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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Procedures for Purchase Cards

The following procedure has been established to ensure the Department of Corrections (DOC) uses the state issued purchase cards (P/Card) in compliance with the Central

Purchasing Division's (CP) Purchase Card procedures and Office of Management and Enterprise Services (OMES) procedures.

The agency will neither condone nor tolerate any actions that place it at risk for violation of the laws and regulations governing the use of purchase cards.

I. Definitions

A. Agency Purchase Card Accountant

Business services employee(s), within the Finance and Accounting Unit, are designated by the chief financial officer to process the monthly payment for all purchase card transactions. The accountant performs the final review of all transactions for the month, manages the conversion from WORKS to PeopleSoft, and submits the voucher to the Office of Management and Enterprise Services.

B. Agency Purchase Card Administrator

1. Business services employee(s), within the Finance and Accounting Unit, are designated by the chief financial officer to manage the purchase card program and transaction system for the agency. The P/Card administrator serves as the primary contact with the state P/Card administrator at OMES Division of Central Purchasing and the issuing bank.
2. The agency P/Card administrator and designated backups are the only agency employee(s) that can order cards, enter and maintain user profiles, set spend limits, and manage the organizational structure in WORKS.

C. Approving Official

A permanent employee, at least one level above the cardholder, is authorized by the agency purchase card administrator to approve the cardholder's purchases.

D. Cardholder

A permanent employee selected by wardens, district supervisors, or unit heads, who is authorized by the agency purchase card administrator to execute purchases using their assigned purchase card.

E. Cycle or Billing Cycle

The period of time between billings (billing cycle) for the State of Oklahoma ends at midnight on the last business day of each month.

F. Single Purchase Limit

The maximum spending (dollar) limit a cardholder is authorized to charge in a single transaction. Purchases cannot be split with the intent of, and for the purpose of, evading:

1. The purchase card statutory single purchase limit of \$5,000 for purchases excluding statewide contracts, utilities, Title 18 Professional Services or interagency purchases;
2. Limit(s) established for an individual P/Card; and/or
3. A competitive bidding requirement.

G. Statement

This document lists purchase card account activity issued to the agency by the bank. The statement is made available via the WORKS transaction system and is used for management and reconciliation purposes.

H. Transaction

A single purchase or a credit to the purchase card (State of Oklahoma Purchase Card Procedures: Paragraph 2.0).

I. Transaction Documentation

All documents pertaining to a transaction. Examples of transaction documentation include: itemized purchase receipts, receiving documents, credits, disputes, written approvals, exception requests, regulated utility verifications, all transaction correspondence, or any other item referencing the transaction.

J. WORKS

WORKS is an internet based program provided by the issuing bank used to record, track, and report usage of state purchase cards. The system is accessible to all cardholders and approving officials and will be used to monitor all purchase card activity.

II. Purchase Card

The purchase card is a form of credit card assigned to state employees to facilitate the acquisition of goods and services necessary for conducting official state business. The use of the purchase card is encouraged where authorized in lieu of purchase orders.

A. Acquiring a Purchase Card

Wardens, district supervisors, or unit heads will determine who, within their staff, should have a purchase card. The agency purchase card administrator will facilitate the acquisition of the purchase card through the following process:

1. The proposed cardholder and their approving official must attend or have attended Standard Purchase Card Training conducted by the OMES Division of Central Purchasing before requesting a purchase card. The [purchase card training schedule](#) is published by the Division of Capital Asset Management (DCAM). Training must be scheduled by the agency purchase card administrator.
2. The cardholder and their approving official must complete a separate "State of Oklahoma Purchase Card Employee Agreement" (Form CP 059) and forward it to the agency purchase card administrator.
 - a. The agency purchase card administrator must receive a document with original signatures.
 - b. When an approving official has responsibility for more than one cardholder, only one employee agreement is required for the approving official. A list of all cardholders will be attached to the approving official's employee agreement and an updated list will be provided to the agency purchase card administrator when a cardholder is added to, or removed from, the approving official's responsibility.
3. Upon receipt of the employee agreement, the agency purchase card administrator will verify that the cardholder and approving official have attended the OMES Division of Central Purchasing Purchase Card training, establish the cardholder and approving official in the WORKS system, and request a card be issued.
4. The card will be issued by the bank and sent to the State Purchase Card Administrator. They will verify training requirements and forward the card to the agency purchase card administrator. The administrator will complete the transaction limitations on the "Receipt of P/Card" page of the employee agreement and forward the form and the purchase card to the cardholder.
5. Upon receipt, the cardholder must complete, sign and date the receipt of the P/Card form and return it to the agency purchase card administrator.
6. The cardholder can then activate their purchase card by calling the phone number on the card and providing the activation information obtained from the agency purchase card administrator.

