



# SMALL PURCHASE CHARGE CARD PROGRAM

## PROGRAM GUIDELINES

The Commonwealth Purchasing Charge Card Program (Program) provides the opportunity to streamline procedures for procuring small dollar goods and services not to exceed \$5,000. Policy related to procurement of goods and services are located in the Agency Procurement and Surplus Policy Manual (APSPM) published by Department of General Services.

# TYPES OF PURCHASING CARDS



**SPCC** - Purchasing Card used for ordinary and critical need purchases up to \$5,000 and payment of invoices. Maximum limits up to \$5,000 per transaction and \$100,000 per month.

**Gold Card** - Purchasing card used for ordinary and critical need purchases up to \$5,000 and high volume payment processing to reduce administrative costs of processing payments by voucher. Maximum limits up to \$50,000 per transaction and up to \$250,000 per month.

**Emergency P-Cards** – Purchasing card used for cash advances and other expenses during emergency operations. Maximum limits up to \$5,000 per transaction and \$10,000 per month. These cards are only activated when an emergency is declared by the Governor, Commissioner, District Administrator, District Maintenance Engineer, Central Office (CO) Emergency Administrator, or designee.



# PROGRAM ADMINISTRATOR CONTACT

Location	Primary	Backup	Email
Central Office/VDOT Statewide	Patricia Rhodes	Sharon Sanchez Debbie Bayles	<a href="mailto:SPCCPA@vdot.virginia.gov">SPCCPA@vdot.virginia.gov</a>
Bristol	Debby Teasley	Karl Reedy	<a href="mailto:BristolPA@vdot.virginia.gov">BristolPA@vdot.virginia.gov</a>
Salem	Michele Thompson	Russell Beckner	<a href="mailto:SalemPA@vdot.virginia.gov">SalemPA@vdot.virginia.gov</a>
Lynchburg	Rebecca Ranson	Robert Dowdle	<a href="mailto:LynchburgPA@vdot.virginia.gov">LynchburgPA@vdot.virginia.gov</a>
Staunton	Pam Sprouse	Pam Turner	<a href="mailto:StauntonPA@vdot.virginia.gov">StauntonPA@vdot.virginia.gov</a>
Richmond	Lezlie Ellis	Cathy Layne	<a href="mailto:RichmondPA@vdot.virginia.gov">RichmondPA@vdot.virginia.gov</a>
Hampton Roads	Betty Jackson	Stephanie Bussenger	<a href="mailto:HamptonPA@vdot.virginia.gov">HamptonPA@vdot.virginia.gov</a>
Culpeper	Ellen Weber	Donna Backe	<a href="mailto:CulpeperPA@vdot.virginia.gov">CulpeperPA@vdot.virginia.gov</a>
Fredericksburg	Karen Altman	Jacqueline Brunson	<a href="mailto:FredericksburgPA@vdot.virginia.gov">FredericksburgPA@vdot.virginia.gov</a>
NOVA	Angie Babb	Shanese Strand	<a href="mailto:NovaPA@vdot.virginia.gov">NovaPA@vdot.virginia.gov</a>

## Procurement Review/Training Contacts

PRT Analyst	Service Areas	Email
Donald Colbert	Central Office, Hampton Roads	<a href="mailto:Donald.Colbert@VDOT.virginia.gov">Donald.Colbert@VDOT.virginia.gov</a>
Donna McGuire	Bristol, Salem, Lynchburg, Staunton	<a href="mailto:Donna.McGuire@VDOT.virginia.gov">Donna.McGuire@VDOT.virginia.gov</a>
Margaret Sumiel	Richmond, Fredericksburg, Culpeper, NOVA	<a href="mailto:Margaret.Sumiel@VDOT.virginia.gov">Margaret.Sumiel@VDOT.virginia.gov</a>

# STEPS TO OBTAIN A CARD

- Supervisor determines the type of card needed; SPCC, Gold Card or Emergency P-Card. Only state employees are eligible to obtain any Purchasing Card.
- Identify training needed for the type of card and register for classes in VDOT-U. All training must be completed before the Program Administrator will order the purchase card. Print a copy of the training transcripts for the Cardholder, Supervisor and Proxy from VDOT U.
- Complete and/or print the following documents (as applicable):

