



# Procurement Card (P-Card) Policy & Procedure Manual

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## P-Card Policy and Procedure Manual

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### I. OVERVIEW OF THE PROCURMENT CARD (P-CARD) SYSTEM

#### Introduction

In accordance with NC General Statute 143-49(8) and Administrative Code 01 NCAC 05B .1523, the State of North Carolina has contracted with a credit card company to provide State agencies with a procurement card program. The p-card program was established to provide a more rapid turnaround for low dollar requisitions and to reduce paperwork and handling cost. The NC Department of Labor has implemented this program for emergencies and essential needs.

The p-card program will simplify and speed up small purchases within the Department. A small purchase for the p-card is defined by the Department as being less than \$200 for goods or services that are not covered by a mandatory State Term Contract, Correction Enterprises or a Non-Profit Work Center for the Blind or Severely Disabled, or for a the good or service that cannot be procured within the E-Procurement System. The procurement card program is intended to supplement the purchasing process for emergencies and pressing needs, not to replace the goods or services normally being procured through the E-Procurement System. The involved entities are Bank of America, the NC Department of Labor (NCDOL), the Office of State Controller (OSC), the North Carolina Accounting System (NCAS) and the Division of Purchase and Contract (P&C) under the NC Department of Administration.

The p-card program benefits include a reduction in the number of small-value purchase orders and allowable direct payment requests. The process allows a p-cardholder to make a purchase from a vendor who initiates the charge that goes to the bank. The bank sends the charge to OSC, NCAS's Procurement Card Module. The p-card reconciler (or designee) is responsible for ensuring that p-card transactions are reconciled based on documentation submitted from their p-cardholders. At the end of each month, the Department's P-Card Reconciler creates an invoice, prepares a check, and forwards the payment to the bank.

#### Benefits

- Increased control of expenditures through complete and timely reporting.
- Visa card is widely accepted.
- The number of small dollar purchase orders will be reduced allowing purchasing staff to concentrate on higher dollar and more complex procurements.
- Reduce the number of allowable direct payments for small dollar amounts.
- Decrease the number of checks issued which will reflect a cost-savings to the Department.
- The delivery process for items can be expedited due to the quick ordering process.
- The Department will qualify for discounts because more timely payments can be made.

#### P-Card Process

- The p-cardholder makes a purchase.

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- The charge is initiated with vendor.
- The charge is sent to bank.
- The bank sends the purchase information to OSC via NCAS.
- The p-cardholder gives the original receipt to the p-card reconciler.
- The p-card reconciler goes into NCAS and reconciles daily on all purchases.
- The p-card reconciler verifies the correct company, account and center that is valid for each specific purchase.
- All purchases must be reconciled by the third working day of the following month.
- NCDOL Accounts Payable submits payment to the bank for all monthly purchases.

### P-Card Employee Agreement Form

This area provides the guidelines under which you may utilize your p-card. **Please read it carefully!** The signature on the employee agreement form indicates the individual understands the intent of the program and agrees to adhere to the guidelines described within this policy manual. This program is not intended to avoid or bypass appropriate procurement or payment procedures. Rather, it provides a more efficient method for purchasing small dollar items.

Purchase spending limitations per day, per transaction, and the total monthly limitations are assigned to each p-cardholder. These set purchasing limitations may be granted a temporary exception on a case-by-case basis from NCDOL's Chief Financial Officer (CFO) or the Deputy CFO of the Financial Services Division. All purchases will be charged to a specific general ledger (GL) account, and center that is valid within the North Carolina Accounting System (NCAS).

- The standard single transaction limitation amount is set at \$200 per card.
- The standard daily purchase limit is \$500.
- The standard monthly total purchase limit is \$2,000.

### P-Card Security

It is the p-cardholder's responsibility to safeguard the p-card and account number to the same degree that a p-cardholder safeguards their own personal credit card information. The unique p-card that the p-cardholder receives has their name embossed on it and shall only be used by the p-cardholder. **NO OTHER INDIVIDUAL IS AUTHORIZED to use the p-card.** The p-cardholder may make transactions on behalf of other personnel within the Department. However, each p-cardholder is personally responsible and held accountable for the usage of their p-card.

Please note that the vendor should not accept a p-card from someone other than the p-cardholder. The p-cardholder must not allow anyone to use their account number or p-card. If this occurs, this is considered a violation of this trust and may result in that p-cardholder having their card withdrawn and disciplinary action taken up to and including dismissal.



