

ADDENDUM TO THE INTERAGENCY AGREEMENT FOR STATE PURCHASING CARD PROGRAM

I hereby certify that I have taken the responsibility for the role of Agency Purchasing Card Coordinator for the _____ . I agree to abide by the following terms and conditions, which have been revised from the original agreement due to policy and processing updates.

(Agency/Division Name)

_____ agrees to the following conditions:
(Agency/Division Name)

1. The agency shall designate an Agency Purchasing Card Coordinator to be responsible for the overall operation of the State Purchasing Card Program at the agency. The Agency Purchasing Card Coordinator shall have the authority to enforce compliance with all accounting and purchasing statutes, regulations, and policies to ensure the valid use of all purchasing cards within the agency, including the ability to cancel any card issued.
2. The Agency Purchasing Card Coordinator may designate an individual responsible for card issuance and related issues including, but not limited to, lost or stolen cards, and changes in the limitations of expenditures placed on individual cards. The Agency shall obtain a signed State Purchasing Card Cardholder Agreement from each agency employee (cardholder) prior to issuance of a card and shall maintain a file of the agreements.
3. The Agency Purchasing Card Coordinator may designate a Purchasing Card Reviewer(s) to be responsible for reviewing transaction details transmitted to the agency by the card company. The Purchasing Card Reviewer shall ensure the transaction details submitted by the card company are reconciled at the cardholder detail level and authenticate the validity of each transaction. The Purchasing Card Reviewer shall ensure all disbursement data entering the accounting system is accurate, authorized, properly coded, adequately documented, and that good(s) purchased through the use of the card were received by the agency. The Purchasing Card Reviewer shall have complete access to all documentation to support the data entering the accounting system. The Purchasing Card Reviewer shall immediately follow-up on any unusual card activity with the cardholder, the Agency Purchasing Card Coordinator, and/or other appropriate agency officials.
4. The agency shall prepare a State Purchasing Card Program Procedure Manual specific to the agency, and continue to update the manual as statutes, regulations, or policies are amended. Agency shall ensure all cardholders receive training prior to using the card and that each cardholder receives a copy of the manual and updates. The manual and updates shall receive prior approval from OA.
5. Central accounting records shall be maintained in accordance with the Cooperative Agreement on Accounting, Auditing, and Internal Control Activities between OA and the department.
6. The agency shall maintain the necessary internal controls and implement recommendations resulting from audits by OA and/or other independent audits of the State Purchasing Card Program, including the State Auditor.

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OA agrees to the following conditions:

1. Ongoing information and assistance with the State Purchasing Card Program shall be provided to the agency at the request of the Agency Purchasing Card Coordinator.
2. Assistance with developing policies and procedures for the individual use of purchasing cards shall be provided to the agency at the request of the Agency Purchasing Card Coordinator.
3. Reasonable advance notice shall be given to the Agency Purchasing Card Coordinator before conducting an audit of the agency's use of the purchasing cards under the program. A report of the findings of an audit shall be provided to the agency.

Office of Administration:

_____ (Agency/Division Name)

Signature: _____ Date: _____

Signature: _____ Date: _____

Print Name: _____

Print Name: _____

State Purchasing Card Administrator
Division of Accounting

Financial Officer

Signature: _____ Date: _____

Signature: _____ Date: _____

Print Name: _____

Print Name: _____

State Purchasing Card Coordinator
Division of Accounting

Agency Purchasing Card Coordinator