SPCC	Gold	Emergency P-Card
<a href="#">SPCC &amp; Emergency Card Request ASD31(Form ASD-31)</a>	<a href="#">Gold Card Request</a> (Form ASD-39)	<a href="#">SPCC &amp; Emergency Card Request</a> (Form ASD-31)
<a href="#">COV BOA Purchasing Card Employee Agreement-4C</a> (DOA Form)	<a href="#">COV BOA Gold Card Employee Agreement 4D</a> (DOA Form)	<a href="#">Emergency Cardholder Agreement</a> (Form ASD-42)
Training Transcripts	Gold Card Justification	<a href="#">Emergency ID Card Badge Request 4F</a>
	Training Transcripts	Training Transcripts

Update Cardinal Security Form to include the P-Card role for Cardholder and Supervisor role and P-Card role for the Supervisor. Submit completed forms to your Cardinal Security Coordinator. Cardinal Security Coordinator should notify the PA once the information has been updated in Cardinal.

PA receives the purchasing card, enters card data into Cardinal and notifies the Cardholder.

Cardholder bring/submits the original signed applicable Employee Agreement form to the PA.

PA issues the purchase card to the Cardholder.



Cardholder must activate the card upon receipt; register PIN number and store in a secure location.

**Mandatory Sources:** Cardholders must purchase goods and services from a mandatory source as outlined in the APSPM via a purchase order in Cardinal. Mandatory sources:

**Virginia Correctional Enterprises (VCE)** [ex: printing, wood and metal case goods, seating, office systems, shoes/boots, clothing and textiles, embroidery, silk screening, awards/sign products, document management, optical, janitorial products]

Department for the Blind and Visually Impaired (DBVI) [ex: vending services, pens, pencils]

**Virginia Distribution Center (VDC)** [ex: staple goods, canned foods, frozen foods, janitorial supplies paper products]

**DGS/DPS Office of Graphic Communications (OGC)** [services in excess of \$750 for consultation, project management, design and production for a wide variety of graphic design projects including web and print communications]

Virginia Information Technology Agency (VITA)

**DGS/DPS Term contracts and Agency Term Contracts**, including VDOT's ISSP Contract as the mandatory primary source for pertinent items available through the contract. (Equipment must document why the ISSP contract cannot be used before purchasing on the open market.)

## SPCC Security:



Authorized use of the purchasing card is limited to the person whose name appears on the face of the card. The card or its number must not be shared with another person who is not a vendor and must not be kept on file by any vendor. The card should be kept in an accessible, but secure location. The full 16 digit account number must not be mailed, emailed (including attachments) or faxed to vendors. The account number on the purchasing card should not be posted, left in a conspicuous place, nor repeated aloud carelessly.

## Sales Tax Exemption:

Purchases made with the SPCC are exempt from sales tax. The exception is building/room rentals. "TAX EXEMPT" wording is labeled on the face of the card. Cardholders are responsible for informing suppliers of the tax exempt status when making telephone and over-the counter purchases.

## Restrictions:

All Cards shall have six industry restriction tables on them unless there is written documentation and approval to support the need for removal either on a temporary or permanent basis. P-Cards shall be used for official Commonwealth of Virginia purchases only. Use of the card for personal items, cash advances, and business travel expenses, with the exception of airline and mass transit tickets, is not permitted. Temporary or permanent removal of restrictions to allow for non-travel related purchases (e.g., meeting rooms or catered business meals when appropriate guidelines are followed) will be considered on a case-by-case basis

## Small Purchase Procurement Requirements:

Cardholders must comply with applicable Procurement requirements for purchases of \$5,000 or less as presented under APSPM 5.2-3, 14.5 a-c, 14.9, except OTC purchases, 14.14, 14.15) The SPCC is an efficient means of payment, not a substitute for proper procurement procedures.