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If the p-card is lost or stolen the p-cardholder shall immediately notify a Bank of America Card Representative. Bank representatives are available 24 hours a day, 7 days a week. Advise the Bank Representative that the call is regarding a NC Department of Labor VISA Procurement Card. The Department's P-Card Administrator should be notified immediately upon discovery that the p-card is missing. If this occurs outside of normal business hours, the Department's P-Card Administrator shall be notified on the next business day. The p-cardholder shall not be personally held liable for charges incurred from a lost or stolen p-card if proper procedures were followed and notification given to all parties previously mentioned. A new p-card shall be promptly issued to the p-cardholder after the reported loss or theft. A p-card that is subsequently found by the p-cardholder after being reported lost shall be forwarded to the Department's P-Card Administrator and destroyed.

**Special Note:** No p-cards will be received directly from the bank to the p-cardholder. If this occurs, please notify the Department's P-Card Administrator immediately. The Department's P-Card Administrator is responsible for working with the appropriate NCDOL Accounts Payable Section staff members in getting the new p-cardholder's information keyed into NCAS for proper electronic processing. Failure to follow this policy and procedure will result in transaction suspensions in NCAS.

### P-Card Procedures

The p-cardholder is the only individual authorized to make purchases using the p-card. The p-card does not supersede any State P&C rules that are already in place. Items on state term contracts must still be purchased from the STC contract vendor and also check the listing of Historically Underutilized Businesses (HUB) vendors when making purchases. The NCDOL Purchasing Office will assist when needed by, identifying state contract items and HUB vendors.

When a purchase is made, the p-cardholder must obtain an itemized receipt. The p-cardholder is responsible for ensuring that the receipt is legible. The confirmation screen must be printed for internet purchases. This screen should include the detail information concerning the number of items and the total cost. Telephone purchases must have an itemized detail receipt immediately faxed to the p-cardholder. A packing list will not suffice!

### Issuance of Individual P-Cards/Application Process

A p-card enrollment request form will be completed by each p-cardholder and approved by the Department's bureau or office manager and then forwarded onto the Department's P-Card Administrator for consideration. The Department's P-Card Administrator will review and issue the proposed p-cardholder the procurement policy, procedures manual, and the employee agreement form to be signed and returned. This ensures the p-cardholder has read and understands the p-card policies, procedures and responsibilities of its possession and use.

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### **All p-cards shall comply with the following:**

- P-cardholder's manager submits an enrollment request form to Department's P-Card Administrator to authorize the new p-cardholder.
- The bureau/division manager approves by signing the p-cardholder's enrollment request form giving the employee authorization to make purchases within these procurement guidelines. The enrollment request form indicates all information needed to set up a new p-cardholder properly in the credit card system.
- The bureau/division manager sends the completed enrollment request form and employee agreement to the Department's P-Card Administrator.
- The Department's P-Card Administrator requests the p-card from the bank and the Department's P-Card Reconciler sets the employee's p-card information in NCAS.
- The proposed p-cardholder is issued a copy of the p-card policy and procedures manual and will be required to sign an employee agreement form. The employee agreement, when signed indicates the p-cardholder has read, understands the procedures, and accepts responsibilities of obtaining a p-card. The employee then receives the p-card.
- The Department's P-Card Administrator must maintain the original of all applications and employee agreement forms, maintenance changes including limits, p-card lost/stolen/destroyed information, etc.

### **P-Card Maintenance/Closeout**

The p-cardholder's supervisor shall be responsible for collecting procurement cards of any terminating or transferring employee as required in the completion of the Department's p-card maintenance form to close out any p-card account. The p-cardholder's supervisor will return the p-card and all appropriate forms to the Department's P-Card Administrator.

The p-card holder shall obtain the invoice and "customer copy" of the charge receipt. The below information should be listed on the receipt. Please remember that "thermal receipts" should be given to p-card reconcilers as soon as possible so that all information will remain intact for accounting purposes. It is strongly recommended that thermal receipts be copied immediately.

- **Vendor name and address**
- **Date**
- **Quantity**
- **Full description of item(s)**
- **Total cost**

The bank will download the charges to OSC and into the p-card module in NCAS usually within 24 hours depending on the type of transmission. The p-cardholder must scan and email the p-card receipts within three (3) business days to the [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov) upon completion of the transaction.



