



# Operating Procedure

<b>Effective Date</b> June 1, 2017	<b>Number</b> 260.3
<b>Amended</b> 9/5/17, 10/13/17, 6/1/18, 8/1/19	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 260.3 (3/1/14)	
<b>Authority</b> COV §53.1-10	
<b>Subject</b> <b>SMALL PURCHASE CHARGE CARD PROGRAM</b>	
<b>ACA/PREA Standards</b> 4-4027, 4-ACRS-7D-17, 4-APPFS-3D-23, 2-CO-1B-05, 1-CTA-1B-02,	
<b>Incarcerated Offender Access</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Public Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attachments</b> Yes <input checked="" type="checkbox"/> #1 No <input type="checkbox"/>
<b>Office of Primary Responsibility</b> Chief Financial Officer	

## I. PURPOSE

This operating procedure provides guidance for the Small Purchase Charge Card (PCard) program for Department of Corrections purchases.

## II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

## III. DEFINITIONS

**Organizational Unit** - A DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit (i.e. Human Resources, Offender Management, Internal Audits).

**PCardholder** - An individual vested with the authority to procure goods and services on behalf of the Department of Corrections using the Small Purchase Charge Card

**PCard Supervisor** - The immediate supervisor of any DOC employee who has been assigned a PCard

**Program Administrator** - The person designated to oversee unit adherence to the Small Purchase Charge Card Program terms and conditions

**Purchasing Card (PCard)** - A charge card issued by a contract vendor to be used for the Small Purchase Charge Card Program

**Small Purchase Charge Card Program (SPCC)** - The purchasing card program administered by the Virginia Department of Accounts in accordance with [CAPP Manual Topic No. 20355](#) - *Purchasing Charge Card*

**Sole Source** - A product or service that is practicably available from only one source

## IV. PROCEDURE

### A. Small Purchase Charge Card Program

1. The Small Purchase Charge Card (SPCC, PCard) is the required method of payment when procuring small dollar (up to \$5000) purchases.
2. The program allows end users to purchase directly from vendors and the consolidated monthly bill reduces both the number of accounts payable transactions and the number of checks issued previously associated with petty cash funds. (4-4027, 4-ACRS-7D-17, 4-APPFS-3D-23, 2-CO-1B-05, 1-CTA-1B-02)
3. The PCard is not a substitute for proper procurement procedures.

4. The PCard is not to be used for personal items or cash advances or for business travel expenses except for rail and bus tickets or with an approved exception for central motel reservations. Travel cards are issued under a separate program for business travel expenses. The purchase of airline tickets must be coordinated through the regional office or the appropriate Air Travel Cardholder for Headquarters personnel.
5. With the exception of airline tickets, mass transit tickets and under certain conditions, car rentals on the State Rental Car Contract and accommodations approved in advance by DOA's Charge Card Administration Team, travel related charges should be on the Travel Card or paid for with the employee's personal funds. (see *CAPP Manual Topic 20355* and Operating Procedure 240.1, *Travel*)