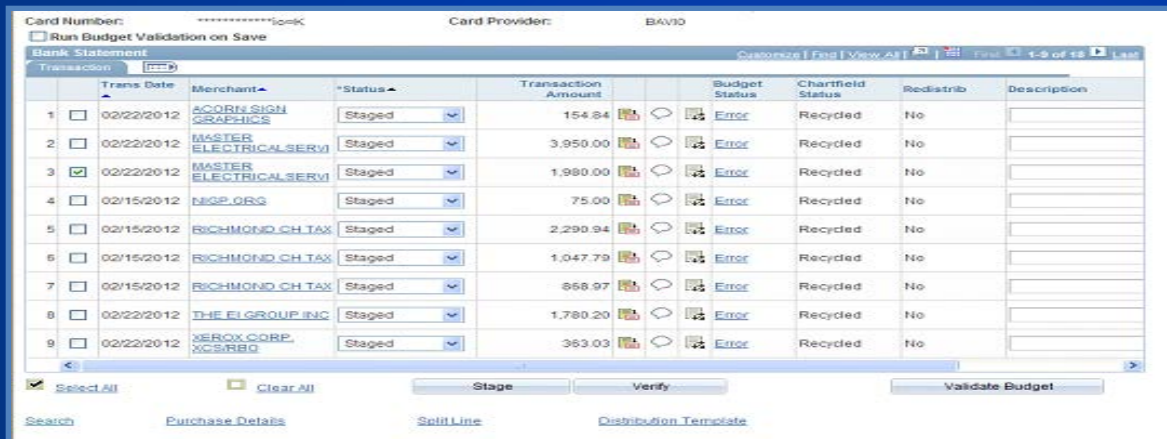


## Reconciliation Steps for Cardholder or Data Entry Proxy:

Reconcile Transactions in Cardinal within five business days after the transaction posts in Cardinal.

Update Cardinal. Cardinal>Main Menu>Purchasing>Procurement Cards>Reconcile>Reconcile Statement

Distribution: Select the line and check the distribution by clicking the distribution icon  
Enter the appropriate distribution and click ok. If you need to split a distribution, please refer to the Cardinal Toolkit for details.



Transaction	Trans Date	Merchant	Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	Description
1	02/22/2012	ACORN SIGN GRAPHICS	Staged	154.84	Error	Recycled	No	
2	02/22/2012	MASTER ELECTRICAL SERV	Staged	3,950.00	Error	Recycled	No	
3	02/22/2012	MASTER ELECTRICAL SERV	Staged	1,980.00	Error	Recycled	No	
4	02/15/2012	NSP_ORG	Staged	75.00	Error	Recycled	No	
5	02/15/2012	RICHMOND_CH TAX	Staged	2,290.94	Error	Recycled	No	
6	02/15/2012	RICHMOND_CH TAX	Staged	1,047.79	Error	Recycled	No	
7	02/15/2012	RICHMOND_CH TAX	Staged	868.97	Error	Recycled	No	
8	02/22/2012	THE EL GROUP INC	Staged	1,780.20	Error	Recycled	No	
9	02/22/2012	XEROX CORP, XCSRBB	Staged	363.03	Error	Recycled	No	

## Purchase Details:

Click Purchase Details at the bottom of the page.

Enter information on the Purchase Details page as applicable.

## eVA PO Types

PO Related Transaction: If the purchase is related to a contract/PO enter the PO Business Unit, PO ID, PO Line, PO Sched, Quantity, Unit Price, etc. Change to eVA PO type to EPO and click ok. If transaction is from a contract enter the contract number and expiration date in the Vendor Item description field (description will be displayed on SPCC Reports. Note: the information you enter will not physically link back to the Cardinal PO but can be viewed by running the V\_PR\_PCARD\_TRANS\_BY\_PO query. Contact your local Business Office with any questions, as it is critical to ensure PO's are associated with the appropriate contract and reflected in the contract expenditures and usage.

Cardinal Coding Value	Long Name
EPO	Existing PO (Cardinal PO)
INV	SPCC Payment of Invoice
OTC	Over-the-Counter Purchase (eVA Exempt)
R01	Routine Bill Vendor
X02	Excluded per APSPM(exempt from eVA fees)
EVP	eVA Purchase Order (eVA DO)

**Method of Purchase:** Cardholders may make purchases in person (POS) point of sale, via telephone, on the Internet via a secured website. Purchases, even if exempt per the ASPSM 14.9, need to be verified in Cardinal with the correct eVA PO type as indicated in the chart below:

**Non-PO Related Transaction:** For non-PO related transactions enter the Vendor ID (not required when using OTC, INV, X02), Quantity, Item ID, Unit Price, etc. Change the eVA PO to the appropriate type. Enter Item ID prior to adding Vendor ID. Use the Vendor Item ID field for additional Data as it will be displayed on SPCC Reports.