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Once the p-cardholder activity statement has been received by the p-cardholder, all original receipts, packing slips, etc. must be attached to this activity statement and approved by the supervisor, and then forwarded onto the Department's P-Card Reconciler. The p-cardholder must retain and maintain internal copies for audit purposes.

**Special Note:** Given that a p-card is a departmental account, all requests for service from the bank must be made by the Department's P-Card Administrator located within the Financial Services Division. Under no circumstances shall a p-cardholder, bureau, or office manager try to conduct business or resolve a dispute directly with the Bank of America. For additional assistance, contact the Department's P-Card Administrator at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov).

### Unauthorized P-Card Use

The following are examples of improper use of the p-card and not permitted:

- Personal purchases
- Cash advances/reimbursements
- Identification purposes
- Items set-up under an existing blanket purchase order
- Gasoline or service purchases for Motor Fleet Management (MFM) vehicles or personal vehicles (*NCDOL exception granted to allow agency owned vehicles to purchase gasoline*).
- Telephone calls or monthly services (*except when approved by the Department's P-Card Administrator*)
- Purchases that require a fixed asset number (*inventoried and capitalized*)
- Meals, travel, and entertainment
- Contractual services including yearly maintenance agreements
- Gift cards
- Perishable/non-perishable food items
- Service clubs, banquets, award ceremonies, etc.
- Memberships to wholesale clubs (*Sam's Club, Costco, etc.*)

### Misuse or Abuse of the P-Card

If a p-cardholder is making unauthorized purchases for which the p-card is not intended, the p-cardholder may be liable for the total dollar amount of such unauthorized purchases plus administrative fees charged by the bank. The p-cardholder may be subject to one of the following actions depending on the severity and repetitiveness of the violation:

- P-cardholder advised to stop using the p-card outside of policy. The p-cardholder and their manager shall be notified of the infraction by the Department's P-Card Administrator. The p-cardholder will be advised of p-card cancellation if further violations occur.

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- P-card cancellation for a term of six (6) months: the NCDOL HR Office and the bureau or office manager will be notified of the violation and the cancellation of the p-card; and reinstatement of the p-card will be granted after the six (6) month term only upon concurrence of the Department's bureau or office manager.
- Permanent cancellation of the p-card: removal of the p-cardholder's buying authority and appropriate disciplinary action and including up to dismissal.

Misuse or abuse of the p-card will reduce the effectiveness of the program. Vital statistical and managerial reporting relies on the appropriate use of the p-card as stipulated within this policy. Serious violations involving suspected theft, fraud, or similar misuse of a p-card, will be reported to the NC State Bureau of Investigation or other law enforcement agencies as deemed appropriate by NCDOL's CFO. The NCDOL Purchasing Office shall report the incident to the State P&C within thirty (30) calendar days after referral to the law enforcement agency. A follow-up report describing the resolution of each case will be submitted to State P&C within thirty (30) calendar days after final resolution is determined.

### P-Card Thresholds

Procurement cards are for official use only and shall be used in accordance with this section and with the statewide contract established and maintained by the State P&C. Use of p-cards by any agency is contingent on satisfactory compliance review, as determined by the State P&C.

**Special Note:** NCDOL's CFO will be responsible for establishing and maintaining the procedures for the use of p-cards, in accordance with policies established by the OSC and State P&C. However, the Department's managers may choose to establish more restrictive procedures within their own operations.

### P-Card Methods

- The standard monthly total purchase limit is \$2,000 per month.
- The Merchant Category Codes (MCC) may be changed to allow for additional commodity (goods) and services purchases via the p-card. Any p-card MCC exceptions will be handled by the Department's P-Card Administrator.

The p-card shall be used by the p-cardholder to make purchases as necessary, and within the limits set forth in this policy. The p-card does not supersede State P&C rules that are already in place. Goods or services listed on a mandatory State Term Contract, Correction Enterprises or a Non-Profit Work Center for the Blind or Severely Disabled shall still be procured via the E-Procurement System.



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### II. ROLE AND RESPONSIBILITIES

#### P-Cardholder Responsibilities

The credit card received by the p-cardholder has their name embossed and shall only be used by this p-cardholder. **No other person is authorized to use the p-card!** The p-cardholder may make transactions on behalf of others in the agency, but the p-cardholder is responsible for all use of their assigned p-card. The p-cardholder is required to:

- Adhere to the agency p-card procedures for reconciliation.
- Must keep a per transaction record of purchases or copy.
- Maintain a sales tax exemption certificate for vendors.
- Coordinate returns with the vendors.

