



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

**Official Announcement # 26-06**

**Date: January 21, 2026**

**To: State of Georgia Purchasing Card Administrators and Chief Financial Officers**

**From: Carrie Steele, Deputy Commissioner of State Purchasing**      **Initials:** CS

**Re: Announcement of Revised Statewide Purchasing Card Policy**

The State Purchasing Division (SPD) is pleased to announce several policy updates to be incorporated into the [Statewide Purchasing Card Policy](#) (“the P-Card Policy”), **effective February 1, 2026**. Policy updates are outlined below and in the attached Summary of Statewide Purchasing Card Policy Changes Table.

1. **Prior Approvals.** Updated language pertaining to requisitions to refer to the prior approval requirement and established a section of policy specific to prior approvals.
2. **Prior Approver Requirements.** Updated the prior approver requirements for P-Card transactions.
3. **Intended Use and Limits.** Clarified policy language regarding the intended use of the Purchasing Card for transactions under \$5,000. References to unplanned, non-routine, and urgent purchases were relocated to the Prior Approval section for clarity.
4. **Allowable Equipment.** Limits have been updated to align with the revised Capital Asset Threshold.
5. **Policy Waivers.** Added this section to the P-Card Policy. This section references temporary and continuing policy waivers.
6. **Global Edits and General Clean-Up:** SPD has made some general formatting and clean-up in the P-Card Policy.
  - Removed specific statewide training course information. Added information about accessing P-Card training in the State’s LMS.
  - Removed the section on manual logs.
  - Visa has changed the maximum allowable surcharge a supplier can charge to 3%, SPD has updated the footnote in the P-Card Policy to reflect this.
  - Schedule of Cycle End Dates and Payment Due Dates was updated with the upcoming year’s dates.
  - Standardized naming of p-card roles and acronyms.
  - Added the State of Georgia P-Card Program website to the Contact Page as the central point to access the website and P-Card forms.
  - Updates to definitions, including additions, deletions, and changes.

SPD will conduct webinars to review these changes. Please distribute this Official Announcement internally. For any questions related to this Official Announcement, please email us at [cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov).



Summary of Georgia Statewide Purchasing Card Policy Changes

Effective **February 1, 2026**

**NOTE:** This table summarizes changes to the Statewide Purchasing Card Policy (the “P-Card Policy”) as announced through Official Announcement **#26-06**. If there is any conflict between this table and the P-Card Policy, the revised P-Card Policy shall govern.

P-Card Policy Section	Type of Change	Original	Update
Program Overview			
Program Overview	1. Prior Approvals 3. Intended Use and Limits	Per the State Accounting Office, the purchasing card (p-card) may be used as the method of payment for unplanned, non-routine, or urgent point of sale purchases under \$1,000 and for purchases under \$5,000 that are preapproved and go through the requisition process prior to completing the purchase.	Per the State Accounting Office, the purchasing card (p-card) may be used as the method of payment for <del>unplanned, non-routine, or urgent point of sale purchases under \$1,000 and for approved</del> purchases under \$5,000. <del>that are preapproved and go through the requisition process prior to completing the purchase.</del>

P-Card Policy Section	Type of Change	Original	Update
2. Legal Issues			
2.4 Split Purchases Prohibited	1. Prior Approvals 3. Intended Use and Limits	O.C.G.A. §50-5-69 requires competitive bidding for all open-market purchases anticipated to be \$25,000 or more. However, policy requires the Single Transaction Limit (STL) for unplanned, non-routine, or urgent point of sale PCard transactions be set at \$1,000 and purchases that are preapproved and go through the requisitions process prior to completing the purchase be set at under \$5,000 (i.e., \$4,999.99 or less). Point of sale transactions include purchases made at a physical store, in person, or over the phone.	O.C.G.A. §50-5-69 requires competitive bidding for all open-market purchases anticipated to be \$25,000 or more. However, policy requires the Single Transaction Limit (STL) <b>for approved purchases for unplanned, non-routine, or urgent point of sale P-Card transactions be set at \$1,000 and purchases that are preapproved and go through the requisitions process prior to completing the purchase</b> be set at under \$5,000 (i.e., \$4,999.99 or less). <b>Point of sale transactions include purchases made at a physical store, in person, or over the phone.</b>

