



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

Official Announcement #01-16

FROM: Leslie Lowe
Deputy Commissioner

DATE: July 1, 2015

TO: Purchasing Directors, Agency and University Procurement Officers (APOs/CUPOs); Purchasing Card Managers, Administrators, and Coordinators; State Procurement Staff

RE: *Revised Statewide Purchasing Card Policy Effective July 1, 2015*

The State Purchasing Division has reviewed and updated the *Statewide Purchasing Card Policy* effective July 1, 2015.

In addition to updating the links to our new web site throughout, the following changes have been made:

Section I: Program Overview

- Add information about SAO payment policy to first paragraph

Section II: Types of Accounts

- Removed Section C on ePayables since this will be SAO's responsibility to govern

Section III: Legal Issues

- Added information on filing for a refund of Sales Tax paid when merchants will not issue a credit (Section E).

Section VII: Internal Controls

- Section E – Corrected error in dollar amount for when entities must obtain approval for Single Transaction Limits over \$5,000. It had \$25,000 and should be \$5,000.

Section VIII: Documentation and Accounting

- Provided additional definition on what to put in comments during reconciliation.
- Added information about "Receipt Imaging" which is available in Works.

Section IX: Use of the Card and Other Accounts

- Moved statement on food for non-employees in the Allowable Purchases list to the section on food under Allowable with Restrictions. This was for clarification only and not a policy change.
- Added last paragraph in Section D related to emergencies.

Definitions

Added this section to provide clarification for certain terms. This section will grow as people ask questions as to what something means.

For all questions regarding this Official Announcement, please contact: pcard@doas.ga.gov.

The new policy can be found at: <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>