#### P-Cardholder's Manager Responsibilities

The p-card is an efficient tool a manager can offer their employees. However, the p-card is not for all kinds of purchases and the manager must understand the p-card process and must be willing to take responsibility for ensuring the employee is using the p-card within Department guidelines. The p-cardholder's manager is required to:

- Determine which employees in the agency should have p-cards and establish the per-transaction dollar limits and monthly limits.
- Initiate appropriate action should misuse of p-card become apparent. This can also be initiated by the Department's P-Card Administrator.
- Notify Department's P-Card Administrator of any changes to the p-cardholders' accounts, (*additions, cancellations, blocks, limit changes, etc.*).
- Approve the monthly p-cardholder's activity statement that must have attached all original receipts, packing slips, etc. and forwarded onto the Department's P-Card Reconciler.
- Ensures the p-cardholder retains and maintains internal copies for audit purposes.

#### Department P-Card Administrator

This individual is responsible for the overall Procurement Card Program for the NC Department of Labor. The Department's P-Card Administrator will act as a liaison between the bank and the Department. The policies and procedures have been developed at this level to be consistent with all agencies. The Department's P-Card Administrator handles the maintenance and initial set up of the account. The Department's P-Card Administrator is also responsible for ensuring each employee receives the proper training and documentation necessary for the use of the p-card. An updated copy of all account p-cardholder information must be available for audit purposes. P-cards are sent directly to the Department's P-Card Administrator and entered in the NCAS System before forwarding to the p-cardholder. The Department's P-Card Administrator maintains files of all p-cardholder information.



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### Department P-Card Reconciler

The Department's P-Card Reconciler is responsible for reconciling all transactions in the NCAS System with proper transaction documentation. A purchase transaction will not be reconciled unless accompanied by a detailed transaction receipt. The Department's P-Card Reconciler is responsible for ensuring p-cardholder activity statements have included all detailed transaction receipts attached before filing the receipt. The Department's P-Card Reconciler is responsible for creating the invoice, accruing and pay state tax as needed, and submitting payment through NCAS to the bank. The Department's P-Card Reconciler shall verify the monthly invoice and payment match to the corporate credit card statement. For additional assistance, contact the Department's P-Card Reconciler at [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov).

### Procurement Review

It is recommended the NCDOL Purchasing Office perform annual audits on at least ten (10) percent of the transactions to ensure the compliance with State Contract Items, Internal Purchasing Procedures, etc.

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### III. PROCURMENT CARD PROCEDURES

#### Overview of P-Card Procedure

- 1) This information states the purpose of the p-card and procurement for issuance, use, reconciliation, security, and maintenance thereof.

#### Purpose of P-Card

- 1) This program is being established to allow the Department to make small purchases of goods more easily while simultaneously reducing paperwork and handling costs associated with these purchases. A p-card will be issued to an employee when management determines the Department can benefit from the employee becoming a p-cardholder. The p-card gives the p-cardholder the power to purchase goods on behalf of the Department. **Under no circumstances will the p-card be used for personal purchases!**

#### Issuance of P-Card

- 1) A p-card enrollment request form is completed and approved by the supervisor/manager.
- 2) The approved enrollment request form is sent to the Department's P-Card Administrator ([DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov) or 1101 Mail Service Center, Raleigh, NC 27699-1101).
- 3) The p-cardholder must sign an employee agreement form acknowledging to abide by the p-card policy; procurement procedures have been read and understood; and accepts all p-card responsibilities.
- 4) Violation of the p-card policy may result in disciplinary action up to and including dismissal. The employee agreement form can be found at the end of this guidance or located on the NCDOL intranet.

#### Use of P-Card

- 1) The p-cardholder is the only individual authorized to make purchases using the p-card.
- 2) The p-card does not supersede any State P&C rules that are already in place. Items on state term contracts must still be purchased from the contract. The NCDOL Purchasing Office can assist, if needed, with state contract items at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov).
- 3) When a purchase is made, the p-cardholder shall obtain an itemized receipt for each purchase. The p-cardholder is responsible for ensuring the vendor lists the quantity, fully describes the item(s).
- 4) The p-cardholder is responsible for notifying the vendor that NCDOL is sales tax exempt.
- 5) Purchases that are phoned-in must have an itemized detail receipt included with the items being shipped. A packing list will not suffice!
- 6) The p-cardholder must scan and email the p-card receipts within three (3) business days to the [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov) upon completion of the transaction.
- 7) All original receipts, packing slips, etc. must be attached to the p-card activity statement and approved by the supervisor, and then forwarded onto the Department's P-Card Reconciler.



