

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES C: Additional Requirements for Small Purchase Transaction System (SPOTS) Cardholders and SPOTS Purchases

POLICY NUMBER: 4.018

POINT PERSON: Chief Financial Officer

APPROVED: Superintendent

DATE: MAY 4, 2023

SELECT ONE:

New policy attachment

Minor/technical revision of existing policy attachment

Reaffirmation of existing policy attachment

Major revision of existing policy attachment

I. **ADDITIONAL REQUIREMENTS FOR ALL SMALL PURCHASE TRANSACTION SYSTEM (SPOTS) CARDHOLDERS AND SPOTS PURCHASES**

A. Training requirements:

1. Per ODHS/OHA policy DHS-040-019-07, all managers, supervisors, cardholders, cardholder applicants, and staff with delegated expenditure decision authority participating in SPOTS card procurement processes (aka, purchasing or approving purchases) must take the SPOTS card training and pass the required test.
2. Every SPOTS cardholder must complete the Oregon State Hospital (OSH) SPOTS Purchase Safety training within 30 days of a Department of Administrative Services (DAS) or Department of Human Services (ODHS) SPOTS training and before using a SPOTS card.
3. Every manager with SPOTS card log or application signing authority must complete the OSH SPOTS Purchase Safety training within 30 days of a DAS or ODHS SPOTS training.

NOTE: Signature authority, including SPOTS log and expenditure decision authority, is granted per the processes described in OSH policy 1.016, "OSH Delegation of Authority."

B. SPOTS documentation requirements:

1. Unless purchasing an information technology item (IT) by exception with Office of Information Services Information Technology Asset Management (ITAM) approval per OSH policy 1.005, "Information Technology Hardware and

Software: Purchasing and Use,” SPOTS cardholders are expected to document purchase approval on an OSH Purchase Requisition form (MSC 0114OSH) per Procedures A and attach all OSH Purchase Requisition forms to the corresponding SPOTS log for SPOTS log approver review. If purchasing an IT item by exception with ITAM approval, staff must attach the IT purchase request form (MSC 0075) and all associated email purchase approvals to the SPOTS log in place of the MSC 0114OSH form.

2. SPOTS cardholders must attach all Purchase Safety Checklists to the corresponding SPOTS log for SPOTS log approver review.

NOTE: The Purchase Safety Checklist is maintained by OSH Safety department. A Purchase Safety Checklist is not required for purchases for use outside patient care areas.

3. SPOTS cardholders must also attach to SPOTS logs and maintain all documentation required by this and other applicable policies, such as purchase receipts and buy decision checklists, for every purchase.
- C. In addition to the provisions of this policy, all managers, supervisors, cardholders, cardholder applicants, and staff with delegated expenditure decision authority participating in SPOTS card procurement processes must follow applicable Department of Administrative Services (DAS) and Department of Human Services (ODHS) and Oregon Health Authority (OHA) policies, including, but not limited to:
1. Department of Administrative Services Oregon Accounting Manual 10.40.00;
 2. Department of Administrative Services Oregon Accounting Manual 55.30.00;
 3. DHS-040-019, “Small Purchase Order Transaction System (SPOTS) Card”;
 4. DHS-040-019-01, “SPOTS Card Program Authority”;
 5. DHS-040-019-02, “SPOTS Card Application and Issuance”;
 6. DHS-040-019-03, “SPOTS Card Security”;
 7. DHS-040-019-04, “SPOTS Card Purchases”;
 8. DHS-040-019-05, “SPOTS Card Documentation and Reconciliation Requirements”;
 9. DHS-040-019-06, “SPOTS Card Abuse or Misuse”;
 10. DHS-040-019-07, “SPOTS Card Training”; and
 11. DHS-040-019-08, “SPOTS Card Program Review and Audit”.