



**State of Georgia
Department of Administrative Services
State Purchasing
Statewide Cards Program**

Official Announcement #01-09

- DATE:** September 5, 2008
- ATTENTION:** Agency Procurement Officers
University Procurement Officers
Purchasing Card Program Administrators
Purchasing Card Program Coordinators
- TOPIC:** Purchasing Card Policy
- DESCRIPTION:** Changes to:
Section I, Program Overview;
Section IV.A.III, Card Program Administrator Responsibilities;
Section VI.D, Card Issuance Requirements.
- RESOURCES:** Georgia Procurement Manual, Chapter 3, Section 6.12,
Purchasing Card Policy
- QUESTIONS:** Paul Kurtz
State Cards Program Manager
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Section I, Program Overview: Now exempts local government entities (cities, counties, Boards of Education, etc.) from following the Statewide Purchasing Card Program requirements.

Section IV, Card Program Administrator Responsibilities: Changed to require State entity Card Program Administrators to initially register with the State Cards Program Manager and to report any changes in this information using official form SPD-CC001, Designation of Card Program Administrator.

Section VI, Card Issuance Requirements: Now prohibits the issuance of more than one purchasing card to a single cardholder.