



CORPORATE PURCHASING CARD PROGRAM

CARDHOLDER'S GUIDE

Revised 10/2015

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CORPORATE PURCHASING CARD OVERVIEW

PURPOSE

This program is designed to simplify the purchasing of small dollar goods and services.

BENEFITS

The corporate purchasing card system benefits the Maryland Judiciary by reducing paperwork and the processing costs of accounts payable for small dollar purchases. Vendors who accept corporate purchasing cards are paid faster.

LIMITATIONS

Due to limitations in the current bank information systems, vendors subject to 1099 reporting may NOT be paid with the corporate purchasing card. These vendors are unincorporated service providers that require special reporting to the Internal Revenue Service. **Purchases from these vendors are prohibited.**

CONTROLS

The Maryland Judiciary's Corporate Purchasing Card Program uses internal management controls, as well as features and reports from the card vendor's system, to manage and review the process to ensure that procedures are followed.

**MARYLAND JUDICIARY
CORPORATE PURCHASING CARD PROGRAM**

SECTION 1 INTRODUCTION AND INTENT

1. This guide covers the implementation of the Corporate Purchasing Card Program and establishes minimum standards for possession and use of corporate purchasing cards.
2. The Corporate Purchasing Card Program was established to provide flexibility in purchasing for the Judiciary. The P-card allows the Judiciary to obtain small dollar value items in an efficient and cost effective manner, and to purchase from vendors who require immediate payment. Vendors may benefit by a reduction in paperwork and a quicker payment.
3. While this program may provide greater flexibility and increased efficiencies for the Judiciary's corporate purchasing, **nothing in this guide is intended to replace current policy and/or procedures defined under the Maryland Judiciary Procurement Policy.**

SECTION 2 DEFINITIONS

1. **Account Code Number** - Also called Accounting Code. A fifteen (15) character alpha/numeric value defined by the Maryland Judiciary and keyed on the cardholder account. This value is appended to each transaction record and provided by the card vendor when the billing and/or data file(s) is transferred to the Maryland Judiciary and/or General Accounting Division. This allows the Maryland Judiciary to automatically allocate transaction expenses to the correct Program Cost Account (PCA).
2. **ACH-Automated Clearinghouse** - An electronic network used by financial institutions to transfer funds per customer instructions.
3. **Acquirer** - Also referred to as Merchant Acquirer or Merchant Bank. A member of *VISA* that has an account with merchants to process their credit or debit card transactions through the appropriate network(s).
4. **Approving Officer** - The agency head or other lawful designee possessing authority to approve incurring an obligation or making expenditures from State funds.
5. **Authorized Purchases** - Purchases that further the business of the State, and are legitimate business purchases and expenditures made for the State and the

employing agency. Each purchase must be allowed by law and policy, and be within budget authority.

6. **Bank** - The institution issuing Corporate Purchasing Cards to, and in the name of, the Maryland Judiciary.
7. **Corporate Purchasing Card** - Plastic payment device or a specific account number issued by the bank in the name of the Maryland Judiciary to a cardholder for facilitating small dollar purchases on behalf of the Maryland Judiciary.
8. **Cardholder** - A Judiciary employee authorized by the Maryland Judiciary to be the user of a Maryland Judiciary Corporate Purchasing Card. The Corporate Purchasing Card bears the name of the individual who is exclusively authorized to use it. The card can be used to pay for official purchases in compliance with Maryland Judiciary internal procedures.
9. **Card Controls** - Controls coded to each card that restrict the use of the card as defined by the Maryland Judiciary.
10. **Card Vendor** - US Bank/VISA is the current vendor providing corporate purchasing card services to the State.
11. **Declined Transactions** - Transactions in which authorization has been refused by the card vendor/transaction authorization system.
12. **Documentation** - Written evidence of a purchase, provided by the merchant, including an invoice, cash register receipt, packing slip, receiving report, repair order, or other evidence of goods or services received.
13. **Further the Business of the Maryland Judiciary**- A purchase will "further the business of the Maryland Judiciary" only when the purchase:
 - a. Is authorized by law, regulation, and/or by organizational policy and procedures;
 - b. Will promote or support the lawful operation of the Maryland Judiciary on whose behalf the purchase is made; and,
 - c. May be paid by public funds that are currently available to the Maryland Judiciary by appropriation, allocation or other legislative authority (and, where applicable, by allotment) for the purpose of the purchase.
14. **Memo Statement or Bank Statement** - A statement-like form is sent to the cardholder each billing cycle for information and for reconciliation of purchases and/or credits. No payment is due on this statement.

