



OREGON YOUTH AUTHORITY
Policy Statement



I-B-2.1 - Use of State Purchase Card/State Corporate Travel Card

Approved:

Effective:

June 9, 2003

Supersedes:

I-B-2.1 (6/9/03)

Karen Brazeau, Director

Interpretation:

Business Services

REFERENCE

Department of Administrative Services, State Controller's Division (DAS-SCD)
Oregon Accounting Manual (OAM)

55.30.00 PO (Purchase Card Program)

(<http://scd.das.state.or.us/oam/scdpolicy/553000po.htm>)

40.20.00 PO (Travel Advances and Corporate Travel Card)

(<http://scd.das.state.or.us/oam/scdpolicy/402000po.htm>)

DAS-SCD, Client Agency Policies & Operations Manual
SCS-90-020 (State Purchase Card Use)

(<http://scd.das.state.or.us/scs/policies/90020.pdf>)

OYA policy: I-B-2.0 (Delegation for Expenditures)

OYA form: YA 2206 (Purchase Card Activity Log)

Other form: 75.40.03.FO (Corporate Travel Card Agreement)

75.55.02.FO-1 (SPOTS Purchase Card Application & Agreement)

(<http://scd.das.state.or.us/forms.htm>)

POLICY

The following policy maximizes flexibility for small purchases, minimizes administrative costs, and expedites payments to OYA suppliers.

I. Purpose

A. Staff may obtain a state purchase card or state corporate travel card for:

1. Small purchases (formerly VISA charges).

a) Purchase cards acquired through the state's contract shall be the preferred method for making small purchases.

(1) Use of petty cash funds, purchase orders, and other methods for small purchases shall be minimized.

2. State-related travel costs if the staff travels frequently.

a) Staff may obtain a travel card rather than an advance from the state.

II. Obtaining a card

A. Staff shall request such card from the appropriate Supervisor/Manager and obtain a card application and agreement from central Accounting.

1. An Assistant Director, the Deputy Director, or Director shall approve and sign the application and forward it to central Accounting for processing.

B. Central Accounting will review applications for completeness and consistency and forward it to the Accounting Manager for signature. A copy will be forwarded to the staff.

C. Central Accounting will forward the application to the bank and train card users on allowable use and recordkeeping requirements prior to card distribution.

III. Use of cards

A. Individuals to whom cards are issued are responsible for assuring appropriate use of the card, accurate completion of the YA 2206, and reconciliation of the monthly invoice with the activity log.

1. Staff are subject to guidelines described in the card agreement and the corporate charge card acknowledgment form.

a) Use and security of purchase cards and documentation of purchases shall be in accordance with the OAM, the card application, and agreement.

B. Upon termination from OYA employment, staff shall forfeit their cards.

1. Supervisors/Managers are responsible for notifying central Accounting of a cardholder's termination.

2. Central Accounting will notify the corporate charge card company of a staff's termination.

IV. Review of monthly statements

- A. Each cardholder receives monthly statements directly from the bank. Within five days of receipt of the statement, staff shall reconcile the statement to the YA 2206 and other supporting documentation and forward to central Accounting.
 - 1. Staff shall ensure the cost center and object codes for all purchases are included on the YA 2206.
 - 2. Staff shall sign and date the statement indicating approval.
 - 3. Staff shall obtain the Supervisor's/Manager's initials on the YA 2206 beside each purchase indicating review of purchase documentation and approval for each purchase after the purchase is made.
- B. Central Accounting will review supporting document and payment will be processed within 10 days.

V. Purchase card abuse

- A. Abuse of a purchase card shall result in disciplinary action, forfeiture of the card, and/or personal liability. Abuse is defined as:
 - 1. Any personal use, intentional or unintentional. Personal use is defined in the card application and agreement.
 - 2. Two or more unauthorized uses within a 12-month period.
 - a) Unauthorized use is described in OAM 55.30.00, the card application and agreement.
 - 3. A pattern of missing documentation defined as more than 10 percent of total number of purchases over a six-month period.

~~A~~.VI. Compliance review

- ~~B~~.A. Central Accounting performs periodic reviews of supporting documentation and issues statements of compliance or non-compliance to an Assistant Director, the Deputy Director or Director, with a copy to the Assistant Director, Business Services.
- B. Central Accounting initiates collection of reimbursement for inappropriate purchases from staff. The Deputy Director initiates appropriate personnel action.