



**DEPARTMENT OF CORRECTIONS
General Services**



Title:	The State P-Card of Oregon Transaction System (SPOTS) Card Program	DOC Policy: 30.3.2
Effective:	5/1/15	Supersedes: 5/1/12
Applicability:	All DOC Employees	
Directives Cross-Reference:	ORS Chapter 291 – State Financial Administration ORS Chapter 293 – Administration of Public Funds	
Attachments:	Appendix A – DOC Blocked MCC Code Listing Form – DOC SPOTS Card Purchase Log (CD1710) Form – DOC Stored Value Card Log (CD1711) Form – DOC SPOTS Card Application and Credit Limit Increase	

I. PURPOSE

The purpose of this policy is to specify permission and use of the Small Purchase Order Transaction System (SPOTS) within the Department of Corrections (DOC).

II. POLICY

The department has adopted the Department of Administrative Services (DAS), State P-Card of Oregon Transaction System (SPOTS) policy:

<http://www.oregon.gov/DAS/CFO/SARS/policies/oam/55.30.00.pdf>

III. POLICY CLARIFICATION

A. DAS Policy 103.a. Purchasing Requirements:

1. For SPOTS purchases between \$5,000 to \$10,000, the purchaser must give sufficient notice in writing to the SPOTS auditor in the Procurement Office to make a three day informational posting on ORPIN before making the purchase. Purchases which are of an emergent nature that need to be made sooner must be requested in writing to the designated procurement officer. If approved, the designated procurement officer will authorize shorter posting period before the SPOTS purchase being made.
2. DOC staff shall comply with Executive Order 12-05. Cardholders must comply with the green initiative and follow the price agreement for buying all green janitorial supplies, industrial paper and janitorial equipment. This price agreement has approximately 8,000 items and is designed to meet all the guidelines, Green Chemistry and the EO 12-05. This price agreement is a mandatory contract for all Oregon state agencies under DAS authority.

- B. DAS Policy 109 **Card Custodian**: Not applicable as DOC does not currently use department cards.
- C. DAS Policy 110 **Designated Card User**: Not applicable as DOC does not currently use department cards.
- D. DAS Policy 111 **Cardholder**: Cardholder must retain original receipts for six years.
- E. DAS Policy 114.d. **SPOTS Card Training**: DOC must suspend the SPOTS card use of any employee who has not taken required training within 45 days of being notified the training is due.
- F. DAS Policy 117 **Issuing Cards**: DOC's SPOTS coordinator will process new card requests, up to a credit limit of \$10,000, in Access Online based on the approved SPOTS Card Application and Agreement Form 75.55.02.FO. Limits over \$10,000 must be approved through the DOC SPOTS Card approving officer.
- G. DAS Policy 130.a. **Authorized Purchases**: Utility bills are paid by the Accounting unit.
- H. DAS Policy 130.d. **Authorized Purchases**:
 - 1. Cardholders must obtain prior approval from the DOC SPOTS Card coordinator to use a SPOTS card to purchase a stored value card. A stored value card refers to a monetary value on a card that allows the purchase of goods or services from a specific vendor. It is the responsibility of DOC to ensure and document the purchases made using a stored value card are for authorized state business.
 - 2. A tracking log must be completed to verify each use of the value card until the balance has been used up. The log must include the user of the card, date, amount, and item purchased. The log must be sent to the DOC SPOTS Card coordinator when the stored value card reaches a zero balance.
- I. DAS Policy 130.g. **Authorized Purchases**:
 - 1. Computer hardware may be purchased with advance written approval from the Information Technology Asset Manager or designee. Some Items may be purchased without authorization from the Information Technology Asset Manager or designee and are listed in the IT SPOTS Exclusion List available on the U-Drive or from the SPOTS Card coordinator.
 - 2. Computer software may be purchased with advance written approval from the Information Technology Asset Manager or designee. Items include, but are not limited to: software that can only be purchased using a credit card or for an emergency.
- J. DAS Policy 130.h. **Authorized Purchases**: Purchases for approved inmate welfare activities; e.g., fundraisers, movies, food, clothing, etc. Refer to the DOC rule on **Inmate Welfare Fund** (OAR 291-156) for more information.
- K. DAS Policy 131.h. **Unauthorized Purchases**: Firearms, cell phone accessories.

- L. DAS Policy 131.i. **Unauthorized Purchases:** Clothing items for use by DOC employees such as: work boots, belts, jackets, work pants, etc.
- K. DAS Policy 131.j. **Unauthorized Purchases:** In-state lodging and other miscellaneous in-state travel expenses for employees or on behalf of another (includes car rentals, shuttles, taxis, baggage, tolls, etc.)

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Kim Brockamp, Deputy Director

Appendix A
DOC Merchant Category Codes Blocked

CODE	MERCHANT CATEGORY DESCRIPTION
3000-3299	AIRLINES
3300-3500	CAR RENTAL
3501-4000	HOTELS
4511	AIRLINES
4582	AIRPORTS/FIELDS/TERMINALS
4722	TRAVEL AGENCIES
4723	OTHER TRAVEL/PKG TOUR OPERATIONS GERMANY ONLY
4789	TRAVEL SERVICE
4829	WIRE TRANSFER - MONEY ORDER
4899	CABLE TV SERVICES
4900	UTILITIES/ELEC/GAS/H2O/SANITATION
5681	FURRIERS AND FUR SHOPS
5932	ANTIQUE SHOPS
5933	PAWN SHOPS
5937	ANTIQUE REPRODUCTIONS
5944	JEWELRY STORES
6010	FINANCIAL INST/MANUAL CASH
6011	FINANCIAL INST/AUTO CASH
6012	FINANCIAL INST/MERCHANDISE
6050	QUASI CASH--MEMBER FINANCIAL
6051	NON-FIN INST/FC/MO/TC/STAMP
6211	SECURITY BROKERS/DEALERS
6300	INSURANCE SALES/UNDERWRITE
6381	INSURANCE PREMIUMS
6399	INSURANCE
6529	REMOTE STORED VALUE LOAD-MEMBER FIN INSTITUTION
6530	REMOTE STORED VALUE LOAD - MERCHANT
6531	PYMT SVC PROV - MONEY TRANSFER FOR A PURCHASE
6532	PYMT SVC PROV - MEMBER FIN INSTITUTION - PYMT TRAN
6533	PYMT SVC PROV - MERCHANT - PYMT TRAN
6534	MONEY TRANSFER - MEMBER FINANCIAL INSTITUTION
6535	VALUE PURCHASE - MEMBER FINANCIAL INSTITUTION
6536	MONEYSPEND INTRACOUNTRY
6537	MASTERCARD MONEYSSEND INTERCOUNTRY
6538	MONEYSSEND FUNDING TXN
6540	POI FUNDING TXN
7011	HOTELS
7273	DATING & ESCORT SERVICES
7297	MASSAGE PARLORS
7512	AUTO RENTAL
7995	BETTING/TRACK/CASINO/LOTTO
9701	VISA CREDENTIAL SERVER
9702	GCAS EMERGENCY SERVICES
9754	GAMBLING-HORSE RACING, DOG RACING, STATELOT