



State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement #18-03

FROM: Lisa Eason, Deputy Commissioner, DOAS

DATE: March 19, 2018

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

RE: **Purchasing Card (P-Card) Credit Checks – Updated Consent Forms**

This announcement applies to all state government entities mandated to comply with the Statewide Purchasing Card (P-Card) Policy. As a reminder, Georgia law and the P-Card Policy require the hiring entity to complete a credit check of each potential P-Card holder prior to issuing a new P-Card. In addition, the P-Card Policy requires the state entity to conduct a credit check at the time of account renewal (when a new P-Card will be issued to replace an expiring card).

Please note that there are no changes to the requirement to conduct credit checks in accordance with Georgia law and the P-Card Policy. However, the State Purchasing Division (SPD) has developed updated credit check consent forms to distinguish between job positions in which use of the P-Card is an essential duty or a non-essential duty.

The following resources for the P-Card Program credit check requirement are available online <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards> for use **effective immediately**:

- **Revised Consent Forms:** SPD-PC010 Authorization for Purchasing Card Background Checks is replaced effective immediately by the following forms:
 - SPD-PC010A Authorization for Purchasing Card Credit Checks – **Essential Duty**
 - SPD-PC010B Authorization for Purchasing Card Credit Checks – **Non-Essential Duty**
- **New Guidance:** SPD-PC011 Official Guidance for Administering Cardholder Credit Checks provides guidance for conducting credit checks.

Finally, please be reminded that there are no changes to Georgia law and the P-Card Policy requirements to conduct criminal background checks of employees hired for positions that are eligible for P-Cards.

SPD will conduct webinars to communicate these updates. Please distribute this Official Announcement internally. For any questions related to this official announcement, please contact SPD at: cardprograms@doas.ga.gov.