



BPW Advisory No.: 1998-1

Date: March 18, 1998

Revised: August 27, 2009

Subject: Corporate Purchasing Card

Effective Date: Immediately

*Martin O'Malley
Governor*

*Nancy K. Kopp
Treasurer*

*Peter Franchot
Comptroller*

*Sheila McDonald
Executive Secretary*

Purpose: To instruct procurement agencies concerning the use of Corporate Purchasing Cards.

Policy: For single purchases valued at \$2,500 or less, a State agency **MUST** use a CPC unless:

- The agency is required to order from a Statewide contract.

A listing of Statewide commodities contracts can be found at <http://dgsweb.dgs.state.md.us/activeBPO/commodities.html>

OR

- Vendor cannot accommodate purchasing card transactions.

**For single purchases over \$2,500, an agency MAY NOT use the CPC for payment unless the agency has specific authorization from the Comptroller's Office.*

Policy and Procedures Manual: CPC purchases must be made consistent with the Comptroller's *Corporate Purchasing Card Program Policy and Procedures Manual* which can be found online at:

http://compnet.comp.state.md.us/General_Accounting_Division/Static_Files/CPCM/cpc.pdf

Procurement Requirements: All CPC purchases must be conducted in accordance with Category I small procurement regulations (COMAR 21.05.07) and be consistent with control agency delegations. Payments for employee travel are not procurements.

Competitive Pricing: Although not required, State agencies are urged to seek more than one price quote and solicit from certified minority-owned businesses and small businesses.

Documentation:

For verbal agreements (e.g. telephone order), COMAR requires:

1. Name and telephone number of purchaser;
2. Date of contract award;
3. Name and address of vendor;
4. Receipt, invoice, repair order, packing slip, or voucher; and
5. Brief description of item procured.

For written solicitations (e.g. a request for quotes), COMAR requires:

1. Name and telephone number of purchaser;
2. Date of contract award;
3. Name and address of vendor;
4. Purchase order or contract;
5. Invoice and receiving documentation;
6. Brief description of item procured;
7. Copy of written solicitation; and
8. Copy of bid board or newspaper notice, if used.

Documentation should be maintained in accordance with the agency's Records Retention and Disposition Schedule (COMAR 14.18.02) and the Comptroller's Corporate Purchasing Card Program Policy and Procedures.

Questions concerning this Advisory may be addressed to:

Implementation and operational questions:

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Procurement policy and regulation questions :

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