

February 26, 2004

MEMORANDUM

TO: P-card Cardholders
P-card Supervisors

FROM: Lorraine Ziara-Denmark
Procurement Card Program Administrator

SUBJECT: Notification for P-Card Charges

Our procurement card program is managed by the State of Maryland through the General Accounting Division (GAD) of the State Comptroller's Office. The Legislative Auditor's Office recently reviewed GAD's oversight and management of the State program and cited problems associated with their oversight of transactions by supervisors/reviewers. As a result of their findings, **all** participants in the pcard program must comply with additional requirements.

Current policies require that each cardholder and cardholder supervisor review and reconcile all card transactions on a monthly basis and certify, by signing the log, that all purchases were appropriate and in accordance with the policies established for the program. **Effective with the February billing cycle (January 26 – February 25, procurement card supervisors must notify me in writing if and only if the following conditions apply:**

1. All p-card transactions made during the monthly reporting period ***do not comply*** with State requirements.
2. All transactions have ***not*** been approved by supervisory personnel.
3. All transactions have ***not*** been reconciled to the cardholders' statements.

Each month, a reminder will be sent to you concerning this requirement. Any exceptions as noted above must be forwarded to me directly by the 25th of the month following cycle closing. Your cooperation is essential for our program to remain in good standing! Please note that if I do not hear from you, I will conclude that as p-card supervisor, you have reviewed all the charges for the month, that the charges have been reconciled and that you have signed the P-card log to certify that all charges comply with the policies and procedures of the -card program.

I have attached for your review a copy of the GAD letter discussing the new notification policy. Although we realize this is an additional procedure, it is one that all participating agencies, including universities, must follow. If we do not comply, our procurement cards may be suspended.

Thank you in advance for your cooperation. If you have any questions you may contact me at x43492.