

# State Procurement Policy #E24-115.04

## State Purchasing Card

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General.

Credit Limit – A mandatory spending limit that restricts the dollar amount of purchases a cardholder can make in one billing cycle.

Department Liaison - An Agency employee in each department who is responsible for reviewing transactions of individual Cardholders to ensure the transactions are legitimate allowable expenditures, are classified properly, and comply with this Policy.

Internal Auditor - An Agency employee responsible for auditing all statements of account information and associated documentation, and verifying purchases are legitimate expenditures in accordance with this Policy.

Purchasing Card Administrator - The central Administrator designated by the Adjutant General who coordinates the Purchasing Card Program for the Agency and acts as the agency liaison with the Bank, the Office of the Comptroller General and Department of Procurement Services.

Personal Purchases - Purchases of goods or services intended for non-work-related use or use other than official State business

Single Transaction Limit - A mandatory spending limit imposed on each Cardholder account for each purchase. The Single Transaction Limit is subject to the “No Competition” Limit.

### **POLICY**

#### **1. General**

##### **a. Overview.**

(1) The State of South Carolina Purchasing Card (P-Card) is a State issued charge card designed to enable authorized State employees to make small value purchases of supplies, materials, equipment, and services for State business use.

(2) The P-Card is a method of payment, not a method of procurement. Use of the P-Card for payment does not supersede or waive any requirements of the Consolidated Procurement Code & Regulations.

(3) Use of and purchases made with the P-Card must comply with the State and Agency Purchasing Card Policy and Procedures.

**b. Purpose.** This Policy prescribes the uniform policies and procedures establishes standards for use of the P-Card in order to ensure compliance with all applicable State laws as contained in the State Consolidated Procurement Code (SC Code of Laws, Title 11, Chapter 35).

c. **Objective.** Provide guidance for supervisors, program managers/directors and procurement personnel of the Agency in accordance with State Consolidated Procurement Code. This Policy is supplementary to and does not supersede any State or Federal regulatory authority.

d. **Applicability.** This Policy is applicable to all personnel involved in the use of P-Cards for the procurement of goods, services and IT for the Agency using State funds through the State Operations Procurement Department of the South Carolina Military Department/Office of the Adjutant General.

e. **Forms.** Copies of all referenced forms may be found at <https://sctag.org/forms> in the "Procurement" section.

## 2. Purchasing Card Program Administrator

a. The Director of the State Operations Procurement Department is designated as the Agency P-Card Program Administrator (Primary).

b. The State Operations Procurement Department Contract Administrator is designated as the Agency P-Card Program Administrator (Alternate).

## 3. Purchasing Card Holders

a. Cardholders must be Permanent Full-Time or Part-Time State employees whose jobs require the use of a P-Card.

b. All Cardholders must have a minimum understanding of State purchasing laws and regulations as contained in the State Consolidated Procurement Code, and this Policy.

c. Cardholders must complete all required training prior to being issued a P-Card.

d. P-Card holders are de facto purchasing agents for the State and their individual Departments/Programs and are subject to the authorizations, requirements, limits and restrictions contained in the State Consolidated Procurement Code and this Policy.

## 4. Approval of Purchasing Card Holders

a. The Agency P-Card Program Administrator is the approval authority for requests for P-Cards.

b. The action of approving a P-Card Holder delegates transaction authority to the Cardholder.

## 5. Use of the Purchase Card

a. Only the P-Card holder who was issued the P-Card and whose name is embossed on the P-Card is allowed to use the card.

b. The P-Card may only be used for official State business and must be surrendered upon termination of employment or upon demand by the State or the Agency.

c. Use of the P-Card is subject to the limitations and authorizations contained in the State Consolidated Procurement Code, including small purchase procedures, and Agency purchasing policies and procedures.

d. The P-Card is the only purchasing card authorized for use by Agency employees and may be used to purchase items online, in-store or by telephone.

e. Under no circumstances are P-Card holders allowed to accept cash or a store credit for refunds. The vendor must credit all refunds/credits to the card.

f. P-Card holders cannot purchase items contracted via a State Term Contract by use of a P-Card. Those items must be purchased by use of a Purchase Order. The exception is if the State Term Contract requires the purchases be made by use of a P-Card.

g. P-Card holders who make purchases from Amazon must use the Agency's Amazon business account.

h. P-Card holders are highly encouraged to utilize Minority-Owned Business Enterprises (MBE) and Woman-Owned Business (WBE) Enterprises, as well as Green Purchasing.