#### B. Responsibilities

1. The DOC Headquarters Procurement Unit is responsible for program implementation and ongoing management of the SPCC Program for the DOC. Questions on the use of PCards and program administration should be directed to [SPCC@vadoc.virginia.gov](mailto:SPCC@vadoc.virginia.gov).
2. A Program Administrator and Program Administrator Back-up must be designated for each organizational unit to oversee adherence to the Small Purchase Charge Card Program terms and conditions.
  - a. The DOC Headquarters Procurement Unit Program Administrator and Program Administrator Back-up serve for all locations except Institutions, Academy for Staff Development, Architecture and Engineering Services Unit, Corrections Construction Unit, and Virginia Correctional Enterprises. Each of these locations has their own Program Administrator.
  - b. All Program Administrators and all Program Administrator Back-ups must adhere to the PCard program requirements detailed in *CAPP Manual Topic 20355*.
  - c. The Program Administrators and Program Administrator Back-ups responsibilities include but are not limited to:
    - i. Applying for PCards; ensuring that if a PCard ordered is not received in 7 business days, it is canceled and a new one is requested
    - ii. Making changes to PCards and keeping written documentation detailing the changes made
    - iii. Canceling PCards and ensuring cancelled PCards are retrieved and destroyed
    - iv. Suspending PCards when PCardholders are on extended leave or violate policy
    - v. Training new PCardholders
    - vi. Monitoring use of PCardholder's activities
    - vii. Ensuring past dues invoices are not being paid on the PCard unless approval is received in advance by the DOA's Charge Card Administration Team
    - viii. Certifying to the Department of Account's (DOA) Small Purchase Charge Card Administration Unit (CCA) that all PCards have had the required analysis and appropriate adjustments no later than the DOA prescribed deadline.
    - ix. Certifying to the DOA's CCA unit that all PCardholders have taken the mandatory DOA Cardholder Training and all PCardholder Supervisor/Reviewers have taken the mandatory DOA Supervisor/Reviewer training no later than the DOA prescribed deadline.
    - x. Taking the mandatory DOA annual Program Administrator training and certifying to the DOA's CCA Unit completion no later than the DOA prescribed deadline.
  - d. The Program Administrator is also responsible for ensuring that current Program Administrator, Back-up Program Administrator forms and all responsibilities listed in *CAPP Manual Topic 20355* are on file with DOA no later than the DOA prescribed deadline.
3. Upon acceptance of the PCard, the individual PCardholder is vested with authority to procure goods and services on behalf of the Commonwealth. This authority carries with it the responsibility for adhering to all the requirements of the Virginia Public Procurement Act (VPPA), the regulations of the *Agency Procurement and Surplus Property Manual (APSPM)*, and Operating Procedure 260.1, *Procurement of Goods and Services*.

- a. The PCardholder is only authorized to make purchases on behalf of DOC.
  - b. The PCard is not authorized for personal use.
  - c. The Commonwealth of Virginia is responsible for payment of charges on the PCard and the acceptance of the PCard will not impact the employee's personal credit.
  - d. Each PCardholder must take the DOA mandatory annual training no later than April 30<sup>th</sup> of each year so the Program Administrators can review the LMS training log and certify the completion of the training to DOA no later than the DOA prescribed deadline.
4. The PCardholder's Supervisor/Reviewer has oversight responsibility for the actions of the PCardholder.
- a. The PCardholder's Supervisor/ Reviewer must review each monthly PCardholder statement and the monthly [PCard Transaction Log 260\\_F11](#) certifying that all purchases made by the PCard holder are appropriate and sign the PCardholder's monthly statement certifying the statement has been reconciled to the PCardholder's transaction log.
  - b. The PCardholder's Supervisor/ Reviewer must follow the [PCard Supervisor/ Reviewer Checklist](#) (Attachment 1) for each billing cycle reconciliation.
  - c. If the PCardholder's employment terminates, it is the responsibility of the PCardholder's Supervisor/Reviewer to immediately notify and return the PCard to the appropriate Program Administrator or provide written notice of destruction of the PCard to the Program Administrator.
  - d. If a PCardholder is on leave beyond 2 weeks, the Supervisor/Reviewer must notify the appropriate Program Administrator who will make the determination as to whether the PCard should be suspended during the extended period.
  - e. Each Supervisor/Reviewer must take the DOA mandatory annual training no later than April 30<sup>th</sup> each year so Program Administrators can review the LMS training log and certify the completion of the training to DOA no later than the DOA prescribed deadline.