B. Approving Officials

Each cardholder is required to have an approving official. The approving official must be one level above the cardholder's position. They must have completed the training requirements described in this procedure and submitted an "Oklahoma Purchase Card Employee Agreement."

1. It is recommended that the cardholder be within the approving official's supervisory scope. If the approving official must be outside the supervisory scope, the approving official assigned must have direct knowledge of what the cardholder is authorized to purchase.
2. If the approving official is temporarily unable to approve and monitor a cardholder due to extended time away from their current job duties, a back-up may be designated. The designated back-up must have attended training and have an "Oklahoma Purchase Card Employee Agreement" on file with the purchase card administrator.

C. Accessing "WORKS"

User accounts for WORKS will be established by the agency P/Card administrator when the signed employee agreement is received and training has been verified. Once an account is established, the user will receive an email with a link to set up a password and access the system.

D. Encumbrances

1. Before the purchase card can be used, the unit business manager/financial manager must encumber funds using an authority order. Funds must be encumbered before goods or services are contracted for and received by the agency per O.S. 62 § 34.62.
2. Business/financial managers should avoid changing a purchase card authority order between the statement closing date and the eighth of the following month. If a change order is essential to payment of that statement, the agency P/Card accountant must be contacted immediately and will facilitate the increase.

E. Using the Purchase Card

1. Authorized User

All purchases made with a purchase card must be facilitated by the cardholder.

- a. Use of the purchase card is limited to the person whose name is embossed on the card. The card or card number will not be given to or used by another person.

- b. Employees other than the cardholder may receive or obtain the purchased goods from the vendor.

2. Methods of Purchase

The purchase card may be used for walk-in, telephone, and internet purchases. It is recommended that internet purchases be made from a merchant with a secure internet site.

3. Card Limits

- a. The agency purchase card administrator will establish card limits for each card.
 - b. The single transaction limit set for agency purchase cards will be \$5,000, excluding those cards authorized to make statewide contract purchases above \$5,000.

4. Split Purchases

Split purchases are prohibited by law and will not be made.

- a. A "split purchase" is the dividing of a known quantity or failing to consolidate a known quantity of goods or services with the intent of and for the purpose of evading competitive bidding requirement (O.S. 74 § 85.2).
 - b. Split purchasing related to the purchase card also includes dividing of a known quantity or failing to consolidate a known quantity of goods or services with the intent of and for the purpose of evading the purchase card single transaction limit of \$5,000 or other limits established by the agency.
 - c. If a cardholder routinely purchases the same type of items that are not on statewide contract over the year and the cost is certain to exceed the \$5,000 limit, a contract must be set up through the Contracts and Acquisitions Unit rather than using a purchase card.

5. Prohibited Purchases

The purchase card cannot be used for the following types of purchases:

- a. Entertainment;
 - b. Per diem food and beverages as authorized by the State Travel Reimbursement Act;

- c. Cash, cash advances, automatic teller machine (ATM) transactions;
- d. Purchase of any goods or services for personal use;
- e. Purchase of any goods or services not for official State use;
- f. Any transaction or series of transactions, which exceed the limits established on an individual purchase card;
- g. Motor fuels;
- h. Automotive general maintenance, ancillary items, and emergency repairs pursuant to Statewide Contract (SW101) for Automated Fleet Fuel Management System (Comdata);
- i. Automatic drafts, i.e., vendors may not charge a purchase card on file for reoccurring transactions. The cardholder must contact the vendor and authorize each transaction; and
- j. The purchase of gift certificates, however this does not apply to gift certificate purchases made pursuant to 74 O.S. § 4121, regarding employee recognition.

6. Use of Purchase Card for Conference and Training Fees

The purchase card may be used to contract for conference/training course fees, conference equipment (such as audio or video equipment), conference/training rooms, conference/training set-up services, and conference/training materials. Goods and services prohibited by Section II. E. item 5. of this procedure are not considered training and conference fees.