15. **Merchant** - The company, organization or individual who provided the goods or services and who will receive payment resulting from a Corporate Purchasing Card transaction.
16. **Merchant Category Code (MCC)** - The merchant's bank shall categorize each merchant according to the type of business the merchant is engaged in and the kind of goods and services provided. The card vendor shall assign each merchant a corresponding Merchant Category Code (MCC). These codes shall be used as a means of analyzing card usage data as well as assigning card controls. Also referred to as Standard Industry Codes (SIC), a four-(4) digit numeric classification code is used in the authorization and settlement systems to identify the type of merchant.
17. **Personal Purposes** - Purchases that do not "further the business of the Maryland Judiciary" and purchases that do benefit an employee or other person individually, rather than facilitate the discharge of the official functions or duties of the Maryland Judiciary. Any non-business use of the Corporate Purchasing Card that personally benefits the employee or third party, rather than the Maryland Judiciary.
18. **Purchasing Card Program Manager (PCPM)** - An individual designated by the Maryland Judiciary to oversee the Corporate Purchasing Program and the Purchasing Card Program Administrator (PCPA).
19. **Purchasing Card Program Administrator (PCPA)** - An individual designated by the Maryland Judiciary to perform administrative functions within the limits of delegated authority to maintain the effectiveness of the Program.
20. **Sales and Use Tax** - Taxes collected by merchants on items purchased. Sales Tax refers to tax on items purchased within the cardholder's State. Use tax refers to tax on items purchased outside the cardholder's State. **The Maryland Judiciary is exempt from Maryland Sales Tax. The tax exempt number is 30002563 and is printed on each card.**
21. **Single Transaction Dollar Limit** - Also called Single Purchase Limit. A fixed amount determined by the Maryland Judiciary, over which ALL transactions will be declined.
22. **Statement Billing File** - An electronic file available to the Maryland Judiciary's Finance Department on a monthly cycle, that contains all the details concerning transactions on the account, and is used for settlement, cost allocation, and reporting.
23. **Supplier** - Also referred to as Vendor or Merchant. An organization that provides goods or services to a customer and accepts payment for those goods and services. Supplier and Vendor are common terms used by most Purchasing Agents. Merchant is a common term used within the banking industry for those vendors or suppliers who accept Corporate Purchasing Cards.

24. **Transaction Log** – A form to be used by all cardholders to record each transaction, charge, or credit made on a purchasing card. The log should be used by the cardholder to reconcile transactions with their corresponding bank statement.
25. **Unauthorized Use** - Use of the Corporate Purchasing Card for employee travel expenses, meals, outlays for major projects, personal purposes, or purchases in excess of the limit authorized by the policy. **Obtaining cash from the Corporate Purchasing Card is strictly prohibited.**
26. **1099 Vendor** - A 1099 is a form which companies and governments are required to provide to the Internal Revenue Service (IRS) for each unincorporated vendor with whom they spent more than \$600 in a calendar year on 1099 related expenditures. Payments to merchants for goods are not 1099 related expenditures. **Payments to unincorporated vendors for services are 1099 related expenditures, and are not permitted through the use of the Maryland Judiciary Corporate Purchasing Card Program.**

SECTION 3 CORPORATE PURCHASING CARD OVERSIGHT

1. The Maryland Judiciary's Finance Department is responsible for processing invoices to the State Comptroller's Office to pay the bank for all purchases/credits made by the Maryland Judiciary.
2. The Maryland Judiciary's Department of Procurement, Contract and Grant Administration (DPCGA) is responsible for determining if purchases made under this program are in accordance with the Maryland Judiciary's procurement policies and procedures. The Maryland Judiciary's Department of Procurement, Contract and Grant Administration is also responsible for determining if a purchase meets the Corporate Purchasing Card Program's policies and procedures.
3. The Director of the DPCGA, or his/her designee, is responsible for designating a PCPA who shall function as the Judiciary's liaison to the bank.
4. The Maryland Judiciary's Finance Department is responsible for the fiscal oversight of the Maryland Judiciary's Corporate Purchasing Card Program. This includes the prompt payment of the vendor's monthly statement. This is accomplished by the timely retrieval of the vendor statement billing file, and the subsequent transmission of the vendor payment file to the General Accounting Division of the State Comptroller's Office.
5. The PCPA is responsible for providing the Judiciary's Finance Department the Accounting Code Number assigned to each cardholder for verification. Accounting Code Number assignment must be completed prior to the issuance of the Corporate Purchasing Card.