#### C. PCard Issuance

1. PCards will be issued to individuals who have been delegated the responsibility for processing small purchases within their Operating Unit.
2. The PCards will be issued in the name of the designated individual with the DOC's name embossed on the front of the PCard.
3. To request a PCard, the Organizational Unit Head must complete and submit to the Program Administrator at: [SPCC@vadoc.virginia.gov](mailto:SPCC@vadoc.virginia.gov)
  - a. A spending analysis as outlined in *CAPP Manual Topic 20355* (see [Small Purchase Charge Card \(P Card\) Yearly Analysis 260\\_F17](#))
  - b. [PCard Commonwealth of Virginia Purchasing Card Request 260\\_F12](#) including a proposed spending limit at or below the statewide cap of \$5,000 per transaction and \$100,000 monthly, based on the *Small Purchase Charge Card (P Card) Yearly Analysis*.
  - c. [PCard Commonwealth of Virginia Purchasing Card Employee Agreement 260\\_F13](#) signed by the employee (PCardholder) and their Supervisor.
  - d. A copy of the current year's DOA SPCC Cardholder Training Certificate.
4. The employee (PCardholder) must take all required training prior to activating the PCard. New Supervisors must take the Supervisor/Reviewer training prior to assuming the role.
5. The Program Administrator must maintain documentation of all submitted PCard requests, including PCardholder profile changes and justification, and may adjust PCard profiles based on historical data.

#### D. Cancellations and Changes

1. Upon request of the Program Administrator or upon termination of employment, the PCardholder shall return the PCard to their Supervisor/Reviewer or the Program Administrator. PCards may be turned in to the PCard Administrator for destruction or destroyed on-site. Notification must be sent to the

PCard Administrator noting the date, time, and witness of the destruction if destroyed on-site.

2. When any changes to existing PCards need to be made, the PCardholder must submit a [PCard Change Request](#) 260\_F14 to the Program Administrator, giving the specifics of the requested change.
  - a. Changes in spending limits (per transaction and/or per month) and requests to lift restricted commodities must be approved by the Supervisor/Reviewer.
  - b. Emergent requests (i.e. offender travel, emergency housing) may be submitted by email or phone. The completed *PCard Change Request Form* must be submitted no later than one business day after the initial request to the Program Administrator.
3. PCards that have not been activated within seven days upon receipt or are inactive for six months or more may be a security risk. The Program Administrator will confirm with PCardholders if the account should remain active.
4. The Program Administrator will cancel all inactive PCards for which a response has not been made by the PCardholder. In addition, the Program Administrator shall close any PCard account that has not been used for a period of twelve months.
5. The Program Administrator shall terminate PCardholder accounts that transfer, retire, or otherwise separate from the DOC.
6. The Program Administrator may also terminate PCardholder accounts as a disciplinary method for improper use of the PCard; failure of the PCardholder to carry out their responsibilities; failure of the PCardholder to complete the required training; or upon the direction of management.

#### E. Security

1. If a PCard is not received in 7 business days after it is ordered, the Program Administrator is responsible for ensuring that the PCard is cancelled for security reasons, and requesting a new one to protect against possible mail fraud.
2. Authorized use of the PCard is limited to the person in whose name the PCard is issued. The PCard shall not be loaned to another person.
3. The account number must not be faxed or emailed, or submitted in written form under any circumstances. If a PCardholder needs to e-mail their PCard number to the PCard Provider, DOA, or their Program Administrator, only the last 4 digits may be emailed.
4. The PCard shall be kept in an accessible but secure location.
  - a. The account number on the PCard shall not be posted or left in a conspicuous place.
  - b. All Bank of America VISA statements must be secured.
  - c. If a PCardholder's PCard is lost or stolen, the PCardholder must immediately notify the PCard Provider (currently Bank of America: 1-800-822-5985, Option 2 on weekends and after hours: 1-888-449-2273), the Supervisor/Reviewer, and the appropriate Program Administrator.

#### F. Restrictions and Limits

1. The PCard shall only be used to purchase low dollar goods and services for DOC operations, maintenance and repairs.
  - a. Use of the PCard for personal items, cash advances and business travel is prohibited with the exception of rail and bus tickets or other exceptions granted by DOA.
  - b. *CAPP Manual Topic 20355* requires that the PCard Administrator (and/or PCard Administrator Back-ups) maintain written documentation indicating changes to PCardholder Profiles and justification for the change.
  - c. Program Administrators (and/or PCard Administrator Back-ups) are required by DOA to review PCardholder Profiles on a monthly basis to ensure that the appropriate industry restrictions are in place.
2. The Department of Accounts determines the maximum spending limits authorized for the PCard.