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### P-Cardholder Reconciliation Procedures

- 1) The p-cardholder must scan and email the p-card receipt(s) within three (3) business days of receipt to the [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov) upon completion of the transaction. **There shall be no undocumented transactions, all transactions must have itemized receipts.**
- 2) Upon receipt of the itemized receipts, the Department's P-Card Reconciler will reconcile the transaction within three (3) business days in NCAS using the appropriate GL account and center coding information.
- 3) After reconciling in NCAS, the Department's P-Card Reconciler will file these receipts by name; therefore, when the monthly p-cardholder activity statement arrives approved by the supervisor and includes the original receipts from the p-cardholder, the Department's P-Card Reconciler will attach the previously scanned receipts to this activity statement.
- 4) The Department will receive from the bank a monthly corporate credit card statement. The p-cardholder must attach original receipts to the p-cardholder's activity statement and sign this activity statement along with having their supervisor sign/approve this activity statement. The p-cardholder must make a duplicate copy of all transaction receipts and approved p-cardholder activity statement. Original receipts and approved p-cardholder activity statement must be delivered to Department's P-Card Reconciler located either on the third floor of the Labor Building or at 1101 Mail Service Center, Raleigh, NC 27699-1101.
- 5) If a receipt is lost, the p-cardholder must work with the vendor to obtain a copy. If the receipt cannot be obtained from the vendor, then the p-cardholder must complete the P-Card Transaction Reconciliation Form and obtain supervisor approval on the necessary actions taken before submitting for reconciliation.

### Reconciliation Procedures for Returns/Problems

- 1) If the item(s) purchased are unacceptable, damaged and/or defective, the p-cardholder shall work with the vendor to correct the problem as soon as becoming aware of the problem.
- 2) If an item or items have been returned for credit, the p-cardholder shall obtain an itemized receipt that must be scanned and emailed to the [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov) within three (3) business days. The Department's P-Card Reconciler will reconcile the transaction in NCAS within three (3) business days. If a purchase or credit does not appear on the p-cardholder activity statement within two (2) statement periods, the Department's P-Card Reconciler shall work with the Department's P-Card Administrator for resolution.

### P-Card Security/Maintenance

- 1) It is the p-cardholder's responsibility to safeguard the credit card and the account number, and the p-cardholder must return the p-card to their supervisor when changing jobs or leaving employment with the Department.
- 2) If the p-card is lost or stolen the p-cardholder shall immediately notify the bank. Representatives of the bank are available 24 hours a day and the p-cardholder must advise the representative that the call is regarding a Visa Procurement Card.

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- 3) The supervisor must be notified immediately of any changes, lost or stolen cards, cancellations, or misuse of p-cards. The supervisor shall then notify the Department's P-Card Administrator for resolution.
- 4) A new p-card will be issued to the p-cardholder after the reported loss or theft. If a reported p-card is subsequently found by the p-cardholder, it shall be immediately given to the Department's P-Card Administrator.
- 5) The Department's P-Card Administrator may cancel or suspend a card any time or the bureau/division head deems necessary for misuse or for the p-cardholders failure to follow proper procedure.
- 6) P-card maintenance request form is required when requesting changes to an existing account, such as: address change, name change, transaction limit, closing an account, etc. The p-card maintenance request form can be found at the end of this guidance or located on the NCDOL intranet.

### P-CARD USAGE

When making a purchase using the p-card, the procurement procedures permit a purchase of products if their value is within the limits set for the p-cardholder and are made from "vendor of choice" but must check state term contracts and HUB vendor list. Please contact the NCDOL Purchasing Office at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov) if you have questions about these contracts.

#### Do's

Essentially you should continue to make the same type of purchases with the p-card as you currently make. You must continue to follow all procurement rules and regulations. The following are examples of potential purchases that can be made with the p-card:

- Office supplies
- Cleaning supplies
- Facilities maintenance repair and operation supplies
- Auto fleet maintenance repair and operation supplies (*not MFM vehicles*)
- Small equipment items
- Other miscellaneous repair parts

**Special Note:** State Term Contracts constantly change, so if there are any questions regarding a purchase, you should contact the NCDOL Purchasing Office at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov) for guidance or need assistance in identifying items on a contract.