6. The responsibility for the Program rests with the Maryland Judiciary's assigned PCPA.

SECTION 4 ISSUING CORPORATE PURCHASING CARDS

1. The bank will issue Corporate Purchasing Cards to cardholders based on the signed written approval of the State Court Administrator, or designee. The card will be issued with the name of an employee and the Maryland Judiciary embossed on the plastic.
2. The cardholder, the cardholder's Manager/Dept Head, DC Chief Clerk (for DC employees), and the PCPM must complete and sign a Corporate Purchasing Program Card Cardholder Agreement Form (**Exhibit A**) indicating compliance with the Program policy and guidelines. The Maryland Judiciary's PCPA will retain the original agreement.
3. Following the Maryland Judiciary approvals, the PCPA will submit the cardholder information electronically, via the computer system used by the card vendor, for issuance of the card.
4. The card vendor will distribute the Corporate Purchasing Cards directly to the Maryland Judiciary's PCPM. The individual who receives the Corporate Purchasing Cards must be independent of the Judiciary's PCPA duties. The Judiciary's PCPA must not be the one to submit Corporate Purchasing Card applications and receive the cards in the mail from the card vendor.
5. The Judiciary's PCPA is responsible for correcting any errors in the cardholder Accounting Code Number with the card vendor before the issuance of the card.

SECTION 5 CORPORATE PURCHASING CARDS SECURITY

1. The cardholder who has been issued a Corporate Purchasing Card must secure and control the card, and any documents containing the account number, at all times.
2. The PCPA must maintain accurate records at all times of the individual cardholders responsible for each card issued to the Maryland Judiciary.
3. The card vendor will monitor the cardholders' card expiration dates and reissue cards every 36 months via the Judiciary's PCPM.
4. Every effort should be made to secure all purchasing card account number information. This includes reports, statement packing slips, and receipts. Paper documents containing the purchasing card account number should be shredded or destroyed when the information is no longer needed. Retention of the

documents shall be in accordance with the Maryland Judiciary's Records Retention and Disposal Policy. Furthermore, access to the card vendor's database should be limited to only select users. Transaction management is secured with access rights dictated and assigned by the Maryland Judiciary to allow access only by authorized personnel. Typically, individual users of transaction management, supervisors, and PCPAs will have access to functionality restricted to their level in the billing hierarchy. The Cardholders may be granted authority to view their transactions, dispute transactions, and make entries into the cardholder log of transactions.

SECTION 6 CORPORATE PURCHASING CARD USE

1. Normally, a card will have a Single Purchase Limit not exceeding the amount specified under Category I Small Procurements as defined in the Maryland Judiciary's Procurement Policy. **Purchases shall not be divided artificially in order to use the Category I Small Procurement method.**
2. Corporate Purchasing Cards shall only be used for authorized purposes. Capital outlays for major projects are not authorized. **Also prohibited are purchases of the following:**
 - **Equipment and furniture costing \$1,000 or more per item;**
 - **Sensitive items (items costing less than \$250, but which are prone to theft);**
 - **IT software, hardware and maintenance services, unless approved in advance by JIS.**
3. **Specific restrictions** apply to the following Merchant Category Code Groups (MCCG):
 - a. Service Providers - MCC #6010 through #7033 -Total Group Restriction (Financial Institutions, Securities Brokers, Timeshares, etc.).
 - b. Personal Service Providers - MCC #7221 through #7299. Restrictions on (Photographic Studios, Beauty and Barber Shop, Shoe Repair/Shine Shops, Funeral Services and Crematories, Dating and Escort Services, etc.). Cardholder questions regarding specific types of transactions should be addressed to the Maryland Judiciary PCPA.
 - c. Amusement and Entertainment - MCC #7832 through # 7997 and #7999. Restrictions on (Motion Picture Theaters, Bowling Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.).
4. Contracted Services - 1099 vendors (Unincorporated Service Providers) are not blocked, but are excluded by regulation. Any services that may be IRS Form 1099 reportable are NOT authorized (see Section 2 for definition of IRS Form 1099).

