BULLETIN 05-02-2023

Target Audience:
- **Agency Financial Managers**
- **Agency Finance Staff**
- **Agency P-Card Administrators**

Update to *Wisconsin Accounting Manual* s. 05-04: Purchasing Card

Background:
In coordination with the State Bureau of Procurement, the State Controller's Office has made updates to *Wisconsin Accounting Manual* s. 05-04, titled Purchasing Card ("P-Card"). These updates were made in response to a few common points of confusion and the results of agency compliance reviews conducted by SCO. Overall, there were not substantial changes made to this *Wisconsin Accounting Manual* section. The updated policy can be found on the *Wisconsin Accounting Manual* webpage, or directly here. Highlights of the updates made are outlined below.

Highlighted Updates to s. 05-04:
- Several re-organizations of existing portions of this *Wisconsin Accounting Manual* section to better align and separate policy from procedures.
- Laying out a separate 'definitions' section, and more clearly defining what constitutes an *original receipt*.
- More clearly outlining the currently existing policy which stipulates that an indication of approval within the STAR system **does not** constitute actual review and approval of the P-Card transaction.
- Added additional policies, including:
  - Proper use of account code 8085000 - *Procurement Card Purchases*, and the requirement to redistribute expenditures out of this account code.
  - Additional discussion and explanation concerning what are and are not appropriate travel expenditures to place on a purchasing card.
- Within the procedures section, added clarifications, including:
  - More clearly outlining the responsibilities for which cardholders, supervisors, and finance/accounting staff are responsible.
  - Within the procedures associated with finance/accounting staff, more clearly delineating these responsibilities into three sub-sections: (1) Payments, (2) Post-Audit, and (3) Chartfield Coding.