- a. These limits mirror the limits for purchasing without competition, which is set by the Department of General Services, Division of Purchases and Supply (DGS, DPS).
  - b. This limit is currently \$5,000 per transaction. DOC management may establish more restrictive spending limits on individual PCards.
  - c. Splitting orders to avoid the spending limits on the PCard or splitting invoices to stay under the PCard limit is strictly prohibited and will result in suspension of the PCard for a minimum of three months.
  - d. If a single transaction spend limit or monthly spend limit needs to be increased, the Supervisor/Reviewer must submit the [PCard Change Request](#) 260\_F14 to the Program Administrator detailing the justification for the requested increase(s). The request should be identified as a temporary request if for a one time purchase or a permanent request if it is found that the spend limits are not sufficient for the PCardholder.
3. Acceptance of Surcharge and Convenience Fees
- a. Each PCardholder must ensure merchants do not assess a surcharge fee greater than 4% of the total order amount before approving the purchase.
  - b. The Surcharge amount must be shown as a separate line item on the receipt. If a cardholder receives a receipt that does not show the surcharge amount as a separate line item, they must immediately contact the vendor to be issued a credit and the vendor will then be paid by either check or EDI.
    - i. If a cardholder determines they are being assessed a fee greater than 4% or has reason to believe the vendor is not lawfully permitted to assess the fee, they can submit the vendor's information to the [SPCC@vadoc.virginia.gov](mailto:SPCC@vadoc.virginia.gov) mailbox for DOA inquiry.
    - ii. The Surcharge amount must not be greater than \$70 (the DOA accepted amount on the cost of issuing a check).
    - iii. The Cardholder will be responsible for maintaining documentation supporting the acceptance and cost benefits of the surcharge fee versus issuing a check.
  - c. Convenience fees are acceptable provided they are a flat fee and are considered fair and reasonable.
4. Administrative Restrictions
- a. Operating Procedure 260.1, *Procurement of Goods and Services*, outlines restrictions on the purchase of various commodities. PCardholders and their Supervisor/Reviewers are responsible for ensuring that proper approvals are obtained for items under administrative restrictions.
  - b. All food for work related events must be approved by the Regional Operations Chief or the appropriate Deputy Director. A justification must be submitted detailing the work event, the number of attendees, the dollar amount to be expended per attendee, and verification that the amount expended is within the DOA per diem.
5. *CAPP Manual Topic 20310* outlines and defines improper expenditures that may be questioned by DOA. Written documentation of approval of these purchases must be filed with the [PCard Transaction Log](#) 260\_F11 and transaction documentation.
6. All PCards should have all five industry restrictions (Travel, Rental, Restaurant, Accommodations, Gas) on them unless there is written documentation to support the need for removal either on a temporary or permanent basis.
- a. Temporary or permanent removal of these restrictions to allow for non-travel related purchases (e.g., meeting rooms or catered business meals) will be considered by the Program Administrator on a case-by-case basis.
  - b. Requests to remove any of the restrictions should be submitted on the [PCard Change Request](#) 260\_F14.
  - c. All requests to remove restrictions shall be made in advance of the intended purchase. Failure to provide advance notice or requesting to make payment after the fact will be denied.
7. Agencies and their PCardholders are prohibited from using the PCard (SPCC and GOLD) to pay a vendor invoice that is past due unless prior approval from DOA's Charge Card Administration Team



is received in advance of the charge. Past due vendor invoices are typically paid using check or EDI.

