

PROCUREMENT, CONTRACT, AND GRANT ADMINISTRATION

7.5 MARYLAND JUDICIARY CORPORATE PURCHASING CARD PROGRAM

(a) CORPORATE PURCHASING CARD OVERVIEW

(1) Purpose

In general, Judiciary purchases are to be made in accordance with the MD Judiciary Procurement Policy and the Corporate Purchasing Cardholder's Guide. However, at times, it may be necessary to use a Purchasing Card. This program is designed to simplify purchasing from online vendors and local retail establishments, and for necessary business travel costs incurred by employees.

(2) Benefits

The system provides flexibility in purchasing by permitting the Cardholder to deal directly with the vendor for acceptable purchases. It also enables the Cardholder to make purchases from online vendors, or from vendors with whom it is not reasonable to set up a corporate billing agreement.

(3) Limitations

Due to limitations in the current Bank information systems, vendors subject to Form 1099 reporting may NOT be paid with the Corporate Purchasing Card. These vendors are service providers that require special reporting to the Internal Revenue Service. Purchases from these vendors are prohibited.

(4) Controls

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

(b) 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 Card.
- (2) The Corporate Purchasing Card Program was established to provide flexibility in purchasing for the Judiciary. In general, Judiciary purchases are to be made in accordance with the Maryland Judiciary Procurement Policy and the Corporate Purchasing Cardholder's Guide. However, at times, it may be necessary to use a Purchasing Card. This program is designed to simplify purchasing from online vendors and local retail establishments, and for necessary business travel costs incurred by employees.
- (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 or procedures defined under the Maryland Judiciary Procurement Policy.

(c) Definitions

- (1) **Account Code Number** - Also called Accounting Code, this is 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 is 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, this is a member of VISA who 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, who has the authority to approve an obligation or to make expenditures from Judiciary funds.
- (5) **Authorized Purchases** - Purchases that further the business of the Judiciary, and are legitimate business purchases and expenditures made for the Judiciary. 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 Authorized 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 Judiciary.
- (11) **Declined Transactions** - Transactions which have 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; 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 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) **Object Code** – Also called Sub-Object Code, this is a four (4) character numeric value defined by the Maryland Judiciary's Department of Budget and Finance (DBF).
- (18) **Personal Purchases** - Purchases that do not "further the business of the Maryland Judiciary", or purchases that 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 a third party, rather than the Maryland Judiciary.
- (19) **Purchasing Card Program Manager (PCPM)** - An individual designated by the Director of the Department of Procurement, Contract, and Grant Administration (DPCGA) to oversee the Corporate Purchasing Program and the Purchasing Card Program Administrator (PCPA).
- (20) **Purchasing Card Program Administrator (PCPA)** - An individual designated by the Director of the DPCGA to perform administrative functions within the limits of delegated authority to maintain the effectiveness of the Purchasing Card Program.
- (21) **Sales and Use Tax** - Taxes collected by Merchants on items purchased. Sales Tax refers to a tax on items purchased within the Cardholder's State. Use tax refers to a tax on items purchased outside the Cardholder's State. The Maryland Judiciary is exempt from Maryland Sales Tax. The tax exempt number is printed on each Card. Cardholders should notify the Merchant of their tax exempt status before making the purchase.

- (22) **Single Transaction Dollar Limit** - Also called Single Purchase Limit, this is a fixed amount determined by the Maryland Judiciary over which all transactions will be declined.
- (23) **Statement Billing File** - An electronic file available to the Maryland Judiciary's Department of Budget and Finance (DBF) on a monthly cycle that contains all of the details concerning transactions on the account, and which is used for settlement, cost allocation, and reporting.
- (24) **Supplier** - Also referred to as vendor or Merchant, this is 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.
- (25) **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.
- (26) **Unauthorized Use** - Use of the Corporate Purchasing Card for Unauthorized Purchases of any kind, for cash, or for purchases in excess of the limits authorized by Judiciary policy, is considered Unauthorized Use and may result in the loss of the Card and/ or disciplinary actions.
- (27) **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 vendors for services are 1099 related expenditures, and are not permitted on the Maryland Judiciary Corporate Purchasing Card.

(d) Corporate Purchasing Card Oversight

- (1) The Maryland Judiciary Department of Budget & Finance (DBF) is responsible for processing invoices to the State Comptroller's Office to pay the Bank for all purchases/credits made by through the Judiciary Corporate Purchasing Card Program
- (2) The Maryland Judiciary's DPCGA is responsible for determining if purchases made under this Program are in accordance with the Maryland Judiciary's procurement policies and procedures. The DPCGA also is 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 DBF 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 overall responsibility for the Program rests with the Maryland Judiciary's assigned PCPA.