(1) Additional information regarding the SC Division of Small and Minority Business Contracting and Certification (SMBCC), including a list of certified MBEs/WBEs may be found at: <http://smbcc.sc.gov/directory.html>.

(2) The State of South Carolina Environmentally Preferred Purchasing Policy may be found at: <http://www.procurement.sc.gov/agency/green-purchasing>. In addition, the National Institute of Governmental Purchasing (NIGP) and the National Association of State Procurement Officials (NASPO) provide help and information on Green Purchasing at their respective websites, [www.nigp.org](http://www.nigp.org) and [www.naspo.org](http://www.naspo.org).

i. P-Card holders must have prior authorization from the Agency P-Card Program Administrator to utilize the P-Card for the following reasons:

- Requirements that necessitate other than routine terms and conditions
- Requirements too complex to be conveyed verbally

## 6. Purchasing Card Spending Limits

a. P-Card Holders are authorized Single Transaction Limits (STL) up to \$2,500 for Small Purchase, "no competition" purchases. The TAG may approve, in writing, STL authorizations above \$2,500 up to a maximum STL of \$10,000.

b. The Credit Limit (CL) for each P-Card holder is determined by the Agency P-Card Program Administrator in conjunction with the Program Manager. The Agency P-Card Program Administrator will record the CL for each P-Card holder on the Card Holder Agreement Form (see <https://sctag.org/forms>) and notify Bank of America of the limit for the card.

c. The Agency P-Card Program Administrator and Program Managers will, as a minimum, annually review the spending limits to determine if actual usage is consistent with established limits

## 7. Reasonable Price

a. P-Card purchases may be made without securing competitive quotations or a value analysis if the prices are considered reasonable.

b. If a Cardholder, through prior experience (i.e., comparison with prices paid previously for the same or similar items, familiarity with the supply/service based on frequent purchasing, etc.) knows the proposed price is fair and reasonable, they do not have to do further prior evaluation or analysis.

c. If the Cardholder suspects or has information to indicate the price may not be reasonable or is purchasing a supply or service for which no comparable pricing information is readily available, the

Cardholder should take steps to verify that the price is reasonable. The Cardholder will submit the supporting documentation with the Monthly P-Card packet.

d. The Internal Auditor will review the price for reasonableness during the audit of the Monthly P-Card Packet. If a Cardholder has made three (3) or more purchases not considered to be at a reasonable price during a 12-month period, the Agency P-Card Program Administrators may reduce the Cardholder's STL limit as the Administrator deems appropriate.

## 8. Prohibited Purchases

a. The following types of purchases are prohibited:

- Office Supplies
- Information Technology (IT) services, supplies and equipment
- Personal purchases of any kind
- Cash advances in any form, including use of the card or card number at Automated Teller Machines (ATM), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products.
- Employee travel expenses, including lodging, transportation (except airline tickets), and meals (Exception - the Agency has designated certain P-Cards to be used in accordance with State Procurement Policy # E24-115.02 (Lodging Purchase Card Program)).
- Entertainment, including in-room movies
- Alcoholic beverages
- Tobacco products
- Fuel for State-owned vehicles
- Professional services
- Food for consumption by State employees
- Purchases from a vendor with a blocked MCC
- Payments on "open" accounts maintained with vendors
- Accumulated balances of an account
- Monthly reoccurring charges
- Payment of State and local taxes to the Department of Revenue

b. Split Purchases

(1) Splitting transactions to avoid the single transaction limit is strictly prohibited

(2) Use split purchases may result in removal of P-Card privileges, and disciplinary actions up to and including termination.

c. Purchases from Merchants or Vendors with Blocked Merchant Category Codes (MCC).

(1) Unless approved by the Office of the Comptroller General (OCG), merchants and vendors with MCCs designated as "blocked" on the card profile may not be used by P-Card holders.

(2) A complete list of the blocked MCCs may be found at <http://www.procurement.sc.gov/agency/resources-and-forms/procurement-card> on the tab entitled "BLOCKED MCCs".

