



CREDIT CARDS

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I. POLICY

This directive governs the maintenance of all credit card accounts, and the issuance and use of all Division credit cards. Division credit cards are issued, controlled, and subject to the direction of the Director of the Office of Administration and Finance.

The use of department credit cards is not intended to take the place of the procurement procedures mentioned in this Chapter unless otherwise specified in this directive.

For the purpose of this policy, each Division credit card is classified as one of the following types:

- 1. Gasoline Cards
- 2. Administrative Cards

II. AUTHORIZED EXPENDITURES – GASOLINE CARDS

The use of gasoline cards is limited to the purchase of fuel when:

- a. Traveling out-of-state, in a state vehicle, on Comptroller business.
- b. Authorized by the Comptroller's Fleet Manager to make in-state purchases.
- c. Emergency in-state gasoline purchases, when state facilities are unavailable.

III. AUTHORIZED EXPENDITURES – ADMINISTRATIVE CARDS

- 1. Administrative cards may be used to purchase items needed for day to day operations such as office supplies and equipment repairs.
- 2. There is a limit of \$5,000 for any single item purchased on the credit card. Items costing over \$5,000 must be approved by the Office of Administration and Finance and must be purchased by way of a purchase order.
- 3. Two administrative cards are assigned to the FED. One is located in Annapolis and one is at the Lab in Jessup.

NOTE: Fixed assets having a value of \$500 or more must have an inventory label.

IV. RECORDS, DOCUMENTATION, & REVIEW

1. Each person that is issued or controls a division credit card account is responsible for obtaining receipts for all expenses.
2. Gasoline card receipts will be submitted with a completed "Appendix J" form, at least monthly, to the card holder's supervisor for review and then forwarded to the Comptroller's Fleet Manager for payment.
3. Administrative card receipts will be forwarded along with the monthly statement from the credit card company to the card holder's supervisor for review and then to the Office of Administration and Finance for payment. These purchases will also be recorded in a Purchase Log maintained by the Administrative card holder and reviewed by his or her supervisor.
4. All aforementioned cash handling activities are subject to periodic review by the Division Administrator.

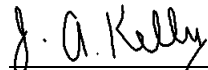
V. LOST OR STOLEN CARDS

If a credit card is lost or stolen, it must be reported immediately to the Card Provider, the card holder's supervisor, and the Office of Administration and Finance and the inspector or agent will submit a Division incident report.

VI. ADMINISTRATIVE OVERSIGHT

All aforementioned funds and activities related to handling of funds are subject to periodic review by the Division Director, Deputy Director, Assistant Director or the Division Administrator. Supervisors will immediately investigate any perceived improprieties.

VII. CANCELLATION: None.



Jeffrey A. Kelly, Director