#### Don'ts

The following purchases are **NOT** permitted with the p-card:

- Purchases of items that have been restricted from purchase with the p-card.

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- Personal purchases.
- Cash advances/reimbursements.
- Telephone calls and/or monthly services (*except when approved by the Department's P-Card Administrator*).
- Purchase over the p-cardholder's transaction limit (*controlled by the system*).
- Meals, travel, and entertainment (*this p-card is not to be used for business travel or entertainment*).
- Memberships requiring approval.
- Contractual or consulting services (*except when approved by Department's P-Card Administrator*).
- Gasoline or service purchases for Motor Fleet Management (MFM) vehicles or personal vehicles (*NCDOL exception granted to allow agency owned vehicles to purchase gasoline*).

### MISUSE OR ABUSE OF THE P-CARD

If a p-cardholder is making unauthorized purchases for which the p-card is not intended – such as travel and entertainment or any other item on the DON'T list – the p-cardholder may be liable for the total dollar amount of such unauthorized purchases plus administrative fees charged by the bank in connection with the misuse. The p-cardholder may be subject to one of the following actions depending on the severity and repetitiveness of the violation:

- P-cardholder advised to stop using the p-card outside of policy. P-cardholder and their supervisor/manager will be notified of the infraction by the Department's P-Card Administrator. The p-cardholder will also be advised of possible p-card cancellation if further violations occur.
- P-card cancellation for a term of six (6) months. The p-cardholder and their supervisor/manager will be notified of the violation and the cancellation of the p-card. Reinstatement of the p-card will be granted after the six (6) month term only upon approval of the Department's P-Card Administrator.
- Permanent cancellation of the p-card. Removal of the p-cardholder's buying authority and appropriate disciplinary action up to and including dismissal.
- Misuse or abuse of the p-card will reduce the effectiveness of the program. Vital statistical and managerial reporting relies on the appropriate use of the p-card as stipulated in this guide.

**If FRAUD is detected, the following steps will be taken:**

- Immediate cancellation of the p-card.
- Removal of p-cardholder's buying authority.
- Termination of employment.





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### IV. APPLICATION

#### **P-Cardholder Enrollment Form**

The enrollment request form is used when adding new p-cardholders. This form collects information required to establish an individual's account within the system. The transaction limits and monthly limits are listed. A default company, account and center and agency signatures are required.

#### **Process**

The p-cardholder's manager and bureau/division head must submit the request to the Department's P-Card Administrator for processing.

The proposed p-cardholder is issued a copy of this policy and procedures manual and is required to receive a p-cardholder's enrollment form and the employee agreement form which must be signed. The bureau or division head signature authorizes the p-cardholder to make purchases within the delegation for their respective area. This form can be found at the end of this guidance or located on the NCDOL intranet.

The Department's P-Card Administrator shall maintain all records of credit card requests, limits, p-cardholders' transfers, lost/stolen/destroyed cards, etc.


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**V. PROCUREMENT CARD POLICY & PROCEDURE DELEGATION OF AUTHORITY**

In summary, this policy does not cite all of the laws, rules, and policies on the procurement card program, but is only intended to provide the basic laws, rules, policies, and procedures that must be followed in carrying out the responsibilities of the procurement card for the NC Department of Labor. The procurement card program is intended to supplement the purchasing process, not replace the purchase order program. The NC Department of Labor has implemented this program for emergencies and essential needs. In accordance with NC General Statutes, NC Administrative Code and the delegations of the Division of Purchase and Contract under the NC Department of Administration, the Office of State Controller (OSC), and the Commissioner of Labor is responsible for administering the Department's procurement card program for the acquisition of goods and services. The administration of this procurement card program shall be delegated to the Department's Chief Financial Officer of the Financial Services Division by the Commissioner of Labor.

**This Procurement Card Policy and Procedure implementation became effective on April 1, 2019 and is being amended with an effective date of February 1, 2023. This Procurement Card Policy and Procedure shall remain in effect until rescinded or by NCDOL's Chief Financial Officer of the Financial Services Division.**



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Josh Dobson  
Commissioner of Labor



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Jennifer Stackpole  
Chief Financial Officer

**POLICY REVISION HISTORY**

April 1, 2019 – Initial implementation of this policy. May 1, 2020 – Policy updated and released. January 01, 2022 – Policy updated and released. September 15, 2022 – Policy updated and released. February 1, 2023 – Policy updated and released.