5. **Cash Advances/money orders are strictly prohibited.**
6. See the PCPA for the full list of MCC codes.

SECTION 7 CORPORATE PURCHASING CARD ABUSE

1. If an employee abuses the Corporate Purchasing Card privilege or the provisions of the Corporate Purchasing Card agreement, the card may be forfeited and cancelled, and the employee is subject to disciplinary action up to and including dismissal. The employee may also be ineligible for restoration of Corporate Purchasing Card privileges.
2. In addition to the sanctions described in the preceding paragraph, the Maryland Judiciary reserves the right to refer instances of abuse that violate other statutes to the appropriate law enforcement agency.
3. The Maryland Judiciary reserves the right to collect from the employee the cost of any purchases that are prohibited or do not further the business of the Maryland Judiciary. The collection may be accomplished through payroll deduction or any other collection process.
4. The card vendor's Liability Waiver Program requires the Maryland Judiciary to initiate termination proceedings as soon as documented evidence of cardholder abuse has been discovered and verified. The agency PCPA and/or the State Court Administrator, or their designee, shall notify the card vendor to cancel the cardholder card within two (2) days of the documentation and verification of cardholder misuse. Furthermore, specific forms supplied by the card vendor must be completed and filed with the bank. Forms and detailed instructions are available from the bank (reference the Liability Waiver Program).

SECTION 8 CORPORATE PURCHASING CARD ASSIGNMENT GUIDELINES

1. The following guidelines will apply to the assignment of the Corporate Purchasing Cards:
 - a. Limited to Maryland Judiciary employees;
 - b. Limited to employees who have not had personnel incidents which impact upon the use of the card;
 - c. Limited to employees specifically approved by the Manager/Dept Head's or designee;

- d. Limited to employees who sign a Corporate Purchasing Card agreement and who will be subject to personnel discipline procedures in the event of abuse or failure to comply with established guidelines;
- e. Requires the approval of assignment of the card by the Manager/Dept Head or designee;
- f. Monthly credit card limits should be consistent with the authorized monthly spending limits established by the Maryland Judiciary. Credit limits should not be substantially greater than the cardholder's preauthorized monthly spending authority; and,
- g. Cardholder usage will be reviewed annually. Cards may be cancelled if the review determines that there is no longer a need for the card. In those cases, the cardholder will be notified to return the card to be destroyed by the PCPA.

SECTION 9 CORPORATE PURCHASING CARD DOCUMENTATION

- 1. The Maryland Judiciary's Finance Department will ensure that necessary procedures are in place for prompt payment and posting of charges and credits.

The cardholder's supervisor, manager, or other administrative official will ensure that documentation is adequate and sufficient to allow for the proper recording and reconciliation of expenditures. **Documentation is required for all purchases and credits.** Acceptable documentation shall be one (1) of the following items:

- a. Itemized Corporate Purchasing Card charge/credit slip;
 - b. Itemized sales slip;
 - c. Itemized packing slip;
 - d. Itemized cash register receipt; or,
 - e. Itemized repair order.
- 2. A monthly statement from the card vendor will be addressed and mailed to the cardholder.
- 3. **Each cardholder must maintain a Transaction Log (Exhibit B) for recording each charge and/or credit made with each Corporate Purchasing Card.** The Transaction Log may be recreated electronically; however, all current wording and signatures must be retained.
- 4. After receiving the statement from the bank, the cardholder must match it with the Transaction Log and the documentation for every purchase charge and/or credit. If documentation is missing, reasonable attempts should be made to obtain a copy of the appropriate documentation from the vendor referenced on

the bank statement. When the documentation is received, it should be reviewed and certified as received, or reported as a Disputed Item to the card vendor.

5. A pattern of missing documentation could result in the loss of Corporate Purchasing Card privileges.
6. When completed, the statement, the properly authorized log, and documentation for every purchase will be forwarded to the cardholder's reviewer for signature.
7. Once all the proper signatures are obtained, a copy of the Transaction Log must be transmitted to the PCPA, or District Court's Finance Manager, by the 10th of the following month. (Example: Jan.'s log should be received no later than Feb. 10th).