(3) The process to request to use a merchant or vendor with a Blocked MCC may be found in the Procedures section of this Policy.

**9. Gift or Discount Cards Received as the Result of a P-Card Purchase.** Gift or Discount Cards received as the result of a P-Card purchase must be turned in to the Agency P-Card Program Administrator.

#### **10. Internal Controls**

a. The Program Manager for each program will determine what level or type of transactions in their program area require preauthorization.

b. The Department Liaisons, Program Managers, Agency P-Card Program Administrator and the Internal Auditor will review the all monthly transactions.

c. The Internal Auditor will review activity within the Works System each month and immediately report any suspicious activity to the State Operations Procurement Director. If the State Operations Procurement Director is suspected of suspicious activity, the Internal Auditor will immediately report the activity to the Chief of Staff for State Operations.

d. Cardholders cannot approve payment for their transactions or their P-Card cardholder activity statements.

e. The Department Liaison cannot delegate their Review and Approval responsibilities. If for any reason the Department Liaison is not available for an extended period, the Agency P-Card Program Administrator will temporarily appoint another Department Liaison until such time as the original Department Liaison returns.

#### **11. Receipts and Invoices**

a. Cardholders must submit copies of all invoices and receipts.

b. Receipts/invoices must be legible and contain the following information:

- Date of purchase
- Vendor name
- Vendor address
- Itemized list of items purchased/clear, detailed description of service
- Unit price
- Total Price
- Total amount of sales tax, if any
- Total amount of shipping/freight, if any

c. Lost Receipts or Invoices

(1) If receipt has been lost and a duplicate cannot be obtained, the P-Card Program Administrator can determine if use of a Lost Receipt Affidavit will be allowed

(2) If allowed, a single Cardholder can use the Lost Receipt Affidavit method no more than three (3) times in one (1) fiscal year.

(3) Use of the affidavit more than three (3) times in one (1) fiscal year will result in suspension of the employee's card privileges for the remainder of the fiscal year.

## 12. Duties and Responsibilities

### a. Office of the Comptroller General

(1) Responsible for administering the MCCs for the State.

(2) Establishes and manages the State-authorized MCC groups that are eligible for use by agencies.

(3) Reviews and approves/disapproves all requests to unblock Blocked MCCs

### b. State Fiscal Accountability Authority, Department of Procurement Services Purchasing Card Coordinator

(1) Serves as the Statewide Contract Administrator for the P-Card Program.

(2) Responsible for all contractual matters regarding the program.

(3) Reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

### c. The Adjutant General

(1) Review and approve the Agency Policy governing the P-Card Program.

(2) Provide written designation of Agency P-Card Program Administrator to the Department of Procurement Services (DPS) P-Card Coordinator and to the OCG Coordinator.

### d. Agency Purchasing Card Program Administrator

(1) Develop the Agency P-Card Program Policy.

(2) Work with Agency management to determine the appropriate general spending limits and individual Cardholders limits.

(3) Designate the Department Liaisons and Internal Auditor positions as needed and ensure coordination among the positions.

(4) Work with Department Head and Program Managers to identify job titles/positions requiring a P-Card or that would be good candidates for use of a P-Card.

(5) Develop written internal procedures for requesting P-Cards and approving Cardholders.

(6) Ensure each P-Cardholder Account is assigned a credit limit and record the dollar amount of this credit limit on the employee Cardholder Agreement to be acknowledged by the prospective Cardholder upon receipt of a P-Card Account.

(7) Recommend approval/disapproval for requests for an exceptions to the State Consolidated Procurement Code, State P-Card Policy or the Agency P-Card Policy.

(8) Coordinate requests for exceptions to the State P-Card Policy with the DPS P-Card Coordinator or OCG, as appropriate.

(9) Ensure the Agency has sufficiently documented internal controls and other measures (e.g. audits) to prevent and/or detect misuse or fraudulent use of the P- Card.

