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STATE COMPTROLLER



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OFFICE *of the* STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2025-20

October 28, 2025

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers, and Agency P-Card Coordinators

Subject: P-Card Program Updates. This Memorandum supersedes Comptroller's Memorandum 2021-21.

I. PURPOSE

The policy for P-Card purchases is being updated to reflect changes in statewide procurement policy, specifically changes to General Letter 71 (revised 7/1/25) and Public Act 25-156 (An Act Concerning Government Accountability Regarding Agency Purchase Card Use).

II. AUTHORITY

Section 4-98 (c), (d), and (e) of the Connecticut General Statutes prescribes that "...the Comptroller may allow budgeted agencies to use purchasing cards for purchases not exceeding two hundred fifty thousand dollars, unless such agency receives written approval from the Comptroller and the Commissioner of Administrative Services to exceed such amount. No budgeted agency, or any official, employee or agent of a budgeted agency, shall incur any obligation using such a card, except in accordance with the most recent procedures established by the Comptroller."

III. P-CARD PAYMENT POLICY

The P-Card is a payment method, not a purchasing authority. The P-Card Program is not intended to avoid or bypass appropriate procurement procedures, but rather, to complement the existing processes available. Whenever appropriate, payments for purchases by all state agencies should be made with the P-Card. These purchases must be made in accordance with General Letter 71 (revised July 1, 2025), statewide procurement policy and agency P-Card procedures, and may not be made without following statewide guidelines for obtaining prior approval of expenditure in accordance with the amount being spent. P-Card related purchase orders should be issued directly to suppliers whenever possible.

IV. P-CARD PROGRAM MANUAL UPDATES

The State of Connecticut P-Card Program Manual has been updated to reflect new requirements in accordance with Public Act 25-156. For all budgeted agencies new requirements include but are not limited to:

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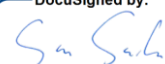
- Annual Reporting;
- Digitization of all receipts and other reporting in Core-CT or other applicable financial system of record;
- Agency P-Card Coordinator designation and responsibilities

The State of Connecticut P-Card Program Manual is available at: [P-Card Program Manual.pdf](#)

V. QUESTIONS

Please direct all questions or requests for assistance regarding this memorandum to the following:

- Memorandum Interpretation: Accounts Payable Division osc.apd@ct.gov
- EPM / STARS Reporting: Core-CT Help Desk <https://www.core-ct.state.ct.us/help.html>
- GL-71 and Procurement – DAS.procurement@ct.gov
- Access Online Reporting: OSC Central Accounts Payable Division osc.pcard@ct.gov

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<https://osc.ct.gov/>