The screenshot shows the 'Reconcile Statement' page in the Cardinal system. The breadcrumb trail is: Home > Worklist > Add to Favorites > Sign out > Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page is for a 'Purchase Order' in the 'USA' country. Key fields include: Business Unit (50100), PO ID (0001033825), PO Line (1), PO Sched (1), Vendor ID (0000031033), Address Sequence Nbr (22), Ship To (BEALTN AHQ), Item ID, Category, Vendor Item, Quantity (33.2700), UOM (EA), Unit Price (30.00000 USD), and Transaction Amount (998.10). There are checkboxes for 'Tax Paid' and 'Bill Includes Tax if Applied'. A 'Category Search' link is also present. The interface includes standard web browser navigation and a 'Local intranet' status bar at the bottom.

Country:	USA		
<b>Purchase Order</b>			
*Business Unit:	50100	Original PO:	N
PO ID:	0001033825	eVA PO Type:	EPO Existing PO
PO Line:	1	eVA Order Method:	FRNT
PO Sched:	1	eVA Interfaced:	NSEV
Vendor ID:	0000031033	Cancel in eVA?:	<input type="checkbox"/>
Address Sequence Nbr:	22	Luck Stone Corp	
Ship To:	BEALTN AHQ	PO BOX 29871	
Item ID:		VA10000168	
Category:		RICHMOND, VA 23242	
Vendor Item:		BEALTN AHQ	
*Quantity:	33.2700		
*UOM:	EA		
Unit Price:	30.00000	USD	
<input checked="" type="checkbox"/> Tax Paid		Transaction Amount:	998.10
<input checked="" type="checkbox"/> Bill Includes Tax if Applied		<a href="#">View Hierarchy</a>	<a href="#">PO Pick List</a>
<a href="#">Sales/Use Tax</a>			
<a href="#">Category Search</a>			
OK Cancel Refresh			

Go back to the main reconciliation page and click the comments icon to enter additional comments pertaining to the transaction. Click OK when complete.

The screenshot shows a web browser window titled "Reconcile Statement" with the Cardinal logo. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page title is "Reconcile Statement" and the sub-section is "Line Comments".

Line: 2    Description:  
Reference:

**Transaction Line Comments**    Page 1 of 1    1 of 1

Comments:    Status: Active

credit card processing fee for Co of Rockingham monthly utility

**Associated Document**

Attachment:    Attach    View    Delete

OK    Cancel    Refresh

## Verify transactions

Validate Budget before changing status from staged to verified. Do not "Verify" until all information is accurate and complete. Verification must be completed within 5 business days of the transaction post date in Cardinal. (Note: Verified transaction goes via Cardinal Pagelet to Supervisor for Approval.)


When complete click Save.

The screenshot displays the 'Reconcile Statement' page for 'Procurement Card Transactions' in the Cardinal system. The page includes a header with the Cardinal logo and navigation links. Below the header, there is a section for 'Reconcile Statement' with fields for 'Emp# ID: 00279337400', 'Card Number: 00000000000000001637', 'Name: FLEET, ELIZABETH', and 'Card Provider: BAVIS'. A checkbox for 'Run Budget Validation on Save' is also present. The main area features a table with the following columns: Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Charfield Status, Rejected, and Voucher. The table contains 9 rows of transaction data. At the bottom of the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. The 'Verify' button is highlighted in blue.

Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Charfield Status	Rejected	Voucher
08/30/2012	ABH SERVICES, INC	Staged	445.40	USD			Valid	Recycled
08/30/2012	ABH SERVICES, INC	Staged	650.00	USD			Valid	Recycled
08/30/2012	ABH SERVICES, INC	Staged	91.00	USD			Valid	Recycled
08/31/2012	SEC KUBERAEZPAYEE	Staged	120.58	USD			Valid	Recycled
08/31/2012	COMMUSE LINE, INC.	Staged	63.03	USD			Valid	Recycled
08/31/2012	COMCAST OF WYCHESTER	Staged	73.48	USD			Valid	Recycled
08/31/2012	STUART M PERRY #2	Staged	443.49	USD			Valid	Recycled
08/31/2012	STUART M PERRY #2	Staged	395.09	USD			Valid	Recycled
08/31/2012	STUART M PERRY #2	Staged	147.49	USD			Valid	Recycled

## Consolidate/compile documentation.

The Cardholder is to compile the applicable documentation for each transaction in chronological date order according to how they are listed on the statement and compiled into one record (stapled or binder clipped together) and combined into your monthly packet.