SECTION 10 CORPORATE PURCHASING CARD RECORD RETENTION

1. The Maryland cardholder shall maintain a permanent file containing the original Transaction Logs and documentation for every charge/credit appearing on the Memo or Bank Statement. This file shall be subject to periodic review by the Maryland Judiciary's Office of Internal Audit, the Office of Legislative Audits, and any other duly authorized auditors.
2. The Maryland Judiciary's PCPA shall maintain a current list of cards issued.

SECTION 11 HOW THE CORPORATE PURCHASING CARD WORKS

1. Any merchant that can process a *VISA* card as a payment for purchases can accept the Corporate Purchasing Card. Each merchant contracts with a bank to have its *VISA* card receipts processed. The bank provides the merchant with the necessary equipment and communications link into the *VISA* card network. *VISA* card accesses the card vendors' database of cardholder information by communicating with Total System Services, Inc. (TSYS), the bank's corporate card processor.
2. Some merchants use the phone to verbally request authorization on a Corporate Purchasing Card purchase. However, most merchants have an electronic point-of-sale terminal, PC processor, or mainframe link to their merchant bank.
3. Return of merchandise to the merchant, and/or disputes resulting in the issuance of a credit to the cardholder, are posted each day along with the purchase transactions, and are updated in the database for subsequent transmittal to the Maryland Judiciary.

4. The typical operational procedures associated with Corporate Purchasing Card purchases are as follows:
 - a. A Judiciary employee presents his/her Corporate Purchasing Card to a merchant to make a business purchase. (A purchase could be made over the telephone, Internet, fax, etc.).
 - b. The merchant typically uses an electronic point-of-sale terminal to submit the total purchase for authorization. If automated equipment is not available, the authorization request is telephoned into the card vendor.
 - c. The cardholder's card number is used to determine whether any limits or restrictions for that employee have been exceeded, or controls have been breached, by using the card at this time and with this merchant. Authorization typically takes just a few seconds. If authorization is granted, the purchase is completed and the database is updated to include the authorization. If authorization is denied, this is also noted in the card vendors' database.
 - d. The merchant summarizes daily receipts and submits them to the merchant-processing bank for payment, usually at the end of the business day.
 - e. The following day, the merchant's account is credited by the bank. Total Systems (TSYS) transmits transaction detail and daily reporting information to the card vendor.
 - f. The card vendor provides reporting information to the Maryland Judiciary in a web-based format.
 - g. The Judiciary's Finance Department will process the card vendor's monthly statement on an agreed upon schedule.

Specific restrictions apply to all Corporate Purchasing Cards for all Maryland Judiciary employees. **Section 6** identifies these restrictions.

The primary advantage of the Corporate Purchasing Card is the ability to assign different limits to each cardholder to restrict purchasing authority. These limits allow the Maryland Judiciary to extend purchasing responsibility to many more individuals in the current purchasing environment while maintaining or increasing control over the purchasing budget. The following limits can be uniquely established for each Corporate Purchasing Cardholder:

1. *Spending amount per cycle*: The cardholder can only incur transactions totaling this amount for each billing cycle.
2. *Number of transactions per cycle*: Each cardholder can be limited as to the number of purchase transactions that can be made in a monthly billing cycle.
3. *Purchase amount*: Each purchase transaction for which authorization is requested will be verified against this amount.
4. *Number of transactions per day*: On a daily basis, the cardholder can be limited to the number of purchase transactions specified. Every transaction will also affect the monthly transaction limit once it is posted.
5. *Merchant category*: Each cardholder may be assigned one or more Merchant Category Code restrictions. These codes include various merchant categories or groups of Standard Industry Codes (SIC), depending on the type of purchases you are making. The seven primary merchant categories are:

- Transportation
- Utilities
- Retail
- Auto & Vehicles
- Clothing Stores
- Miscellaneous
- Business/Repair Services

The Merchant Category Codes (MCC) are designed to offer every combination possible for the above listed categories, plus several unique SIC code groups. MCCs can be coded to individual purchasing cards that preclude purchases from designated types of merchants (liquor stores, etc.). The restriction is imposed at point-of-sale, if the merchant requests authorization for the transaction.

The use of the card with 1099 vendors (Unincorporated service providers) is prohibited.

THE PURCHASING CARD MAY NOT BE USED FOR CASH ADVANCES.