- a. If conference or training registration and fees require pre-payment, they must meet the following conditions:
 - (1) Pre-payment must result in a discount to the state;
 - (2) The registration must allow for substitution of participant; and
 - (3) The registration must provide for 100% refund should the event be cancelled by the host.
- b. The cardholder is responsible for obtaining documentation from the sponsor stating these conditions exist and the documentation must be included when submitting the receipts.

- c. The conference/training courses paid under this section must be in the same fiscal year as the expenditure (i.e., the cardholder cannot use a purchase card in May to pay for a conference to be held in July).

7. Utility Payment

The purchase card may be used to make payments for electric, water, natural gas, or sewage up to the limits set for the individual purchase card.

8. Prices Paid

Cardholders will ensure that prices paid for goods and services are fair and reasonable.

9. Oklahoma State Sales Tax

Agency purchases are exempt from State of Oklahoma sales tax and any sales tax charged by Oklahoma municipalities.

- a. Cardholders will exercise care to ensure they are not charged Oklahoma state sales tax.

- (1) The sales tax identification number is provided on the face of each purchase card.
- (2) If a vendor charges sales tax, the cardholder is responsible for obtaining a credit from the vendor.

- b. Purchases made out of state are not exempt from that state's sales tax. However, some states may extend sales tax exemptions to other states.

10. Receipt of Goods Purchased

a. Receipts

Receipts must be obtained for all purchases. The receipt must give an itemized and detailed description of the purchase, along with the vendor name, the date of purchase, a description of the goods purchased, unit price and quantity, and a transaction total. No details of the receipt can be altered. If a receipt is not furnished by the merchant, as may be the case with a telephone or internet order, an order confirmation, confirmation number, or packing slip containing the same information should be obtained.

If a receipt, confirmation information, or a packing slip is not available for a transaction, documentation must be attached to the transaction log notating all attempts made to obtain a receipt from the merchant. Also a written itemization of the charges will be attached to the receipt showing, at a minimum:

- (1) Vendor name;
- (2) Transaction or purchase date;
- (3) Description of each item purchased, including unit price and quantity;
- (4) Transaction total; and
- (5) Statement explaining why all other methods of obtaining an itemized receipt were not available.

The written itemization will be signed by the cardholder's approving official or designated back-up.

Cardholders should consider future use of another merchant who will provide a receipt or confirmation information.

b. Receiving Goods and Services

When goods or services are received at the time of purchase, the receipt will serve as the receiving document. The receipt is to be signed by the cardholder.

- (1) When goods or services are received subsequent to the time of purchase, documents accompanying the goods and services (such as a packing slip or service order) serve as the receiving document.
- (2) The documents should be annotated "received" and signed by the employee receiving the goods or services.

11. Payment Confirmations

A payment confirmation number or order number must be obtained for walk-in, internet, or payment over the phone purchases. When credit cards are used, a confirmation number is generated by the credit card system. The payment confirmation can be part of the receipt or accompanying the receipt. When the purchase card is used to pay for an invoice, the supporting documentation must be

accompanied by a payment confirmation or be written on the invoice.

12. Credits

Credits for items or services purchased with a purchase card must be processed through the merchant's card system. The vendor should not be allowed to store credits to apply toward other purchases. The cardholder will annotate credits in the WORKS system with the transaction number of the original purchase

13. WORKS

a. Cardholders must access WORKS at least once a week to verify transactions made with their purchase card.

- (1) The cardholder must verify that each transaction in the system was made by them and the amount is correct.
- (2) The cardholder must enter a brief description of items purchased for each transaction in the "Description" field located under the allocation section.
- (3) For Statewide Contracts, the user must enter the contract number on the "Note" field under the "Allocation" section.
- (4) Once the transaction is verified, the cardholder must approve the transaction by clicking "Sign Off."

b. The approving official must access WORKS at least once a week to approve all purchases made. This includes reviewing the transactions for accuracy, completeness, appropriateness of the purchase and whether the transactions were conducted according to statute, rules, and procedures.

c. Business office/accounting staff of the responsible unit will ensure the correct accounting information is added to the transaction.

F. End of Cycle

The billing cycle ends at midnight on the last working day of each month.

1. The cardholder will reconcile, sign, and date the statement available in WORKS, attaching the original receipts, and invoices, and all other supporting documentation to the statement.

2. The cardholder's approving official must verify the statement and supporting documentation for completeness, accuracy, and appropriateness of purchases, and then sign and date the statement.

