of Purchasing and Logistics or designee. **To request an increase in spending limits a P-Card Maintenance form must be completed.**

Authorized/Unauthorized Purchases

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 **authorized** purchases that can be made with the card:

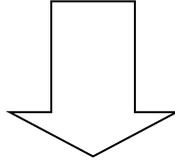
- * Office supplies
 - * Cleaning supplies
 - * Business travel accommodations to include lodging and airfare (only on authorized cards)
 - * Food for conferences, seminars, workshops and training sessions (follow DPS Admin Policy & current State Budget Manual) – Refer back to page 10 of P-Card Procedures
 - * Approved training event and registrations
 - * Facilities maintenance repair operation supplies, small equipment items and other miscellaneous repair parts that are justified for a business need
 - * Auto fleet maintenance repair operation supplies (not motor fleet vehicles)
 - * Small services, not to exceed a one-time transaction limit of \$500 that are required to restore operation(s) in the event of an emergency, the resolution of a pressing safety issue, or a justified business need**
 - * State Term Contract items. The following website: <http://www.pandc.nc.gov/keywordListing.aspx> can perform a keyword searches for State Term Contract items. It will provide information on awarded vendors, minimum contract ordering amounts, etc. **Remember:** Term contracts constantly change, so if there are any questions contact your DPS Purchasing office for guidance.
- ** Emergencies within DPS's delegation will continue to be approved on a case by case basis and require justification with approval from the Director of Purchasing or designee.**

The following are examples of **unauthorized** purchases that should **NOT** be made with the card:

- * **Purchases from any State Agency including Correction Enterprises**
- * Personal purchases
- * Identification purposes
- * Individual meals including employee travel subsistence
- * Entertainment (ex. amusement parks, theater tickets, package stores, etc.)
- * Motor Fleet Vehicles – services, gas, etc.
- * Items set-up under an existing Blanket Purchase Order
- * Computers/Printers/Copiers/Software
- * Personal vehicles gas and use
- * Telephone (cellular and land based) or other monthly services
- * Purchases that require a Fixed Asset number (Inventoried and capitalized)
- * Printing (All printing services must go to Corrections Enterprises)
- * Contractual services including yearly Maintenance Agreements
- * Gift Cards
- * Service Clubs, Award Ceremonies, etc.
- * Wholesale Clubs (Sam's Club, Costco, etc.) that require memberships
- * Gas/Fuel

General Rule of Thumb: Before making a purchase, please remember to be in compliance with this policy and do not use your P-Card for anything that you don't want reported in the news media.

THE PROCUREMENT CARD PROCESS AT A GLANCE



BEFORE PURCHASING GOODS OR SERVICES

KNOW YOUR SINGLE AND MONTHLY CREDIT LIMITS

The transaction limit is per vendor and any multiple transactions that exceed the transaction limit are a violation of the P-Card guidelines. P-Card purchases are not to exceed \$2500 which is set by State Purchase and Contract.

When in doubt contact your PC Administrator

CHECK THE LIST OF AUTHORIZED GOODS/SERVICES

When in doubt contact your PC Administrator and/or Purchasing Section

CHECK WITH YOUR BUDGET OFFICE FOR SUFFICIENT FUNDS

AUTHORIZED VENDOR LIST

It is DPS purchasing practice to seek competition and the lowest prices within the parameters of quality and delivery for any commodity.

Check State Term Contracts to see if vendors and prices have already been established for the required products or services. <http://www.pandc.nc.gov/keywordListing.aspx>

Check Correction Enterprises products list for availability and suitability.

<http://www.correctionenterprises.com/>

Check OSBM for statutory regulation for allowable rates for purchases:

<https://ncosbm.s3.amazonaws.com/s3fs-public/documents/files/BudgetManual.pdf>

Any purchases outside of these authorized vendors will require supporting documentation stating why another vendor was selected.

CHECK YOUR RECEIPT FOR ACCURACY OR ADDED TAX BEFORE LEAVING STORE OR ACCEPTING ONLINE ORDERS.

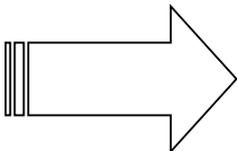
Valid Receipts should have description, quantity, unit price and total amount without tax added. If a description is an item number write the description of the item.

ACCEPTABLE RECEIPTS:

1. ORIGINAL RECEIPTS and/or
2. PACKING SLIP / WITH ITEMIZED PRICES and/or
3. PRINT ONLINE RECEIPT
4. CREDIT MEMO ISSUED BY VENDOR
5. TRANSACTION RECONCILIATION FORM

For security purposes you should only buy from websites that begin with https:// as they are secure.