P-Card Policy Section	Type of Change	Original	Update
4. State Entity Program Roles and Responsibilities			
4.1 P-Card Plan	2. Prior Approver Requirements	<p>4.1.7 Establish approval chain for each cardholder.</p> <p>Amendments must be submitted for approval as business needs change. All P-Card Plans and subsequent amendments must be reviewed and approved by the Agency Head or College and University President and submitted to DOAS for approval. Compliance audits will be conducted against the plan.</p>	<p>4.1.7 Establishes, at a minimum, one prior approver who meets the requirement that they can determine the purchase will be State of Georgia business-related, allowable, and appropriately budgeted <del>approval chain for each cardholder.</del></p> <p>Amendments must be submitted for approval as business needs change. All <del>p-card plans P-Card Plans</del> and subsequent amendments must be reviewed and approved by the Agency Head or College and University President and submitted to DOAS for approval. Compliance audits will be conducted against the plan.</p>
4.5 Supervisors and Approving Officials	2. Prior Approver Requirements	<p>Supervisors or other persons responsible for reviewing transactions must have a thorough knowledge of the cardholders’ job responsibilities to determine if purchases are job- related or otherwise authorized. All approving officials are required to complete the Approver Card Program Acknowledgement form.</p>	<p>4.5 Supervisors and Approving Officials Supervisors or other persons responsible for reviewing transactions must have a thorough knowledge of the cardholders’ job responsibilities to determine if purchases are <del>job</del> <b>State of Georgia business-</b> related, allowable, and appropriately budgeted <del>or otherwise authorized.</del></p> <p>All approving officials are required to complete the Approver Card Program <del>Acknowledgement</del> <b>Agreement F</b>orm, available on the SPD P-Card Program website link provided on the Contact Information page.</p> <p>4.5.1 Prior Approval of Transactions by Approving Official</p> <ol style="list-style-type: none"><li>1. P-Card transactions require documented approval prior to the purchase being made. Prior approvals must show that the purchase is State of Georgia business-related, allowable, and appropriately budgeted.</li><li>2. Acceptable documentation formats include, but are not limited to:<ol style="list-style-type: none"><li>a. P-Card Prior Approval Form</li><li>b. Transactions that go through the requisition to purchase order process</li><li>c. Other SPD-approved prior approval forms</li></ol></li></ol>