(10) Establish written procedures to ensure security over P-Card account information to include:

- Ordering and receiving new and replacement cards
- Reporting lost or stolen cards to the Bank and to the P-Card Program Administrator
- Collecting and destroying cards when cardholders transfer to jobs not requiring a P-Card, resign, or are terminated
- Deactivating cards in the Works™ system immediately upon notification of theft/loss of the card or upon termination of Cardholder's employment

(11) Establish written procedures to ensure misuse or fraudulent use of the P-Card is documented to include:

- Documenting the transaction (e.g. copies of receipts, invoices, etc.)
- Documenting who conducted the transaction, who approved the transaction, and when and how the transaction was discovered
- Documenting corrective actions taken
- Immediately notifying the bank and the S.C. Office of Inspector General when fraud or misuse occurs
- Immediately reporting split purchases made to avoid the STL to DPS at [pcard@mmo.sc.gov](mailto:pcard@mmo.sc.gov)

(12) Assign Cardholders to Department Liaisons. Establish appropriate limits on the number of Cardholders assigned to a supervisor/ approving official and Department Liaison in order to ensure adequate review of business need and documentation (receipts/invoices, business purpose explanation for each transaction, and cardholder activity statements) for each purchase.

(13) Develop a documented, Agency-specific training program for all prospective Cardholders, Program Managers, designated approving officials appointed by the Department Heads, Program Manager and Department Liaison.

(14) Establish accounting requirements

- (a) Designate the storage location for all original transaction documentation.
- (b) Establish billing discrepancy procedures, including disputed transactions.
- (c) Establish reconciliation procedures between cardholders, supervisors/approving officials, and agency accounts payable unit to ensure timely payment of the monthly P-Card billing statement.

**e. Cardholders**

(1) Maintain security of the account number, expiration date, and security code at all times.

- (a) P-Card account numbers are not be stored with vendors or on websites.

(b) Notify the Department Liaison and the P-Card Program Administrator immediately if the card lost or stolen.

(2) Maintain knowledge of State and Agency Policies and procedures.

(3) Ensure all purchases are allowable according to P-Card policies.

(4) Ensure all purchases comply with purchasing requirements of the State Consolidated Procurement Code and this Policy.

(5) Ensure funds are available prior to making any purchase.

(6) Obtain “best value” for the State when making purchases with the P-Card.

(7) Maintain all required documentation submitted for payment for a minimum of 90 days following each submission of P-Card documentation. Minimum documentation requirements are:

- Monthly acquisition files for audit and/or review
- Itemized receipts or invoices

(8) Ensure the supplies or services are described in sufficient detail so the vendors and/or merchants have a clear understanding of what is being acquired.

**f. Department Liaison**

(1) Conduct monthly reviews of all Monthly P-Card Packets and transactions for assigned Cardholders to verify there were no non-allowable transactions (i.e., no prohibited transactions, no split transactions, purchases are made from contract vendors when available, no deliveries to other than the business address(s), no blocked MCC codes, etc.)

(2) Notify the P-Card Program Administrator of any non-allowable transactions identified in during the monthly transaction reviews.

(3) Assist in resolving disputed transactions.

(4) Ensure Monthly P-Card packets are submitted to the Program Manager in order to ensure the packets arrives at the State Operations Procurement Department no later than the 10th calendar of the month or, if the 10th calendar day falls on a weekend or State holiday, the next following business day.

(5) Maintain documentation for 90 days after submission to the Procurement Department for payment.

**g. Program Manager**

(1) Maintain knowledge of State and Agency P-Card Policies and procedures on use of the P-Card.

(2) Have a thorough knowledge of the job responsibilities of the Cardholders under their supervision in order to determine if purchases are reasonable and proper.

(3) Request P-Cards for employees under their supervision.



(4) Notify the Agency P-Card Program Administrator (in writing or electronically) when a Cardholder resigns, transfers, or is terminated from employment, and confirm cancellation of the P-Card within three (3) business days from the event date. Ensure the employee submits their final documentation.

(5) Monitor transactions and card activity to ensure purchases are for legitimate State business use.

(6) Review Monthly P-Card Packets to ensure:

- Invoices/receipts have the required information
- State sales or use tax is applied if necessary
- Purchases were for legitimate State business use
- Cardholder Activity Statements contain the Cardholder's original signature
- Funding stream is complete and accurate
- Purchases are reasonable and proper

(7) Approve Monthly P-Card Packets for payment.

h. Ensure Monthly P-Card Packets and all required supporting documentation is submitted to the State Operations Procurement Department no later than the 10<sup>th</sup> calendar of the month or, if the 10<sup>th</sup> calendar day falls on a weekend or State holiday, the next following business day.