Some vendors require their own tax exempt number. Contact your P-Card Administrator



RECONCILING MUST BE COMPLETED BY THE 3rd Working Day OF EACH MONTH

AFTER RECEIVING ITEMS, SEND SIGNED AND DATED VALID RECEIPT WITH SUPPORTING DOCUMENT TO SUPERVISOR FOR SIGNATURE AND DATE THEN FORWARD TO RECONCILER WITHIN 2-3 DAYS:

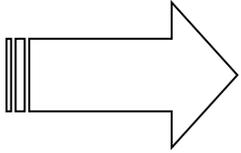
KEEP A COPY FOR VERIFICATION OF YOUR STATEMENT and until all transactions have been reconciled.

CARDHOLDER VERIFYS BANK STATEMENT AGAINST RECEIPT COPY. CARDHOLDER AND SUPERVISOR MUST DATE AND SIGN AND SEND TO RECONCILER WITHIN 2-3 DAYS. **KEEP A COPY UNTIL PROCESSED**

NOTIFY PCARD ADMINISTRATOR OF ANY UNAUTHORIZED TRANSACTIONS

Reconcilers may require Budget coding on the receipt.

**Signatures must be legible for verification by the reconciler. Initials are not allowed*



RECONCILIATION PROCEDURES FOR RETURNS/PROBLEMS

ALL RETURNS WILL BE CREDITED BACK TO THE PCARD. CASH OR GIFT CARDS ARE NOT ACCEPTABLE.

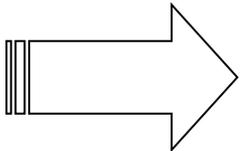
CARDHOLDER MUST WORK WITH VENDOR TO CORRECT PROBLEMS WITH ITEMS THAT ARE UNACCEPTABLE, DAMAGED AND/OR DEFECTED. IF CARDHOLDER CANNOT RESOLVE DISPUTE WITH VENDOR, CONTACT THE PCARD ADMINISTRATOR.

FRAUD TRANSACTIONS:

COMPLETE THE TRANSACTION RECONCILIATION FORM AND PROCESS AS A RECEIPT TO RECONCILE THE DEBIT OR CREDIT. ATTACH AFFIDAVIT OF FRAUD IF APPLICABLE. ALSO INDICATE ON BANK STATEMENT THE FRAUD CHARGE OR DEBIT BEFORE FORWARDING TO RECONILER. REFERENCE BOTH TRANSACTION ON EACH.

BANK FEE OR INTERNATIONAL CHARGE:

COMPLETE THE TRANSACTION RECONCILIATION FORM AND PROCESS AS A RECEIPT TO RECONCILE THE FEE.



IMPORTANT DUE DATES

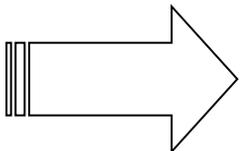
RECONCILIATION DUE DATE: 3rd working day OF EACH MONTH

BILLING CYCLE:

28TH -27TH OF EACH MONTH ENGINEERING: 20th – 19th of EACH MONTH

CARDHOLDER CREDIT LIMIT RESET:

28TH OF EACH MONTH ENGINEERING: 20th OF EACH MONTH



P-Card Tax Exempt Numbers

The Department of Public Safety's tax exempt number is 400057.

National retail stores listed below have given DPS a 'store specific' tax exempt number for P-Cardholders to use when purchasing items in their stores:

Walmart	1006149
Lowes	099800245
Staples	500551894
Office Max	000300926207
Office Depot	27337853

If a cardholder is asked for a phone number when using the card, please use **919-743-8781**.

If a cardholder is asked for an address when using the card, please use the **address that is on the billing statement for the cardholder.**

Joanne Rowland
(Director of Purchasing & Logistics)

3/1/16
(Date)

DPS P-Card Contacts:

Michael Tart, Purchasing & Logistics Auxiliary Support Services Manager
919-324-6460

Kim Banko, Program Administrator
919-743-8781

P-CARD FORMS

- * All forms can be found at:

<https://www2.ncdps.gov/Index2.cfm?a=000002,003301,002561>

The following forms must be completed for the issuance of a P-Card:

- * Procurement Card Enrollment Form
- * Procurement Card Agreement
- * Conflict of Interest Statement

P-Card Training Certificate of Completion – must print after LMS training

The following form is to be completed for updates/changes/temporary increases/closures of an employee's P-Card:

- * Procurement Card Maintenance Request Form

The following form is to be used when a receipt for transaction(s) cannot be obtained:

- * P-Card Transaction Reconciliation Form

The following forms will be used by the Department P-Card Administrator:

P-Card Violation Form
P-Card Review Sheet