8. The PCard cannot be used to avoid mandatory sources or mandatory state contracts.
  - a. It should be used for items on state contract if the vendor accepts the PCard and the purchase is within the PCardholder's spend limits.
  - b. If a PCardholder has a per transaction limit of less than \$5000 and has an occasion to make a purchase exceeding the per transaction limit on their PCard, the PCardholder's Supervisor/Reviewer should request the per transaction limit be raised up to \$5000 to allow full utilization of the PCard and avoid unnecessary underutilization fees assessed by DOA.
9. P&P Offices have a mission requirement to provide certain client services; therefore an exemption is obtained each fiscal year that allows the use of DOC Community PCards for accommodations, restaurant, and travel purchases for clients only. (see Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*)

#### G. Use of the Small Purchase Charge Card

1. A monthly [PCard Transaction Log](#) 260\_F11 including all relevant information must be used and should be updated by the PCardholder as each purchase is made so spending limits can be monitored and purchasing activity can be reconciled to the monthly charge PCard statement.
  - a. Transactions should be logged in the order of purchase.
  - b. The PCard Provider cutoff for monthly billing cycle dates is posted on the DOA website (usually on or around the 15<sup>th</sup> of the month).
  - c. A new log must be started at the beginning of each billing cycle bringing forward from the current log any transactions not completed during the current month's billing cycle.
2. Submission of an eVA purchase requisition to generate a purchase order is not required when using the PCard for point of sale transactions only.
  - a. Point of sale means the individual whose name appears on the PCard takes the PCard to the vendor, purchases the goods or services, and has the charges placed against the PCard at that point.
  - b. DPS views point of sale as the vendors counter, not the agency location.
3. The PCardholder must follow the minimum procedures below for ordering and accounting for goods and services.
  - a. Identify a DSBSD Certified Micro Business that accepts the PCard, sells the required goods and/or services and submit a request to place the order via eVA Purchase Requisition unless listed on the Headquarters Procurement Unit's Demand Payment List, or is detailed as being exempt from being entered into eVA as detailed in APSPM section 14.9).
  - b. Identify a DMBE certified small vendor that accepts the PCard, sells the required goods and/or services and submit a request to place the order via an eVA Purchase Requisition, unless listed on the Headquarters Procurement Unit's Demand Payment List, or is detailed as being exempt from being entered into eVA as detailed in APSPM section 14.9).
  - c. Items on the Demand Payment List and goods/services detailed in APSPM section 14.9 do not require a purchase order unless the vendor requests it; however, SWaM requirements as defined in Executive Order 20 (2014) do apply.
  - d. If no DSBSD Certified Micro Business or SWaM vendor is available, the steps taken to try and locate one must be documented. This documentation must be in the PCard file. This applies to all purchases unless they are from an established contract or mandatory source.
  - e. Each vendor must be identified on the log as "O" for Micro, "S" for small, "C" if from contract (SWaM does not apply), "DPL" if the commodity is on the Demand Payment List, or a reference to where non-SWaM documentation can be found (in the file or on the eVA requisition).
4. Retain all documents pertaining to the purchase.
  - a. When the vendor delivers the order, documentation of the purchase such as a sales receipt or

- packing slip should accompany the order.
- b. Each receipt or packing slip must be signed and dated by the individual receiving the order to comply with the Prompt Payment Act. (see Operating Procedure 210.4 *Accounts Payable Administration and Management*)
  - c. This documentation must be kept on file with the [PCard Transaction Log](#) 260\_F11 for reconciliation to the monthly PCardholder statement.
  - d. When making a point of sale purchase, the sales slip must be maintained with the *PCard Transaction Log*.
  - e. Invoices, receipts, packing slips, and Point of Sale-Sales Receipts must date stamped and signed by the individual receiving the item.
5. The purchase information must be entered on the log at the time the order is placed or upon return if a point of sale transaction.
- a. For orders that are not point of sale, Demand Payment List commodities or APSPM section 14.9, the eVA PCO number must be entered on the log (or EP number if paying by PCard and eVA would not allow checking of the PCard box).
  - b. In order to verify the accuracy of the PCardholder statements received from the PCard Provider, PCardholders must keep an accurate log of purchases placed using the PCard.
  - c. The *PCard Transaction Log* may be maintained electronically; but if it is maintained manually, it must be in ink.