**i. Internal Auditor**

(1) Audit all statements of account information and associated documentation verifying purchases are legitimate expenditures in accordance with this Policy.

(2) Review pricing information to determine if price for the purchased items was reasonable.

(3) Notify the P-Card Program Administrator of any discrepancies (i.e., delinquent reconciliations, paperwork errors, unreasonableness of pricing, etc.).

(4) Audit the activity of the Administrators within the Works system

**13. Annual Review**

a. The Internal Auditor will conduct an annual audit or review of the P-Card Program during the month of December. As a minimum, the Review will address:

- Adequacy of internal policies and procedures
- Appropriateness of cardholder spending limits
- Adequacy of review, reconciliation, and payment procedures
- Adequacy of documentation for transactions

**14. Training**

a. P-Card holders must attend and complete the Agency's P-Card training and must pass the post-training test with a score of 80% or higher prior to being issued a P-Card.

b. All Department Liaison and Program Managers must attend and complete Agency P-Card Training to include passing the post-training test with a score of 80% or higher.

#### **15. Failure to Comply with Laws, Policies and Procedures**

a. Agency employees who knowingly, or through willful negligence, fail to comply with this Policy may be subject to suspension or termination of P-Card privileges, may be required to reimburse the Agency for unauthorized purchases, may be subject to disciplinary actions up to and including termination of employment, and may be subject to criminal prosecution.

b. Employees who make false statements on the P-Card records may be subject to disciplinary actions up to and including termination of employment, and may be subject to criminal prosecution.

c. Unauthorized use of the P- Card by a person other than the Cardholder may result in disciplinary action up to and including termination of employment, and may result in criminal prosecution.

d. Department Liaisons, Program Managers or other approving officials who knowingly, or through willful neglect, approve or allow personal or fraudulent purchases or misuse of the P-Card are subject to the same disciplinary actions as the Cardholders.

#### **16. Records**

a. The Agency P-Card Program Administrator will maintain records of all Card Holder Agreement Forms.

b. Records of all Monthly P-Card packets are entered into and maintained in SCEIS.

### **PROCEDURE**

#### **1. Card Issuance**

a. Issuance is limited to one P-Card per Cardholder.

b. The Program Manager will submit a signed Request for P-Card Form (see <https://sctag.org/forms>) to the Agency P-Card Program Administrator for approval and processing.

c. The Agency P-Card Program Administrator will receive all P-Cards and will issue the cards to the Cardholder by use of the Cardholder Agreement Form (see <https://sctag.org/forms>) after the employee has completed of all required training

c. The Agency will not issue P-Cards:

- To student employees, temporary workers, or contractors
- In the name of a department or work unit to be shared by multiple employees
- To employees of foundations associated with any agency

#### **2. Card Deactivation**

a. The Program Manager is responsible for notifying the Agency P-Card Program Administrator when an employee's P-Card should be deactivated.

b. The Program Manager will turn in the P-Card to the Agency P-Card Program Administrator.

c. The Agency P-Card Program Administrator will deactivate the P-Card in the Works system and destroy the card.

### 3. **Placing an Order**

a. Confirm the vendor will accept the State P-Card.

b. Ensure the merchant or vendor does not charge a “premium” for the use of the P-Card. If a merchant attempts to impose a premium, percentage (often 3%) or additional charge on the purchase, remind them that premiums/surcharges are prohibited by VISA. If the merchant does not remove the charge, cancel the purchase and notify Bank of America, the Department Liaison and the Agency P-Card Program Administrator immediately:

Bank of America Team Servicing:

Phone: (888) 715-1000 Ext. 22122

Fax: (804) 264-0046

Email: [dedicated\\_card\\_east@bankofamerica.com](mailto:dedicated_card_east@bankofamerica.com)

Hours: 8:00 AM – 4:30 PM EST

\* Team Servicing is available after hours – 1 (800) 822-5985

4. **Delivery Instructions.** Instruct the vendor to use the following format and list the following information on the shipping label and packing slip:

Program/Department Name

Attn.: P-Card Holder Name

Address: Building

Street

City, State, Zip Code

### 5. **Picking Up Orders**

d. When an order is for pick-up at a merchant’s or vendor’s facility, the Cardholder may designate another Agency member to pick up the order.

e. If another Agency member other than the Cardholder picks up the order, the receiving individual will sign as having received the item(s). Their signature indicated receipt of the item, not an approval for the purchase.