The statement and attached documentation must be forwarded to the agency purchase card accountant by the final working day of the following month.

G. Refresher Training

Purchase Card training is reoccurring and must be attended every two years within a two month time frame before the training due date. The training date readjusts to the date of the latest refresher training. Training before the window will not be counted. The card may be suspended if training is not completed by the due date.

III. Statewide Contract Purchase

Statewide contract purchases above the single transaction limit assigned to the individual purchase card will be completed by the Contracts and Acquisitions Unit. Statewide contract purchases under a card's single transaction limit may be sent to contracts and acquisitions at the discretion of the business/financial manager using these same procedures.

A. Cardholders

The agency purchase card administrator, in collaboration with the administrator of Contracts and Acquisitions and the Comptroller of Transaction Accounting, may set transaction limits up to \$10,000 on individual purchase cards assigned to certain accounting staff. When this authorization is provided, the cardholders will follow the procedures established in Section II. of this procedure.

The administrator of Contracts and Acquisitions may authorize certain cardholders from other areas to purchase state wide contract items above \$10,000. When this authorization is provided, the cardholders will follow the procedures established in section II.

B. Statewide Contract Procedure Above \$10,000

1. The business/financial manager will ensure the P/Card purchase order has sufficient funds available for each purchase.
2. The facility/district/unit will use the "Statewide Contract Purchase Card-Order Form":
[http://www.ok.gov/doc/Organization/Administrative_Services/Contracts & Acquisitions/Helpful_DOC_Internal_Documents_& Links.html](http://www.ok.gov/doc/Organization/Administrative_Services/Contracts_&_Acquisitions/Helpful_DOC_Internal_Documents_&_Links.html)
to place an order. Each space on the form will be completed at the

facility/district/unit level. An example with instructions is included as [Attachment A](#).

3. When ordering from an online ordering system that has been authorized by the Contracts and Acquisitions Unit, the facility/district/unit will enter the order in the online system and provide any other documents as required.
4. Items ordered will be in the same order as listed on the statewide contract. This requirement does not apply to online orders.
5. The order form must be approved by the affected business/financial manager.
6. The form will be transmitted electronically to contracts and acquisitions cardholders who will obtain approval from their approving authority.
7. Once approved, the cardholder will electronically transmit the order to the vendor. It must be noted on the "Statewide Contract Purchase Card Order Form" that the vendor is required to contact the cardholder for the purchase card number. The purchase card number will not be put on the order form.
8. When delivered, the business/financial manager will ensure the purchases are received and a receipt, that meets the requirements of Section II. E. item 10. of this procedure, is acquired for the items.
9. The cardholder will access WORKS to verify transactions made with the purchase card. The cardholder must enter a brief description of items purchased for each transaction in the "Description" field located under the allocation section and the statewide contract number in the space provided.
10. The cardholder will maintain a log of each purchase on a specific P/Card purchase order. The logs will be used to communicate information about transactions to accounting and to the individual field units. The cardholder will forward a copy of the signed logs and the original order form to the agency P/Card accountant.

C. End of Cycle

The billing cycle ends at midnight on the last working day of each month.

1. The cardholder will use WORKS to retrieve the statement. All transactions should be verified throughout the month as use is monitored.

2. The statewide contract cardholder will submit the transaction logs to the business/financial manager of the facility/district/unit for whom the goods or services were purchased.
 - a. The business/financial manager will verify receipt of all items on the transaction log and gather all original receipts for each purchase. Receipts must meet the requirements of Section II. E. item 10. of this procedure.
 - b. The business/financial manager will then forward the signed transaction log, with complete receipt documentation, to the cardholder by the 10th of each month.
3. The cardholder will reconcile, sign, and date the statement, attaching receiving documents and any other supporting documentation received from the business/financial managers. The statement will be signed by the cardholder's approving official and forwarded to the agency P/Card accountant by the final working day of the following month.

D. SW 820 Contract Purchases above \$5,000

For acquisitions above the individual card's single transaction limit from state wide contract SW820, the cardholder must make a request to the agency purchase card administrator for a temporary increase to the individual card limit and receive acknowledgement of the increase in advance of the trip to make the acquisition. The card limit will be returned to the authorized single transaction limit once the transaction is complete. Transactions on SW820 cannot be split into multiple charges in order to evade the card limit.

IV. Airfare

Travel purchase cards will be used for airfare purchases made directly by the agency.