H. Reconciliation of the PCard Statement:

1. Each PCardholder is responsible for retaining documentation of all purchases, returns and credits.
2. On a monthly billing cycle basis, the [PCard Transaction Log](#) 260\_F11 and PCardholder statement must be reconciled.
3. The following guidelines are to be used for monthly reconciliation:
  - a. Each PCardholder will receive a monthly PCardholder statement that must be compared to the *PCard Transaction Log* to verify that purchases and returns are accurately listed on the statement.
  - b. For purchases listed on the *PCard Transaction Log* but not on the PCardholder statement:
    - i. Identify item on *PCard Transaction Log* and note it is being moved to the next billing cycle log.
    - ii. Enter the transaction and forward any associated documentation to the next billing cycle's *PCard Transaction Log*.
  - c. For purchases on the PCardholder statement, but missing on the *PCard Transaction Log*:
    - i. Pay total PCardholder statement, but note missing items on the *PCard Transaction Log* and bring them forward to the new billing cycle log.
    - ii. Reconcile differences with vendor.
    - iii. For returns, the PCard Provider will issue credits on a later billing.
  - d. All documentation pertaining to purchases and returns must be matched with the PCardholder statement.
    - i. It is required to print and include the eVA PCO or EP with the *PCard Transaction Log*.
  - e. All discrepancies shall be noted on the *PCard Transaction Log* and brought forward to the new billing cycle log for subsequent resolution. All items requiring further reconciliation or resolution and copies of any documentation must be forwarded to the next billing cycle *PCard Transaction Log* until the issue is resolved.
4. The PCardholder must forward the signed and dated monthly statement along with the signed and dated *PCard Transaction Log* and any documentation to their Supervisor/Reviewer for review and signature.
5. The PCardholder's Supervisor/Reviewer must sign and date the *PCard Transaction Log* and sign and date the statement and return the statement and the *PCard Transaction Log* to the PCardholder. The

PCardholder shall forward the duly signed original VISA statement and a copy of the duly signed *PCard Transaction Log* to Accounts Payable for payment processing.

6. If the PCardholder had no charges for the month, they should notify their Supervisor/Reviewer and the appropriate accounting office of that fact, in writing, in lieu of a reconciled statement.
7. A copy of the *PCard Transaction Log* signed by both the PCardholder and Supervisor/Reviewer and a copy of the PCardholder statement signed by both the PCardholder and the Supervisor/Reviewer must be maintained in the PCardholder's PCard file with all other documentation.

#### I. Returns, Credits and Disputed Items

1. In most cases, disputes can be resolved directly between the PCardholder and the supplying vendor.
2. The PCardholder must use the following guidelines when returning an item:
  - a. If an item needs to be returned for any reason, the PCardholder must return the item to the vendor in the manner agreed upon.
  - b. The vendor should issue a credit for items that are returned.
    - i. This credit will appear on a subsequent charge PCard statement.
    - ii. A credit may not be applied to the payment of a PCard bill until it appears on the monthly statement.
    - iii. Bills are to be paid in full and all unresolved transactions and any supporting documentation must be brought forward to the next billing cycle's transaction log.
  - c. The vendor should issue documentation of the return such as a credit receipt. All documentation pertaining to returns must be kept on file for reconciliation to the *PCard Transaction Log* and PCardholder statement.
  - d. The return must be entered on the PCardholder's *PCard Transaction Log*.
3. If the PCardholder and the vendor cannot resolve an issue, the PCardholder must contact Bank of America at 1-888-449-2273 to report a disputed charge. The PCard Provider will investigate the dispute on the PCardholder's behalf and assist in the resolution.

