

Glossary

Administrative Restrictions: Controls on spending in identified areas; imposed by DAS.

DAS - SCD: Department of Administrative Services - State Controllers Division. SCD issues the overall policy guidance, coordinates with participating agencies and the card provider, and assists agencies in establishing their own SPOTS card programs.

DAS - SPO: Department of Administrative Services - State Procurement Office. SPO negotiates, prepares, signs, and administers the Master Agreement with the bank.

Internal Controls: The processes designed to provide reasonable assurance that the objectives of reliable financial reporting, effective and efficient operations, and compliance with laws and regulations are achieved.

Price Agreement: A master contract that has been competitively bid and authorized by DAS. If a product or service is available on a State Price Agreement, you must purchase from that contract at any dollar amount.

SPOTS: Small Purchase Order Transaction System. It is a program that issues a Visa credit card to state employees through the state of Oregon SPOTS contract with U.S. Bank.