P-Card Policy Section	Type of Change	Original	Update
6. Internal Controls			
6.1 General Requirements	2. Prior Approver Requirements	6.1.2 A minimum of two approvers required before a purchase is made (usually Program Administrator, supervisor, APO/CUPO, or fiscal representative).	6.1.2 A minimum of <del>two approvers</del> <b>one prior approval</b> is required before a purchase is made (usually <b>Entity Card</b> Program Administrator, supervisor, APO/CUPO, or fiscal representative). <b>Prior approval ensures the purchase is State of Georgia business-related, allowable, and appropriately budgeted.</b>
6.5.2 Spending Limits Requirements	1. Prior Approvals 3. Intended Use and Limits	<p>6.5.2 Spending Limits Requirements</p> <p>1. State Policy establishes the maximum STL for unplanned, non-routine, or urgent point of sale P-Card transactions be set at \$1,000 and purchases that are preapproved and go through the requisition process prior to the purchase be set at under \$5,000 (i.e., \$4,999.99 or less). The State Entity Card Program Administrator can establish STLs up to this amount as determined by overall needs.</p> <p>2. State Entity Card Program Administrators can make adjustments in Works® to individual limits greater than or equal to those established and approved in the Entity’s approved P-Card Plan for STLs up to \$4,999.99 and CLs up to \$24,999.99. Entities must establish an internal approval process that has been reviewed and approved by SPD. Any adjusted limits should be returned to the cardholder’s original profile within 5 days of the temporary increase to allow for the transaction to post.</p> <p>3. State Entity Card Program Administrators must obtain prior, written approval from the State Purchasing Division to increase STLs greater than \$4,999.99 or CLs greater than \$24,999.99. The request must include documentation that all bid requirements, if any, have been met if the purchase is greater than or equal to \$25,000. Cardholders should be returned to the original profile within 5 days of the temporary increase to allow for the transaction to post.</p>	<p>6.5.2 Spending Limits Requirements</p> <p>1. State Policy establishes the maximum STL <del>for unplanned, non-routine, or urgent point of sale P-Card transactions be set at \$1,000 and approved purchases</del> be set at under \$5,000 (i.e., \$4,999.99 or less). The State Entity Card Program Administrator can establish STLs up to this amount as determined by overall needs.</p> <p>2. State Entity Card Program Administrators can make <b>temporary</b> adjustments in Works® to individual limits greater than or equal to those established and approved in the Entity’s approved <del>P-Card Plan</del> <b>p-card plan</b> for:</p> <ul style="list-style-type: none"><li>• STLs up to \$4,999.99 and</li><li>• CLs up to \$24,999.99.</li></ul> <p>Entities must establish an internal approval process that has been reviewed and approved by SPD.</p> <p>3. State Entity Card Program Administrators must obtain prior, written approval from the <del>State Purchasing Division</del> <b>SPD P-Card Program</b> to increase STLs greater than \$4,999.99 or CLs greater than \$24,999.99. The request must include documentation that all bid requirements, if any, have been met if the purchase is greater than or equal to \$25,000. <del>Cardholders should be returned to the original profile within 5 days of the temporary increase to allow for the transaction to post</del></p> <p>4. <b>Any temporary limit increases must be returned to the cardholder's original limit.</b></p> <ul style="list-style-type: none"><li>• <b>For STL increases, within 5 days of the temporary increase to allow for the transaction to post</b></li><li>• <b>For CL increases, before the first day of the following cycle to allow for the transactions on the temporarily increased cycle to post. (e.g., If a CL</b></li></ul>

			was increased on the 15th and the last day of the cycle is the 27th, the CL should be returned to the cardholder's original CL on the 28th.)
6.6 Prior Approval of Transactions	1. Prior Approvals	Addition	<div>6.6 Prior Approval of Transactions</div> <div>6.6.1 P-Card transactions require documented prior approval. Exceptions to this requirement include:<div>1. Unplanned, non-routine, urgent purchases under \$1,000</div><div>2. Purchases that meet the criteria established in the Emergencies and Natural Disasters section of this policy</div></div> <div>6.6.2 Prior approvals must show that the purchase is State of Georgia business-related, allowable, and appropriately budgeted.</div> <div>6.6.3 Acceptable documentation formats include, but are not limited to:<div>1. P-Card Prior Approval Form</div><div>2. Transactions that go through the requisition to purchase order process</div><div>3. Other SPD-approved prior approval forms.</div></div>