(e) Issuing Corporate Purchasing Cards

- (1) The Bank will issue Corporate Purchasing Cards to Cardholders based upon the signed written approval of the State Court Administrator, Deputy 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/Department Head, the District Court Chief Clerk (for District Court employees), the State Court Administrator, Deputy State Court Administrator, or designee, 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 agreement.
- (3) The Cardholder's Manager/Department Head is responsible for ensuring that any errors on the Corporate Purchasing Program Card Cardholder Agreement Form (Exhibit A) are corrected before the form is forwarded to the State Court Administrator, Deputy State Court Administrator, or designee, and the PCPM for processing.
- (4) 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.
- (5) The Card vendor will distribute the Corporate Purchasing Cards directly to the Maryland Judiciary's PCPM.

(f) Corporate Purchasing Cards Security

- (1) The Cardholder must, at all times, secure and control the card and any documents containing the account number.
- (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 when new Cards are provided by the Merchant Bank.
- (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 authorized personnel only. Transaction management is secured with access rights dictated and assigned by the Maryland Judiciary to allow access only by authorized personnel. Typically, access by authorized personnel will be restricted to the functionality applicable to their level in the billing hierarchy. The Cardholders may be granted authority to view their transactions, dispute transactions, and to make entries into the Cardholder's log of transactions.

(g) Corporate Purchasing Card Use

- (1)** In general, Judiciary purchases are to be made in accordance with the Maryland Judiciary Procurement Policy and the Corporate Purchasing Cardholder's. However, at times, it may be necessary to use a Purchasing Card. 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. In addition, some purchases should be processed through specific business departments.
- (2)** Corporate Purchasing Cards shall only be used for authorized purposes. The following purchases are prohibited, unless specifically authorized by the Director of DPCGA, or designee:
 - (A) Equipment and furniture costing \$1,000 or more per item;
 - (B) Sensitive items (items costing less than \$250, but which are prone to theft);
 - (C) IT software, hardware, and maintenance services, unless approved in advance by JIS; and,
 - (D) All Equipment Maintenance Services
- (3)** MCC codes can only be opened with the approval of the Director of the DPCGA, or designee. Cardholder questions regarding specific types of transactions should be addressed to the Maryland Judiciary PCPA. Charges to the following Merchant Category Code (MCC) are restricted unless specifically authorized by the Director of DPCGA, or designee:
 - (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.).
 - (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 (Service Providers) are not blocked, but are excluded by regulation. Any services that may be reported on IRS Form 1099 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.

(h) 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 may be subject to disciplinary actions 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 Cardholder 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 which do not meet the established purchasing/procurement needs of the Maryland Judiciary. The collection may be accomplished through payroll deduction, salary offset, 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 designee, shall notify the card vendor to cancel the Cardholder Card within two (2) days of the Documentation and verification of Cardholder abuse. In addition, 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).

(i) Corporate Purchasing Card Assignment Guidelines

- (1) The following guidelines will apply to the assignment of the Corporate Purchasing Cards:
 - (A) Limited to Maryland Judiciary full-time employees;
 - (B) Limited to employees who have not had personnel incidents which impact their authority to use of the Card;
 - (C) Limited to employees specifically approved by their Manager/Department Head.
 - (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 the established guidelines;
 - (E) Requires the approval of assignment of the Card by the State Court Administrator, Deputy State Court Administrator, 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 and spending limits will be reviewed annually. Cards may be cancelled if the review determines that, based upon usage, there is no longer a need for the Card.

(j) Corporate Purchasing Card Documentation

- (1) The Judiciary Department of Budget & Finance 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 monthly Transaction Log (Exhibit B) for recording each charge and/or credit made with each Corporate Purchasing Card. If there are no charges in a given month, a Transaction Log is still required to be processed for signature stating “No Charges”.
- (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 accurate, 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 the required Documentation (Section 9) for every purchase must be forwarded to the Cardholder's Manager/Department Head for review and signature, as well as to verify that the Object Codes are correct.
- (7) Once all the proper signatures are obtained, a copy of the Transaction Log must be transmitted to the PCPA, or the District Court’s Finance Manager, by the 10th of the following month. (Example: January’s log should be received no later than February 10th).

(k) Corporate Purchasing Card Record Retention

- (1) The Maryland Cardholder shall maintain a permanent file containing the Transaction Logs and Documentation for every charge or 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 personnel.
- (2) The Maryland Judiciary’s PCPA shall maintain a current list of Cards issued.

(l) 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. Most Merchants, however, 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 Merchant Bank.
- (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 Maryland Judiciary is exempt from Maryland Sales Tax. The tax exempt number is printed on each Card. Cardholders should notify the Merchant of their tax exempt status before making the purchase.
 - (C)** 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.
 - (D)** 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.
 - (E)** The Merchant summarizes daily receipts and submits them to the Merchant Bank for payment, usually at the end of the business day.
 - (F)** The following day, the Merchant's account is credited by the Bank. Total System Services, Inc (TSYS) transmits transaction details and daily reporting information to the Card vendor.
 - (G)** The Card vendor provides reporting information to the Maryland Judiciary in a web-based format.
 - (H)** The Judiciary's DBF will process the Card vendor's monthly Statement on an agreed upon schedule.