A. Cardholders

The agency's travel purchase cards will be held by designated employees within the Contracts and Acquisitions Unit. Purchase cards will be issued according to Section II. item A. of this procedure. All purchases made on a travel purchase card will be facilitated by the cardholder. Use of the travel purchase card is limited to the person whose name is embossed on the card. This card or card number will not be given to or used by another person.

B. Procedures

1. Air travel reservations will be arranged according to [OP-120301](#)

entitled "Travel Reimbursement Procedures."

2. Once the itinerary is confirmed, the cardholder will finalize the reservation on behalf of the traveler.
3. The cardholder will create a purchase order in the PeopleSoft accounting system to encumber the funds required to purchase the airline tickets.
4. After the purchase is complete, the cardholder will print the invoice from the internet, sign and annotate "received," then have the cardholder's approving official sign and date it.
5. The cardholder will access WORKS to verify transactions made with their purchase card. The cardholder must enter a brief description of items purchased for each transaction in the "Description" field located under the allocation section.
6. It is the responsibility of the employee named on the ticket to notify the travel purchase cardholder immediately if the airline reservations cannot be used. The cardholder will cancel the reservation and secure a refund.

C. Completion of Travel

Upon return, the submission of a travel voucher per [OP-120301](#) entitled "Travel Reimbursement Procedures" will certify the use of a purchased airline ticket for its intended business purpose. If a travel reimbursement voucher is not filed, the employee must complete a "Verification of Travel Form" ([OP-120301](#), [Attachment B](#)) and return to the cardholder.

V. Lodging

The purchase card may be used to pay lodging expenses for employees traveling on behalf of the agency.

A. Travel Coordinators

The agency purchase card administrator will assign cardholders to be travel coordinators. The access in the WORKS system will be changed to allow for lodging purposes. Only cardholders deemed travel coordinators can use the purchase card to pay for lodging.

B. Advanced Payment

Advanced payment for lodging is allowed using the purchase card if the lodging establishment has a full refund policy in place. The travel coordinator must retain a copy of the cancellation policy with the documentation.

C. Transaction Limit

Lodging is limited to \$5,000 per employee per transaction.

D. Personal Expenses

Personal expenses such as room service, movies, personal phone calls, and non-business internet charges should not be charged to the purchase card.

E. Process

1. The rates charged by lodging establishments must be compliant with the state travel reimbursement act, state travel procedures, and [OP-120301](#) entitled "Travel Reimbursement Procedures" (i.e., GSA established rates, designated hotel requirements, etc.).
2. Upon making the reservation, the lodging establishment will be provided with the "Travel P/Card Lodging Letter" www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=258 on agency letter head. The letter content is established by central purchasing and is not to be altered. The letter includes: Name of cardholder, last six digits of card number, name of employee traveling, confirmation number, instructions for additional charges, and contact information.
3. For in state lodging establishments, the tax exempt status will be confirmed and the establishment will be provided with a tax exempt letter. Before the reservation process is complete, ensure the establishment will not charge taxes to the P/Card.
4. Once the stay is complete, the lodging establishment must provide the traveler with a final detailed receipt. It is the traveler's responsibility to obtain this receipt and forward it to the cardholder.
5. The cardholder will communicate with the traveler and lodging establishment to ensure all services are performed and all transaction documentation is obtained for reconciliation.

F. WORKS

The cardholder must enter the traveler's name, employee ID number, number of nights, city/state, purpose of travel, room rate, and whether the rate is standard GSA lodging rate, high GSA lodging rate, or designated hotel. This information is to be entered on the "Allocation" section in the "description" field.

VI. Purchase Card Payment Process

The agency purchase card accountant will ensure the payment for all purchases made with purchase cards are completed by the due date established each month by the Central Purchasing Division of OMES.

- A. The accountant will verify each transaction in WORKS. Funding and purchase order information will be checked for each transaction and the correct account code will be entered for each transaction. The agency accountant will complete the final close for each transaction.
- B. The accountant will ensure the information in WORKS is ready to convert to PeopleSoft by the required OMES deadline; the Office of Management and Enterprise Services will complete the conversion process.
- C. After the vouchers are entered in PeopleSoft, the agency P/Card accountant will ensure all accounting information has converted correctly, make any final adjustments to the vouchers and prepare the vouchers for final payment.
- D. The agency P/Card accountant will receive the statement and all supporting documentation from all agency cardholders and will:
 1. Match all previously received documentation with the statements;
 2. Ensure all statements have the appropriate signatures and ensure that all the required documentation is attached and complete;
 3. Contact the cardholder if additional signatures or documentation is required; and
 4. File all statements and documentation by month and alphabetized by cardholders last name in a secure location and provide access as required to agency audit staff, inventory control staff, auditors from OMES, or other administrative staff.