### 6. **Emergency Single Transaction Limits**

a. In the event of a declared emergency or disaster, the Adjutant General may designate certain P-Cards to be moved to Emergency Status. The STL for these cards will be temporarily increased during the event.

b. The Agency P-Card Program Administrator shall notify the OCG and DPS of the cards designated for Emergency Status and the STL to be assigned to each.

c. When a State of Emergency is declared or during a time of an Emergency such as a natural disaster (ice storm, forest fire, hurricane, etc.), the Agency P-Card Program Administrator will contact the OCG and DPS for approval to move cards to Emergency Status. With DPS approval, the Agency P-Card Program Administrator may activate the Emergency Status STL for each card.

d. Cardholders shall document every approval and purchase made during Emergency Status. Once the Emergency is over, the Agency P-Card Program Administrator will return the cards moved to Emergency Status to normal status/STL.

#### 7. Request to Use Merchants or Vendors with Blocked MCCs

a. If the Agency P-Card Program Administrator determines there is a bonafide need to unblock an MCC, the Agency P-Card Program Administrator will direct the request to the OCG at PCard-MCC-Request@cg.sc.gov. The request will include the following information:

- Agency Name
- Cardholder Name
- Last four digits of the Cardholder's card
- Vendor Name
- Amount of Purchase
- Business purpose of the purchase
- MCC code to unblock

b. The OCG shall consider all requests but may decline such request based on its assessment of the need and best interest of the State.

#### 8. Monthly Reconciliation

a. All Monthly Reconciliation packets must be complete, signed, and emailed or submitted to the State Operations Procurement Department no later than the 10<sup>th</sup> calendar of the month or, if the 10<sup>th</sup> calendar day falls on a weekend or State holiday, the next following business day. Completed packets will be emailed to pcard@tag.scmd.state.sc.us.

b. Purchasing Card Holders

(1) The Cardholder will receive the Statement of Account (SOA) each month.

(a) Each Cardholder will receive a SOA from the P-Card Program Administrator via email on or before the 1<sup>st</sup> day of the month. If the 1<sup>st</sup> day falls on a weekend or a State Holiday, statements will be emailed on the next business day.

(b) If a Cardholder has not received their statement by the close of business on the 1<sup>st</sup> business day, the employee will notify the Agency P-Card Program Administrator.

(c) If the Cardholder has not made any purchases during the billing cycle, the Cardholder will not receive a statement and no action is required.

(2) The Cardholder must account for each charge on the SOA to include credits.

(a) The Cardholder will enter each transaction the State Purchasing Card Transmittal Form (see <https://sctag.org/forms>).

[1] The Cardholder will include a hard copy of this form with signatures in the packet submitted for payment.

[2] The Cardholders will email a copy of this form to Accounts Payable in Excel format. The email address for Accounts Payable will be indicated at the top of the State Purchasing Card Transmittal Form.

(3) The Cardholder will prepare, scan and email (preferred) or manually submit a Monthly P-Card packet to their respective Department Liaison for review. The packet must include the following in order:

- A copy of the Credit Card Statement
- State P-Card Transmittal Form
- A copy of all invoices/receipts and any required documents (e.g. IT approval, travel documents, support documentation for reasonableness of pricing) pertaining to the receipt/invoice
  - If the P-Card was used for travel (airline ticket, registration or tuition), the Cardholder will include a copy of the required travel documents (Travel Authorization, CG Travel Form A, CG Travel Form B, etc.) with the packet. Additionally, the Cardholder will note the “travel number” of the employee traveling in the description column of the form
  - If the P-Card was used to purchase items considered to be Information Technology (IT), the Cardholder will include the signed IT Approval Form (the IT Approval Form must be signed and dated prior to the date of the purchase)
- Purchasing Cardholder Activity Certification signed by the Card Holder. All signatures must be either electronic signature/certificates (preferred) or original signatures; signatures made with rubber stamps are prohibited.

c. Department Liaison

(1) Review the Monthly P-Card packet for assigned Cardholders to verify there were no non-allowable transactions (e.g., prohibited transactions, split transactions, deliveries to other than the business address(s), blocked MCC codes, etc.) and the purchases are made from State contract vendors when available.