(m) Cardholder Limits

Specific restrictions apply to all Corporate Purchasing Cards for all Maryland Judiciary Cardholders. Section G identifies these restrictions.

The Corporate Purchasing Card PCPA has the ability to assign different limits to each Cardholder to restrict purchasing authority to what is needed to perform their functions. 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 can be restricted to a maximum purchase 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 restrictions prevent purchases from vendors with these Merchant category types. These codes include various Merchant categories, or groups of Standard Industry Codes (SIC), depending upon the type of purchases you are making. The seven primary Merchant category restrictions are:
 - (A) Transportation Utilities
 - (B) Retail
 - (C) Auto & Vehicles
 - (D) Clothing Stores
 - (E) Miscellaneous
 - (F) Business/Repair Services

The restriction is imposed at the point-of-sale, if the Merchant requests authorization for the transaction. If it is necessary for you to purchase from a Merchant with a restricted code, please contact the PCPA. They will assist you with processing the charge through the Procurement Card, or with changing your Merchant code restrictions, if authorized.

The use of the Card with 1099 vendors (service providers) is prohibited.
The Purchasing Card may not be used for cash advances.

(n) Requesting a Card

A Corporate Purchasing Card may be necessary for you to perform 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/Department Head will approve and sign the Cardholder Agreement form.
- (3)** The completed and approved form will be forwarded to the State Court Administrator, Deputy State Court Administrator, or designee, for final approval.
- (4)** The completed and approved form will be forwarded to the PCPM for approval. The PCPA will enter the Cardholder's information on-line into the Merchant Bank computer system.
- (5)** The Merchant Bank will forward the Card to the Maryland Judiciary's PCPM within two (2) to five (5) business days.
- (6)** The Maryland Judiciary's PCPM will forward the Card to the Cardholder. Basic instructions will be

discussed regarding the use, record keeping, allowable purchases, and emergency numbers in case of lost or stolen Cards. The Cardholder will sign the Corporate Purchasing Card Acknowledgment (Exhibit D) acknowledging receipt of the Card and the instructions. The signed Corporate Purchasing Card Acknowledgment should be sent back to the PCPA.

- (7) The Card may be used as soon as the Cardholder registers the Card online with US Bank.

(o) 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 P-Disputes.

(p) 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 no 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.

(q) What to Do if Card is Lost or Stolen

If your Corporate Purchasing Card is lost or stolen, you must telephone the US Bank'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.

(r) 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), Object Code to be charged, total charged per Bank Statement, and the amount of the purchase. The Cardholder will use this log to reconcile the monthly charges against the credit Card Statement. If there are no charges in a given month, a Transaction Log is still required to be processed for signature stating “No Charges”.

- (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 completed package to their Manager/Department Head within three (3) days of receipt of the monthly Statement.
- (4) The Cardholders' Manager/Department Head must certify the accuracy and completeness of the Transaction Log by signing and dating the log. The signature of the Manager/Department Head verifies that the applicable receipts, invoices, and Bank Statement are attached to the Transaction Log. It also verifies the accuracy of the monthly details, including whether or not the transactions are appropriate, and that the Object Codes are correct. The Transaction Log, and original Documentation for every charge and credit, must be retained by the Cardholder for the required records retention period as a record of the purchase transactions made by the Cardholder. A copy of each month's signed Transaction Log should be transmitted to the PCPA, or the District Court's Finance Manager. If there are no charges in a given month, a Transaction Log is still required to be processed for signature stating “No Charges”.
- (5) The Cardholder should use the US Bank “Access Online” feature (<https://access.usbank.com>) to review daily charges to ensure that charges are coded to the correct Object Code. See the US Bank Account Set Up, Reconciliation, and Record Keeping Processing-Cardholder Desktop Guide (<http://mdcourts.gov/gears/pdfs/pcardacctsetupreconrecordkeeping.pdf>). If the Object Code is incorrect, or assigned to the default PCA Object Code (0995), the Cardholder must enter the correct Object Code. The Cardholder can make corrections on-line any time during the month, and up to three calendar 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 of three business days during which they can make corrections in GEARS. Any changes needed after this time period will require that an adjustment be generated and posted in the GEARS system. See the P-Card GEARS Monthly Statement Processing-Cardholder Desktop Guide (<http://mdcourts.gov/gears/pdfs/pcarddesktopguidecrdholder.pdf>)

(s) Contact Information

US Bank Customer Service Desk: 1-800-344-5696 (Press * for a Customer Service Representative)
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: Email to P-Cards@mdcourts.gov
Lisa Lee - 410-260-1263 or Yashica Forrester – 410-260-3591
(Fax) - 410-260-2520

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