SECTION 13 REQUESTING A CARD

If your position requires you to make purchases, this Corporate Purchasing Card may help you in your everyday tasks. To obtain a card, please follow these simple steps:

1. Complete a Cardholder Agreement Form. In lieu of using Social Security Numbers, a User Identification Number Assignment (**Exhibit C**) sheet has been created.
2. The immediate Manager/Dept. Head will approve the Cardholder Agreement form.
3. The completed and approved form will be forwarded to the PCPM for approval. If approved, the PCPA will enter the Cardholder's information on-line into the merchant bank computer system.
4. The merchant bank will forward the card to the Maryland Judiciary's PCPM within two (2) to five (5) business days.
5. The Maryland Judiciary's PCPM will forward the card to the cardholder with instructions regarding the use of the card. Basic instructions regarding the use, record keeping, allowable purchases, and emergency numbers in case of lost/stolen cards, will be discussed. The cardholder will sign the Corporate Purchasing Card Acknowledgment (**Exhibit D**) acknowledging receipt of the card and instructions. The signed Corporate Purchasing Card Acknowledgment should be sent back to the PCPA.
6. The card may be used as soon as the cardholder registers the card online with the bank.

SECTION 14 DEFECTIVE MERCHANDISE

1. If items are purchased and found to be defective or faulty, the cardholder can return the item(s) to the supplier who will initiate a credit to appear on the subsequent month's cardholder bank statement.

2. If the cardholder cannot resolve the dispute with the supplier, follow the steps in Section 15 Disputes.

SECTION 15 DISPUTES

1. When a cardholder discovers an incorrect amount has been charged for goods and/or services received, or a questionable purchase or transaction appears on the monthly cardholder bank statement, the cardholder must immediately seek to resolve the problem with the vendor. If no resolution can be made with the vendor, a Cardholder Statement of Disputed Item form should be completed and forwarded to the PCPA for handling. It is important to note that the form should be forwarded to the card vendor as soon as the discrepancy occurs, but not later than sixty (60) days after the appearance of the item on the cardholder bank statement.
2. The card vendor will issue an adjustment to the balance due until resolution of the dispute. If the resolution of the dispute results in a credit, it will be posted to the cardholder account.
3. The cardholder must post the credit to the Transaction Log and verify that the credit appears on the subsequent monthly bank statement.

SECTION 16 WHAT TO DO IF CARD IS LOST OR STOLEN

If your Corporate Purchasing Card is lost or stolen, **you must telephone the USBank's Customer Service (800-344-5696) immediately.** This number is available 24 hours a day, 7 days a week, and 365 days a year. Lost cards reported by telephone are blocked immediately. If requested before 3:00 P.M. EST, a cardholder will usually receive an emergency replacement card within 24 hours. **Notify the PCPA immediately of Lost or Stolen Cards and when the replacement card is received.**

SECTION 17 RECONCILIATION AND RECORD KEEPING

1. A receipt is required for each transaction.
2. Every transaction (**charge or credit**) must be recorded on a Cardholder Transaction Log sheet (**Exhibit B**), which contains the cardholders name, month, transaction date, merchant name, description of item purchased (including quantity), account to be charged if different from that assigned to Corporate Purchasing card, and the amount of purchase. The cardholder will use this log to reconcile the monthly charges against the credit card statement.

3. A Monthly Cardholder Statement will be sent by the card vendor to each cardholder after the cutoff on the 25th day of the month (**THIS IS NOT A PURCHASING CARD BILL**). The cardholder is responsible for reconciling the Monthly Cardholder Statement with the Transaction Log sheet, attaching all receipts, signing, and forwarding the package to their immediate supervisor within three (3) days of receipt of the monthly statement.
4. The cardholders' immediate manager, or designee as assigned by the Department Head, who has the experience and position to determine if purchases are reasonable and necessary, must certify the accuracy and completeness of the Transaction Log by signing and dating the log. The signature of the immediate manager or designee verifies that the applicable receipts/invoices and bank statement are attached to the Transaction Log, as well as the accuracy of the monthly detail, including whether or not the transactions are appropriate. The Transaction Log and original documentation for every charge and credit must be retained by the cardholder as a permanent record of purchase transactions made by the cardholder. A copy of the signed Transaction Log is transmitted to the PCPA, or the District Court's Finance Manager.
5. The cardholder should use the USBank "Access Online" feature (<https://access.usbank.com>) to review daily charges to ensure that charges are coded to the correct object code. If the object code is incorrect or assigned to the DEFAULT PCA OBJECT (0995), the cardholder must enter the correct object code. The cardholder can make corrections on-line anytime during the month, and up to three days after the cutoff on the 25th day of the month. After this timeframe, the Finance Department will notify the cardholder of the additional time period during which they can make corrections in GEARS.