#### J. Payment of the PCard Statement

1. The monthly PCardholder statement received by each PCardholder is not the invoice from which the bill is paid.
  - a. Consolidated invoices (roll-up) for agencies 701, 756, 757, 761, 766, and 767 are submitted by the PCard Provider to DOC Headquarters Accounts Payable Unit for payment.
  - b. Roll-up bills for other DOC agencies are submitted by the PCard Provider to the appropriate accounting office for each location.
2. Prompt processing and submission of required documentation by each PCardholder is critical because the Commonwealth is contractually bound to meet the payment deadline set forth by DOA.
  - a. The full amount on the PCard roll-up statement must be paid by the 7<sup>th</sup> of each month.
  - b. Disputed items must be identified and credits for these items will be received when the problems are resolved.
3. The following guidelines must be observed when processing payments:
  - a. Billing and Payment Cycle Timetable:
    - i. Billing cutoff is the 15<sup>th</sup> of the month unless it falls on a weekend and then it is the preceding Friday.
    - ii. PCardholders should go online to *Works* and print their statements the day after the billing cycle cutoff.
    - iii. The PCard Provider will also send a statement by mail which should be received by approximately the 21<sup>st</sup> of each month.
    - iv. For agencies 701, 756, 757, 761, 766, and 767 the original PCardholder statement certified by



both the PCardholder and PCardholder's Supervisor/Reviewer must be submitted to Headquarters' Accounts Payable in order to be received no later than the 21<sup>st</sup> of the month.

- (a) The PCard Transaction Log should be emailed to [CardinalGeneralAccounting@vadoc.virginia.gov](mailto:CardinalGeneralAccounting@vadoc.virginia.gov) and will be assigned to the appropriate person for processing.
  - (b) Email subject line should include (*your agency #/VISA, current date, your first initial and last name*)
  - (c) If the original is not available, use the *WORKS* print out, certify, redact the account number and email it to [CardinalGeneralAccounting@vadoc.virginia.gov](mailto:CardinalGeneralAccounting@vadoc.virginia.gov). Certify, redact any PCard numbers, and mail the original and a copy of the *PCard Transaction Log* 260\_F11 to accounts payable when it is received.
  - v. DOC agencies other than 701, 756, 757, 761, 766, and 767 should abide by the deadlines and directions provided by their Program Administrator.
  - vi. A copy of the fully certified PCardholder's statement along with the signed *PCard Transaction Log* and supporting documentation must be maintained by the PCardholder.
  - vii. Payment is due to the PCard Provider by the 7<sup>th</sup> of the month.
  - viii. Air Travel Charge card (ATC) cardholders are to submit to DOC General Accounting the reconciled and certified original cardholder statement, the Distribution Coding Sheet, appropriate fully authorized Travel Request Form(s), supporting airline ticket documentation/itinerary and reconciled and certified *PCard Transaction Log*. The cardholder is to retain a copy of this documentation in their files.
- b. Each PCardholder must submit the following documentation to reach Accounts Payable by the 21<sup>st</sup> of the month:
- i. The Distribution Continuation Sheet and *PCard Transaction Log* submitted with the PCardholder statement must distribute the charges to the appropriate expenditure codes as defined in the CAPP Manual Topic 60100.
  - ii. The original monthly PCardholder statement containing the following statement verifying reconciliation to the procurement *PCard Transaction Log* and supporting documentation; the statement and log shall be signed and dated in ink by the PCardholder and the Supervisor/Reviewer.

I hereby certify that I have reconciled the SPCC monthly Cardholder statement to the monthly *PCard Transaction Log* and supporting documentation.

PCardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If for some reason the PCardholder cannot sign, the Supervisor/Reviewer must sign for the PCardholder and indicate why).*

I certify that the statement has been properly reconciled and that all purchases appear appropriate.