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**NCDOL**  
Web-Fill  
6-19

### E-595E Streamlined Sales and Use Tax Agreement Certificate of Exemption

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or data elements required on the form) to a state that would otherwise be due tax on this sale.

**The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.**

- 1 ☐ Check if you are attaching the Multistate Supplemental form.  
☒ **NC** If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.

- 2 ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_.

**3 Please print**

Name of purchaser

NC Department of Labor

Business address

1101 MSC

City

Raleigh

State

NC

Zip code

27699

Purchaser's tax ID number

40026

State of issue

NC

Country of issue

USA

If no tax ID number,  
enter one of the following:

FEIN

Driver's license number/State issued ID number  
state of issue number

Foreign diplomat number

Name of seller from whom you are purchasing, leasing, or renting

Seller's address

City

State

Zip code

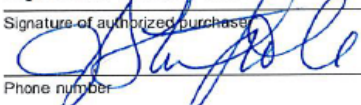
**4 Type of business.** Check the number that describes your business.

- |  |  |
|--|--|
| <input type="checkbox"/> 01 Accommodation and food services              | <input type="checkbox"/> 11 Transportation and warehousing     |
| <input type="checkbox"/> 02 Agricultural, forestry, fishing, and hunting | <input type="checkbox"/> 12 Utilities                          |
| <input type="checkbox"/> 03 Construction                                 | <input type="checkbox"/> 13 Wholesale trade                    |
| <input type="checkbox"/> 04 Finance and insurance                        | <input type="checkbox"/> 14 Business services                  |
| <input type="checkbox"/> 05 Information, publishing, and communications  | <input type="checkbox"/> 15 Professional services              |
| <input type="checkbox"/> 06 Manufacturing                                | <input type="checkbox"/> 16 Education and health-care services |
| <input type="checkbox"/> 07 Mining                                       | <input type="checkbox"/> 17 Nonprofit organization             |
| <input type="checkbox"/> 08 Real estate                                  | <input checked="" type="checkbox"/> 18 Government              |
| <input type="checkbox"/> 09 Rental and leasing                           | <input type="checkbox"/> 19 Not a business                     |
| <input type="checkbox"/> 10 Retail trade                                 | <input type="checkbox"/> 20 Other (explain) _____              |

**5 Reason for exemption.** Check the letter that identifies the reason for the exemption.

- |   |  |
|---|--|
| <input type="checkbox"/> A Federal government (department) _____              | <input type="checkbox"/> H Agricultural production # _____             |
| <input checked="" type="checkbox"/> B State government (name) <u>NC State</u> | <input type="checkbox"/> I Industrial production/manufacturing # _____ |
| <input type="checkbox"/> C Tribal government (name) _____                     | <input type="checkbox"/> J Direct pay permit # _____                   |
| <input type="checkbox"/> D Foreign diplomat # _____                           | <input type="checkbox"/> K Direct mail # _____                         |
| <input type="checkbox"/> E _____  | <input type="checkbox"/> L Other (explain) _____                       |
| <input type="checkbox"/> F _____  |  |
| <input type="checkbox"/> G Resale # _____                                     |  |

**6 Sign here.** I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser 	Print name here Jennifer Stackpole	Title CFO	Date 01-12-23
Phone number 919-707-7740	E-mail address Jennifer.Stackpole@labor.nc.gov		



## P-Card Policy and Procedure Manual

### P-CARD ENROLLMENT REQUEST FORM

#### P-CARDHOLDER INFORMATION

Bureau/Office: \_\_\_\_\_ County Code: \_\_\_\_\_

P-Cardholder Name: \_\_\_\_\_

P-Cardholder Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Beacon ID# \_\_\_\_\_ Office Phone # \_\_\_\_\_

#### P-CARD ADMINISTRATOR

Single Transaction Limit **\$200**      Daily Purchase Limit **\$500**      Monthly Total Limit **\$2,000**

Type of Allowable Purchases: **General Merchandise**

Employee P-Card Agreement Received on Date: \_\_\_\_\_

#### P-CARD RECONCILER

Company: \_\_\_\_\_ NCAS Account: \_\_\_\_\_ Fund/RCC/FRC: \_\_\_\_\_

#### APPROVAL:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau/Office Chief: \_\_\_\_\_ Date: \_\_\_\_\_

P-Card Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Send Request to the Department's P-Card Administrator at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov)  
or 1101 Mail Service Center, Raleigh, NC 27699-1101