VII. Non-Compliance

The agency P/Card accountant will review purchases made with a purchase card each month for compliance with Section II. of this procedure. Questionable purchases or procedures will be researched and reported to the manager of Transaction Accounting Services for determination of action to be taken.

Failure to comply with purchasing or recordkeeping procedures will result in suspension or termination of a card at the discretion of the chief financial officer and may result in further disciplinary actions.

VIII. Purchase Card Security

All purchase cards issued under this program are the property of the State of Oklahoma and must be surrendered to the agency purchase card administrator upon termination of employment or upon request of the cardholder's supervisor, approving official, agency purchase card administrator or designated back-up, or state purchasing director.

A. Retention of Card

The facility/district/unit head will determine whether a cardholder will keep the purchase card in their possession or the card will be secured in the business office and given to the cardholder when a purchase is authorized.

1. When cards are stored in the business office, they must be locked in a secure location with access limited to business office staff who have completed the OMES Division of Central Purchasing Standard Purchase Card training. The facility/district/unit may institute additional protocols to control the use of individual purchase cards.
2. When the cardholder has possession of the card, the cardholder will assure that the card is kept in a secure manner and that the P/Card account number on the card is not posted or left in a conspicuous place.

B. Lost or Stolen Cards

It is the cardholder's responsibility to immediately report the purchase card lost or stolen upon discovering that it is missing. The State of Oklahoma is responsible for all purchases made on a purchase card until the time it is reported missing. The below listed phone number(s) for lost or stolen cards will be kept in a separate location from the card itself where they can be accessed and used promptly.

1. Immediately upon knowing the purchase card is lost or stolen, Bank of America will be notified by telephone at (888) 449-2273. The date, time, and name of the Bank of America representative spoken with will be noted. The bank will block the use of that card so no other charges can be made.
2. A Complete "Lost or Stolen P/Card Notification Form" ([Form CP 031](#)) will be completed and a copy forwarded to the purchase card administrator with a copy to the approving official as well.
3. A new purchase card will be reissued by the bank when the other card is cancelled.

C. Employee Job Movement

The cardholder will notify the approving official and the agency purchase card administrator upon accepting another position which will require a different approving official. The purchase card administrator will determine whether the card should be suspended until a new approving official is designated.

D. Termination of Employment (Cardholder)

1. The cardholder and/or approving official must notify the purchase card administrator immediately upon confirmation that the cardholder will be leaving employment.
2. The purchase card administrator will deactivate the card one week before the expected termination date. If the termination is unexpected, the approving official is to notify the purchase card administrator immediately, who will deactivate the card.
3. The approving official is responsible for retrieving the purchase card upon termination and forwarding the card to the agency purchase card administrator.
4. The purchase card administrator will regularly review the personnel termination reports to verify all purchase cards are retrieved from terminated employees.

IX. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

OP-120301 entitled "Travel Reimbursement Procedures"

O.S. 62 § 34.62

O.S. 74 § 85 et seq. "Oklahoma Central Purchasing Act"

Office of Management and Enterprise Services Procedures, Chapter 300, Subchapter 335

Central Purchasing P/Card Procedures

http://www.ok.gov/DCS/Central_Purchasing/P_Card_Information/

X. Action

The division head is responsible for compliance with this procedure.

The chief administrator of Business Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120502 entitled "Procedures for Purchase Cards" dated July 9, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
Form CP 059	“State of Oklahoma Purchase Card Employee Agreement”	https://www.ok.gov/dcs/search/docs/app/manage_documents.php?id=1104
Form CP 031	“State Purchase Card Lost or Stolen Card Notification Form”	https://www.ok.gov/dcs/search/docs/app/manage_documents.php?id=257
Form CP-032	“Travel P/Card Lodging Letter”	https://www.ok.gov/dcs/search/docs/app/manage_documents.php?id=258

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	“Verification of Travel Form”	OP-120301
Attachment A	“State Contract Purchase Card-Order Form (with instructions)”	Attached