 <b>FIRST BANK OF WIKI</b> 1425 JAMES ST, PO BOX 4000 VICTORIA BC V8X 3X4 1-800-555-5555		<b>CHEQUING ACCOUNT STATEMENT</b> Page : 1 of 1			
<b>JOHN JONES</b> 1643 DUNDAS ST W APT 27 TORONTO ON M6K 1V2		<b>Statement period</b> 2003-10-09 to 2003-11-08	<b>Account No.</b> 00005- 123-456-7		
Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2003-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2003-10-16	Fees - Interac		1.50		472.61
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2003-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2003-10-24	Interac Refund - ELECTRONICS	1975		2.99	43.53
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		36.76
2003-10-28	Payroll Deposit - HOTEL			694.81	731.57
2003-10-30	Web Funds Transfer - From SAVINGS	2620		50.00	781.57
2003-11-03	Pre-Auth. Payment - INSURANCE		33.55		748.02
2003-11-03	Cheque No. - 409		100.00		648.02
2003-11-06	Mortgage Payment		710.49		-62.47
2003-11-07	Fees - Overdraft		5.00		-67.47
2003-11-08	Fees - Monthly		5.00		-72.47
*** Totals ***			1,515.63	1,442.61	

## Requirements of the SPCC Program

**Gift Card/Certificate Purchases:** The purchase of gift cards is allowed only for the sole purpose of employee recognition as defined in DHRM's Policy 1.20. HR is the only department authorized to purchase gift cards. [http://www.dhrm.state.va.us/hrpolicy/web/pol1\\_20.html](http://www.dhrm.state.va.us/hrpolicy/web/pol1_20.html)

**Past Due Invoices:** Cardholders are prohibited from using an SPCC to pay a vendor invoice that is past due unless prior approval is obtained.

**Annual Cardholder Review:** Supervisors of cardholders are required to examine the purchasing activities and spending limits of each cardholder at least annually to access that the restrictions and limits are set at the appropriate levels and provide supporting written documentation to the Program Administrator (See Attachment "").

**Cancellations:** The Card shall be returned immediately to the Program Administrator upon request by VDOT and/or upon separation of employment, retirement, change of job duties, etc. If a card has no activity for a 12 month period the card will be cancelled, unless Supervisor/ADAB can fully justify keeping the SPCC active.

**Suspensions:** Cards may be suspended for non-compliance or when a cardholder is on an extended period of leave (more than 10 days) such as disability, medical, etc. It is the responsibility of the supervisor or the cardholder to notify the Program Administrator prior to start of leave.

**Disciplinary Actions:** If a cardholder does not comply with the P-Card policy their privileges shall be revoked as established in paragraphs 19 and 20 of this guide.

**Changes in Card Status:** The Program Administrator must be contacted by the cardholder or Supervisor when changes need to be made to existing purchasing cards. If a new purchasing cards needs to be issued, the cardholder should receive the replacement card seven (7) to ten (10) business days after the Program Administrator transmits the request to the charge card vendor.

**Lost or Stolen Card:** If the purchasing card is lost or stolen, the cardholder must immediately notify the Program Administrator who will then notify BOA.

**Inappropriate Use/Fraud:** Inappropriate use of the SPCC shall result in a requirement for immediate restitution and inclusion in the employee's Human Resource file. Termination must be considered if circumstances warrant the report of non-compliance/fraud to State Auditor and State Police. Goods and/or services procured using the Small Purchase Charge Card (SPCC) for personal use constitutes inappropriate usage.



## Rules

Never use the SPCC for personal purchases

Never enter the full SPCC number on a FAX or email or on any written document

Never use another cardholder's card or allow another person to use your card or have access to your card number

Never split a transaction in order to circumvent established purchasing procedures or exceed your single/cycle transaction limits

Never use the SPCC for IMS related transactions

Always contact the Program Administrator if you need to make a purchase over your established transaction or monthly limit

QUESTIONS?

Thank you!