P-Card Policy Section	Type of Change	Original	Update
8. Use of the Card and Other Accounts			
8.2.2 Allowable Purchases – Restrictions Apply	4. Allowable Equipment	<p>3. Equipment</p> <p>a. Use of the P-Card for equipment is governed by the State Accounting Office policies on Capital Assets. State Entity policy may impose additional restrictions.</p> <p>i. For State Agencies, Commissions, and Boards that use the State Accounting Office version of PeopleSoft™ – Single units under \$5,000 per unit, including freight, and comply with STL as outlined by State Policy.</p> <p>ii. For colleges under the authority of the Technical College System of Georgia – Single units under \$1,000 per unit, including freight.</p> <p>iii. For colleges and universities under the authority of the Board of Regents – Single units under \$3,000 per unit, including freight, and comply with STL as outlined by State Policy.</p>	<p>3. Equipment</p> <p>a. Use of the P-Card for equipment is governed by the State Accounting Office policies on Capital Assets <b>which is \$10,000 per unit including freight. These purchases must comply with the STL as outlined by the Spending Limits Requirements section of this policy.</b></p> <p><del>i. — For State Agencies, Commissions, and Boards that use the State Accounting Office version of PeopleSoft™ — Single units under \$5,000 per unit, including freight, and comply with STL as outlined by State Policy.</del></p> <p><del>ii. — For colleges under the authority of the Technical College System of Georgia — Single units under \$1,000 per unit, including freight.</del></p> <p><del>iii. — For colleges and universities under the authority of the Board of Regents — Single units under \$3,000 per unit, including freight, and comply with STL as outlined by State Policy.</del></p>

P-Card Policy Section	Type of Change	Original	Update
11. Policy Waivers			
11 Policy Waivers	5. Policy Waivers	Addition	<p><b>11. Policy Waivers</b></p> <p>Waivers to the Statewide Purchasing Card Policy may be granted when a specific purchasing need with the P-Card cannot be met within the constraints of this policy, and where an exception to this policy is in the best interest of the State Entity and the State of Georgia. All waiver requests are subject to SPD review and approval, and SPD may require supporting documentation or additional information as part of its review. The Entity’s P-Card Program Administrator must receive official written approval from the SPD P-Card Team before any P-Card purchase or activity outside of this policy may be made.</p> <p><b>11.1 Temporary Policy Waivers</b></p> <p>Some waivers to this policy may be necessary for only a limited duration. These temporary waivers must be approved in writing by the SPD p-card team.</p> <p>These temporary waivers will remain in effect only for the approved timeframe or until revoked.</p> <p><b>11.2 Continuing Policy Waivers</b></p> <p>In certain circumstances, waivers to the Statewide Purchasing Card Policy may be needed on an ongoing basis due to entity operations or other applicable requirements; these established waivers must be approved in writing by the SPD p-card team and included in the entity's p-card plan.</p> <p>Continuing policy waivers remain in effect until the end date provided by SPD or Entity, modification of policy or waiver, or the waiver is withdrawn by SPD or Entity.</p>

**P-Card Policy Global Updates and General Clean-Up**

- Updated release date on the cover page
- General grammatical adjustments
- Formatting was updated throughout, including, the table of contents, section numbering, and page margins.
- Standardized naming of p-card roles and acronyms
- Links to websites and forms updated, the State of Georgia P-Card Program website was added to the Contact Page as the central point to access the website and P-Card forms.
- Removed specific statewide training course information. Added information about accessing P-Card training in the State’s LMS system.
- Removed the section on manual logs, as electronic reconciliation is required.
- Visa has changed the maximum allowable surcharge a supplier can charge to 3%, SPD has updated the footnote in the P-Card Policy to reflect this.
- Schedule of Cycle End Dates and Payment Due Dates was updated with the upcoming year’s dates.
- Additions, deletions and changes to Definitions:
  - Approver: The Approver is **an individual who is responsible for the prior approval of a cardholder’s transactions and ensures the purchases are State of Georgia business-related, allowable, and appropriately budgeted. A cardholder may have more than one approver to meet policy requirements. normally the supervisor to whom a Cardholder reports for authorization to purchase required supplies and services. Two approvers are required before a purchase is made.** ~~Approver~~ Approver. Approvers also participate in ~~the~~ reconciliation ~~of Cardholder accounts~~, ensuring proper procedures are followed ~~when purchasing supplies or services~~ and verifying the information is properly reconciled after the ~~Reconciler reconciler~~ has completed the ~~transaction~~ reconciliation ~~of transactions~~. Policy prohibits a subordinate from acting as an ~~approver~~ **approver** in any phase of the transaction.