



**State of Georgia  
Department of Administrative  
Services  
State Purchasing**

**Official Announcement #17-04**

**FROM:** Lisa Eason, Deputy Commissioner, DOAS <sup>LE</sup>

**DATE:** April 10, 2017

**TO:** State of Georgia Procurement Professionals

**RE: New P-Card Credit Check**

The State of Georgia has implemented a new credit check process for all state entities participating in the State's P-Card Program through Bank of America. This new process supersedes previous processes utilized prior to the revisions to the State P-Card policy effective April 1, 2017.

O.C.G.A. §50-5-83 requires credit checks on all employees issued a purchasing card. All current employees are required to sign the "Authorization for Purchasing Card Background Checks" form prior to card issuance and/or renewal as outlined in policy. Credit checks must be conducted through the existing statewide contract supplier HR TruCheck who will provide entities with standardized reports indicating acceptance or denial of the employee's request for a card based on predefined criteria. Each entity must establish an escalation path for denials to provide potential cardholders an opportunity to dispute inaccurate data found on the credit report.

Should there be any adverse employment consequences resulting from a P-Card credit check, the employer must comply with the requirements of the Fair Credit Reporting Act.

All P-Card related forms and information for this new process can be found at:

<http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>