



Scope of this Policy

This statewide policy relates to the use of State of Connecticut Purchasing Cards ("P-Cards"), issued by the State, its agencies, departments or commissions, to state agencies or employees.

P-Cards are to be used in conjunction with current state contracts, with statewide procurement policy, with specific agency purchasing policies and procedures, and with the State of Connecticut Purchasing Card Program Manual. Agency policies and procedures with regard to the use of P-Cards may be stricter than the guidelines outlined below; however, to the extent that any agency policy or procedure conflicts with this policy, the stricter policy shall govern.

Acceptable Uses, Limits and Procedures

P-Cards shall be used solely for official state business. Therefore, P-Cards shall not be used for personal or private business purchases.

P-Cards shall be issued only to individuals who have appropriate purchasing authority. This authority is determined by the agency head/designee and should be outlined in the agency P-Card policy. Authorized use of P-Cards shall be limited to the person whose name appears on the face of the P-Card (hereinafter referred to as a "Cardholder"), a person who is specifically authorized by the agency head/designee to use the Card (also referred to as a "Cardholder") and, in the case of a Department Card, a Card User ("Card User") authorized to use the card by an assigned Department Card Custodian ("Custodian"). P-Cards shall not be loaned to other individuals.

Each agency and state employee receiving a P-Card shall be bound by the limits, policies, and procedures outlined in their agency Purchasing Card policy, as well as the State of Connecticut Purchasing Card Program Manual, as it may be amended or revised from time to time. Any and all exceptions to these rules and limits outlined in the State of Connecticut Purchasing Card Program Manual must be approved and documented by the Office of the State Comptroller. The manual is published on the OSC website.

Intentional misuse or fraudulent abuse of any P-Card may result in disciplinary action, up to and including dismissal, referral to the State of Connecticut Office of State Ethics, and/or criminal sanctions. In addition, the authorized Cardholder, or the Card User of a Department Card, as applicable, shall promptly reimburse the state for any unauthorized purchases.

Liability for Payment

Agencies are liable for all authorized charges made by its employees using P-Cards. The agency's accounting unit/business unit is responsible for processing all P-Card payments according to the terms of the state contract with the bank issuing the P-Card.

In addition to disciplinary action, and possible ethical and criminal sanctions for misuse, individual Cardholders or Card Users, as applicable, are responsible for repayment of improper charges, and have personal liability for misuse.

The State of Connecticut does not accept liability for the following:

- Unauthorized use of P-Card.
- Account numbers that are fraudulently used.

Auditing and Documentation

All agencies, departments and commissions distributing P-Cards shall provide a copy of this policy to each state employee receiving a P-Card as a Cardholder, Card User or Custodian and require the employee to acknowledge receipt of the policy by signing. Signed policies shall be kept on file.

Agencies and individual Cardholders and Card Users are responsible for maintaining adequate documentation supporting all P-Card purchases. Agencies shall retain such documentation in accordance with the State Librarian's Record Retention Policies. Documentation shall support the business purpose of all transactions made with P-Cards, and shall include the following items:

- Copies of approved requisitions
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- P-Card logs

Agencies shall be responsible for periodically auditing their records to ensure documentation compliance and to ensure that only authorized users for official state business use P-Cards, in accordance with policies on Acceptable Uses, Limits and procedures.

Security

Cardholders, and in the case of a Department Card, the Department Card Custodian and Card User, shall be responsible for safeguarding P-Cards at all times. In that regard, Cardholders, Card Users and Custodians shall ensure that P-Cards are kept in accessible but secure locations, and that account numbers on P-Cards are not posted or left in conspicuous places. A Cardholder or Card User shall also be responsible for immediately and properly reporting lost, stolen or compromised P-Cards.

All P-Cards shall be returned to the issuing agency, department or commission immediately upon request or upon termination of employment (including retirement).

I, _____ (Cardholder / Card User Name), acknowledge receipt of the State of Connecticut P-Card and this Credit Card Use Policy, and will abide by the terms.

Signature of Employee Date

Name of Agency P-Card Coordinator (please print)

Signature of Agency P-Card Coordinator Date

Name of Agency