SECTION 18 CONTACT INFORMATION

USBank Customer Service Desk: 1-800-344-5696 (Press * for a Customer Service Rep)

Purchasing Card Program Manager (PCPM): Lisa Peters – 410-260-1265

Purchasing Card Program Administrator (PCPA): Lisa Lee - 410-260-1263
(Fax) - 410-260-2520

General Cardholder & Procurement Information:
Lisa Lee - 410-260-1263 or Yashica Forrester – 410-260-3591

District Court Finance Manager: Larry Tucker - 410-260-1206
(Fax) - 410-260-1299

**MARYLAND JUDICIARY
PURCHASING CARD PROGRAM CARDHOLDER AGREEMENT**

Exhibit A

I, _____, hereby request a Corporate Purchasing Card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:

1. I understand that I am being delegated the authority to purchase supplies and services on behalf of the Maryland Judiciary, using the Maryland Judiciary Corporate Purchasing Card.
2. I agree that this card will be used for approved purchases only and, further that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws and regulations. All purchases must comply with the Maryland Judiciary Procurement Policy and the Maryland Judiciary Corporate Purchasing Card Cardholder's Guide. I understand that my failure to follow established procedures may result in disciplinary actions against me, including loss of time, suspension and/or termination of employment, fine, and/or criminal prosecution.
3. I agree to return the card immediately upon suspension and/or termination (including retirement) or upon reassignment to another Agency or cost center. Also, I agree to return the card immediately upon request of my supervisor and that disciplinary actions referred to in paragraph 2 would also apply for failure to do so.
4. If the card is lost or stolen, I agree to immediately notify USBank (800-344-5696) and the Purchasing Card Program Administrator (PCPA).

STATEMENT OF COMPLIANCE

I certify that I shall purchase supplies or services in accordance with applicable Maryland Judiciary Procurement Policy and Maryland Judiciary Corporate Purchasing Card Cardholder's Guide procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to Maryland Judiciary Regulations and all other applicable laws and regulations.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Purchasing Card purchase. I hereby authorize the State of Maryland to deduct from my payroll check and from any other payments to me the amount of such unauthorized purchases made on the Corporate Purchasing Card issued to me.

Employee's Signature/Date

Accounting Code Number (PCA)

Employee's ID Number

Employee's Dept./Jurisdiction

Employee's Office Address

Employee's Office Phone Number

Manager/Dept. Head's Signature/Date

DC Chief Clerk's Signature/Date
(Required for DC Employee's)

Purchasing Card Program Manager's (PCPM)
Signature/Date

USER IDENTIFICATION NUMBER ASSIGNMENT

In lieu of using Social Security Numbers, User Identification Numbers for the Purchasing Card System has been assigned as follows:

The first three digits will be assigned by the cardholder's Judiciary location:

- 100 - Administrative Office of the Courts
- 200 - Chief Judge's Office
- 300 - Court Related Agencies
- 400 - Court of Appeals
- 500 - Courts of Special Appeals
- 600 - Circuit Court
- 700 - District Court
- 800 - Orphan's Court

The second two digits will always be 00

The final four digits will be the last four numbers of the cardholders' social security number.

Thus, a complete Employee's ID Number would look as follows:

100-00-4624



Procurement, Contract & Grant Administration

2003 C Commerce Park Drive

Annapolis, Maryland 21401

Corporate Purchasing Card Acknowledgment

This is to acknowledge receipt of the **Corporate Purchasing Card** issued by USBank.

This card is assigned to _____(name), of

_____ (department/section name) and agrees to comply with the

Terms & Conditions along with the Statement of Compliance related to the use of the card.

If the card is lost or stolen, I agree to **IMMEDIATELY** notify USBank (800-344-5696) and the Purchasing Card Program Administrator.

Signature _____

Date _____

Please return acknowledgment to:

**Lisa Lee
Purchasing Card Program Administrator (PCPA)
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, MD 21401**