



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-410

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SCOPE: The purpose of this policy is to establish authority, standards and responsibilities related to the state purchasing card (P-Card) program.

POLICY: The state-issued P-Card is a tool to manage low-dollar purchases using a more efficient payment process only in certain merchant and supply or service categories.

Responsibility for the program is jointly administered by the State Bureau of Procurement (Bureau) and the State Controller’s Office. Specific authority to administer each agency’s P-Card program is made through the controls established under agency procurement delegation agreements. See PRO-102, Delegation.

State agencies using the STAR system will manage P-card transactions in that system.

P-Cards are authorized by agency heads to individual employees based on relevant job duties to make purchases for official state use only.

P-Cards are authorized for individual purchases up to the P-Card threshold (or lower if required by the agency). See PRO-101, Procurement Definitions and Thresholds.

P-Card purchases may exceed the defined threshold only when used exclusively on statewide contracts with proper authorization by the Bureau and the State Controller’s Office. The P-Card is not a means to avoid appropriate procurement or payment procedures.

In addition to specified merchant categories, P-Cards are also authorized for certain travel costs including airline tickets and travel agency service fees, lodging and any applicable taxes, car rental and rental car gas, hotel and airport parking and other commercial transportation. foreign emergency major medical expense, training and conference registrations.



Legal Authority
Wis. Stats. 16.71

Agencies Affected: All, unless otherwise noted

Authorized:
Sara Redford, Director
State Bureau of Procurement



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Use of the purchasing card results in agency (state) liability, not personal liability for the cardholder. All documents related to the purchasing card may be fully disclosed as a public record to the extent provided for by the Open Records Law.

PROCEDURE:

I. Exclusions

A. The purchasing card is **not**, and may not be used as:

1. A means to avoid appropriate procurement or payment procedures
2. A card to access cash or credit
3. A right of employment
4. For cardholder personal use
5. For reimbursable meal costs. Individual meals are NOT allowed to be charged on the purchasing card.
6. For interagency or intra-agency use (except for retail purchases from any agency operation that sells goods to the public and accepts a charge card; e.g., Document Sales, campus bookstores, etc.)

II. Agency Responsibilities

Agency participation in the Purchasing Card Program will be approved by the Bureau and the State Controller’s Office. Participation requires adherence to the following responsibilities:



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- A. Establishing proper controls, internal policies and procedures within the state guidelines identified here and in the State Accounting Manual and the Purchasing Card User Manual.
 - B. Maintaining budgetary controls and monitoring use of the cards by individual cardholders to ensure all purchases comply with all requirements of the program.
 - C. Establishing individual cardholder credit limits within the limits set by Bureau and State Controller’s Office policies.
 - D. For STAR agencies, transactions to be paid are validated through the voucher build process in STAR and payment is sent to the bank prior to the close of a cycle. Agency transactions must be corrected (where applicable), reconciled, and approved by agency staff according to the calendar published by the State Bureau of Procurement.
 - E. Campus payment transactions must arrive at the bank in time to be posted prior to the close of the subsequent cycle.
- III. Agency P-Card Program Administrator Responsibilities
- A. The agency purchasing card program administrator is the liaison between the agency and the Bureau’s Enterprise Cards Program manager. Responsibilities include, but are not limited to, handling purchasing card applications, aiding suppliers (merchants), responding to inquiries on internal policies and procedures, billing information, missing statements and damaged, lost or stolen cards.



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- B. Agency purchasing card program administrator’s role in the agency implementation process:
 - 1. Complete the setup forms provided by the contractor.
 - 2. Select the appropriate merchant category code default template for the agency.
 - 3. Submit written requests for statewide standard MCC and other policy exemptions to the State Bureau of Procurement’s Enterprise Cards Program manager. Requests must provide programmatic justification for exemption.

- C. Agency purchasing card program administrator’s role in the cardholder setup process:
 - 1. Obtain and retain a completed form DOA-3584: Purchasing Card Application and Use Agreement from each cardholder applicant. The form may be reproduced or customized as needed.
 - 2. Complete the cardholder account setup via the online system provided by the contractor.
 - 3. Coordinate the accounting information for the cardholder with agency accounting.
 - 4. Provide training to cardholders and supervisors.

- D. If the agency purchasing card program administrator or the cardholder’s supervisor determines that personal or other unauthorized charges have occurred, appropriate disciplinary steps will be taken.



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- E. For cardholders using foreign emergency major medical expense cards, the agency purchasing card coordinator will follow up with the cardholder to ensure that an insurance claim is filed. See the State Accounting Manual.

IV. Individual Cardholder Responsibilities

The cardholder is responsible for maintaining card security and for any misuse as outlined herein and in the Wisconsin Accounting Manual and in the Wisconsin P-Card Manual. Further:

- A. The card will be used only by the person whose name appears on the card.
- B. Before a state employee can be issued a purchasing card, they will:
 1. Sign a statement acknowledging understanding of the restrictions on the use of the card and the possible actions if they violate the conditions of statewide and agency policies on use of the card.
 2. Receive training as established in agency policies and procedures and documented by the agency purchasing card program administrator.
- C. The cardholder will maintain a record of purchases and retain all original receipts.
- D. Upon receipt of the statement from the card company, the cardholder will verify that the statement agrees with the record. The cardholder will then sign the record to attest that all purchases are for official state business and comply with appropriate rules and regulations. The



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cardholder will then forward the signed record with original receipts to their supervisor (reviewer).

- E. If a cardholder violates the prohibition against personal use, they will return the merchandise for complete credit or repay the state all personal amounts, including any applicable state, county or city sales taxes.

V. Agency Purchasing Office Responsibilities

- A. The central purchasing office will record and report to the Bureau purchases made with Wisconsin-certified supplier-diverse businesses per PRO-606, Supplier Diversity Policy and Reporting.
- B. The central purchasing office will conduct random audits of purchasing card use to ensure that policies and procedures are being followed.

REFERENCE: DOA-3584: Purchasing Card Application and Use Agreement



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