Supervisor/Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Submission of documentation for Agencies 701, 756, 757, 761, 766, and 767: The documentation prepared by PCardholders for supporting payments must be submitted to accounts payable personnel:
- Virginia Department of Corrections  
Attn: General Accounting  
P.O. Box 26963  
Richmond, Virginia 23261-6963  
FAX: 804-674-3357
5. For all other DOC agencies, the documentation prepared by PCardholders for supporting payments must be submitted to Accounts Payable personnel for their unit.

K. Record Retention - The following records must be maintained by the PCardholder for a minimum of five years.

1. A copy of the monthly procurement *PCard Transaction Log*
2. Any shipping documents provided by the vendor
3. A copy of any credit memos provided by the vendor
4. A copy of the monthly PCardholder statement
5. A copy of any written correspondence that addresses returns, credits or disputed items
6. Communication from the Program Administrator indicating Profile Adjustments

L. Internal Control

1. Internal control practices shall be in compliance with Operating Procedure 210.1, *Internal Fiscal Controls*, and *Agency Risk Management and Internal Control Standards (ARMICS)*,
2. Each Program Administrator is charged with providing and documenting PCardholder training.
3. Intentional violations of PCard procedure shall result in a suspension of the PCard. Repeat offenses will result in permanent revocation.
4. Failure to comply with any of the provisions of PCard policies and procedures may result in the following:
  - a. Notice to the PCardholder outlining the violation
  - b. Report of violation to:
    - i. Program Administrator
    - ii. PCardholder's supervisor
    - iii. Division Manager or Organizational Unit Head
  - c. Verification of repeated PCard procedure violations can result in a suspension of the PCard by the Program Administrator.
  - d. Closing of the account, in which case the Program Administrator can manage the following steps by performing them personally, working in conjunction with the PCardholder's supervisor or with the agency's Human Resources Department.
    - i. Collect PCard from employee
    - ii. Destroy the PCard by shredding or cutting into pieces
    - iii. Obtain their [\*PCard Transaction Log\*](#) 260\_F11 for all purchases as of that time
    - iv. If the employee is not available, the Program Administrator can prepare the *PCard Transaction Log* and state "PCardholder unable to sign" and have the PCardholder supervisor sign the *PCard Transaction Log*.
    - v. PCards may be turned in to the PCard Administrator for destruction or destroyed on-site. Notification must be sent to the PCard Administrator noting the date, time, and witness of the destruction if destroyed on-site.
  - e. Disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*, and/or criminal prosecution
5. Accounting must verify that monthly statements submitted have been reconciled by the PCardholder and signed by both the PCardholder and the Supervisor/Reviewer.
6. DOC's Internal Audit Unit reviews the PCard Program when Agency audits are processed.

V. REFERENCES

*Agency Procurement and Surplus Property Manual*  
*Agency Risk Management and Internal Control Standards*  
*CAPP Manual Topic 20310*

*CAPP Manual Topic 20355*

*CAPP Manual Topic 60100*

*Operating Procedure 135.1, Standards of Conduct*

*Operating Procedure 210.1, Internal Fiscal Controls*

*Operating Procedure 210.4, Accounts Payable Administration and Management*

*Operating Procedure 240.1, Travel*

*Operating Procedure 260.1, Procurement of Goods and Services*

*Operating Procedure 920.1 Community Case Opening, Supervision, and Transfer* (added 10/13/17)

#### VI. FORM CITATIONS

[\*PCard Transaction Log\*](#) 260\_F11

[\*PCard Commonwealth of Virginia Purchasing Card Request\*](#) 260\_F12

[\*PCard Commonwealth of Virginia Purchasing Card Employee Agreement\*](#) 260\_F13

[\*PCard Change Request\*](#) 260\_F14

[\*Small Purchase Charge Card \(P Card\) Yearly Analysis\*](#) 260\_F17

#### VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

*The office of primary responsibility reviewed this operating procedure in June 2018 and necessary changes have been made.*

*The office of primary responsibility reviewed this operating procedure in June 2019 and necessary changes have been made.*

*Signature Copy on File*

*4/24/17*

N. H. Scott, Deputy Director for Administration

Date