(2) Notify Agency P-Card Program Administrator of any non-allowable transactions identified in during the monthly transaction reviews.

(3) Review and sign the State P-Card Transmittal Form. All signatures must be either electronic signature/certificates (preferred) or original signatures; signatures made with rubber stamps are prohibited.

(4) Email or manually submit the Monthly P-Card packets to the Program Manager.

(5) Maintain documentation for 90 days after submission to the State Operations Procurement Department for payment.

d. Program Manager

(1) Review all documentation to ensure:

- Invoices/receipts have the required information
- State sales or use tax is applied if necessary
- Purchases were for legitimate State business use

- Cardholder Activity Statements and State P-Card Transmittal Forms contain the original signatures
- Funding stream is complete and accurate

(2) Either electronic sign/certificate (preferred) or manually signs the State P-Card Transmittal Forms signifying review, attesting to the accuracy and completeness of the statement, and approval for payment. All signatures must be either electronic signature/certificates (preferred) or original signatures; signatures made with rubber stamps are prohibited.

(3) Email (preferred) or submit the Reconciliation Packet to the State Operations Procurement Department no later than the 10<sup>th</sup> calendar day of the month or, if the 10<sup>th</sup> calendar day falls on a weekend or State holiday, the next following business day. The email address for completed packets is [pcard@tag.scmd.state.sc.us](mailto:pcard@tag.scmd.state.sc.us).

e. Agency P-Card Program Administrator. The Agency P-Card Program Administrator reviews the Monthly P-Card packets for accuracy and completeness and forwards the packets to the Internal Auditor.

f. Internal Auditor

(1) Audits all Monthly P-Card packets and associated documentation verifying purchases are legitimate expenditures in accordance with this Policy.

(2) Reviews pricing information to determine if price for the purchased items was reasonable.

(3) Notifies the P-Card Program Administrator of any discrepancies (i.e., delinquent reconciliations, paperwork errors, reasonability of pricing, etc.).

(4) Forwards the reviewed packets to the Agency P-Card Program Administrator.

g. Agency P-Card Program Administrator.

(1) Complete a Purchasing Card Statement Certification Form (see <https://sctag.org/forms>) for each monthly statement.

(a) This form certifies all purchases are in compliance with specific procurement laws, regulations, policies and procedures and any misuse, abuse or fraudulent use of the Purchasing Card will be reported immediately.

(b) The OCG will not approve payments by without the completed form.

(2) Forwards the reviewed Monthly P-Card packets with the completed Purchasing Card Statement Certification Form to Accounts Payable for submission for payment.

h. Accounts Payable. Submits Monthly P-Card Packets to the OCG for payment and scans the packets into the SCEIS system for each cardholder's payment.

## 9. Disputes

a. If the Cardholder has a charge they dispute, the Cardholder will attempt to correct the charge with the merchant or vendor.

b. If the Cardholder cannot correct the dispute, the Cardholder will complete a Commercial Card Claims Statement of Disputed Item form (see <https://sctag.org/forms>) and forward the form to the Agency

P-Card Program Administrator. The Cardholder will attach a copy of the form to the Monthly P-Card Packet.

c. The Agency P-Card Program Administrator will forward the form to Bank of America for resolution.

d. The Agency will not pay the charge until the issue is resolved by Bank of America.

#### 10. **Fraud/Misuse**

a. Employees will document and report suspicion of fraud or misuse of the P-Card immediately to the Agency P-Card Program Administrator.

b. The Agency P-Card Program Administrator will:

- Document the transaction (e.g. copies of receipts/invoices), who conducted the transaction, who approved the transaction, how the fraud/misuse was discovered, as well as the corrective action taken.
- Contact the Bank of America in accordance with the bank's guidelines regarding fraud/misuse.
- Report the fraud/misuse to the SC Office of Inspector General

11. **Split Transactions.** The Agency P-Card Program Administrator will report Split Purchases made to avoid the Single Transaction Limit to Department of Procurement Services at [pcard@mmo.sc.gov](mailto:pcard@mmo.sc.gov).