## P-Card Policy and Procedure Manual

### P-CARD MAINTENANCE REQUEST

Bureau/Office: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Account Number: \_\_\_\_\_ Name on Account: \_\_\_\_\_

#### REQUESTED MAINTENANCE TO P-CARD ACCOUNT:

☐ **Address Change** To: \_\_\_\_\_ (*street address--26 characters*)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ **Close Account** Reason: \_\_\_\_\_

☐ **Name Change** From: \_\_\_\_\_ To: \_\_\_\_\_

☐ **Credit Line Change** From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

☐ **Transaction Limit** From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

☐ **MCC Change** Delete: \_\_\_\_\_ Add: \_\_\_\_\_

Additional Comments on Request: \_\_\_\_\_

#### APPROVAL:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau/Office Chief: \_\_\_\_\_ Date: \_\_\_\_\_

P-Card Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Send Request to the Department's P-Card Administrator at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov)  
or 1101 Mail Service Center, Raleigh, NC 27699-1101



## P-Card Policy and Procedure Manual

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### EMPLOYEE AGREEMENT FOR PROCURMENT CARD

I, \_\_\_\_\_ (*print employee name*), hereby acknowledge being issued a Procurement Card (p-card). As the holder of this p-card, I agree to comply with the following terms and conditions regarding my use of the p-card.

- I understand that I am being entrusted with property of the State of North Carolina -- a Procurement Card -- with which I will be making financial commitments on behalf of the State of North Carolina, for the Department of Labor.
- I understand that the State is liable to the Bank of America for all charges made on the Card.
- I agree to use this p-card for approved agency business purchases only and agree not to use it for personal purchases under any circumstances. I understand that there will be audits of the monthly p-cardholder activity statements regarding this p-card and that appropriate action will be taken by management in the event of p-card misuse.
- I will follow the established procedures for the use of the p-card. Failure to do so or any misuse of the p-card may result in revocation of my use privileges and/or disciplinary action(s) up to and including possible dismissal, in accordance with disciplinary policies of the NC Department of Labor and the Office of Human Resources.
- I have been given a copy of the Procurement Card Policy & Procedures and understand and accept the requirements for p-card use.
- I agree to return the p-card immediately upon request or separation from employment (including termination, transfer, resignation, or retirement).
- If the p-card is lost or stolen, I agree immediately to notify a Bank of America representative and the Department's P-Card Administrator.
- I am aware of my responsibility for reporting any misuse of this p-card.

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**EMPLOYEE SIGNATURE**

**DATE**

Send Agreement to the Department's P-Card Administrator at [DOL.Purchasing@labor.nc.gov](mailto:DOL.Purchasing@labor.nc.gov)  
or 1101 Mail Service Center, Raleigh, NC 27699-1101





## P-Card Policy and Procedure Manual

### P-CARD TRANSACTION RECONCILIATION FORM

(To be used for Issued Credits, Fraud, International Fee, Missing Receipt)

Bureau/Office: \_\_\_\_\_ Date: \_\_\_\_\_

P-Cardholder Name: \_\_\_\_\_ P-Card # (last four): \_\_\_\_\_

Merchant Name: \_\_\_\_\_ Date of Transaction: \_\_\_\_\_

Quantity: \_\_\_\_\_ Debit Amount: \_\_\_\_\_ Credit Amount: \_\_\_\_\_

Check Issue:    Fraud ☐    Vendor Error ☐    Missing Receipt ☐    International Fee ☐

Explain in detail how the transaction(s) occurred:


Explain in detail the resolution or corrective action:


Has issue been resolved? \_\_\_\_\_ If not, form should be forwarded to the Department's P-Card Reconciler for resolution with assistance from the Department's P-Card Administrator.

P-cardholder Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Manager Approval \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Reconciler Approval \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Submit to P-Card Reconciler and keep a copy on file.**

\*Attach Fraud Statement from bank if applicable.

\*Missing receipts must have supporting documentation of correspondence with the vendor. The p-cardholder must make a good faith effort to obtain a duplicate receipt from the vendor.

**Send Form to the Department's P-Card Reconciler at [DOL.AccountsPayable@labor.nc.gov](mailto:DOL.AccountsPayable@labor.nc.gov)  
or 1101 Mail Service Center, Raleigh, NC 27699-1101**