

**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 Department of _____. I agree to abide by the following terms and conditions, (Department Name) which have been revised from the original agreement due to policy updates.

Department of _____ agrees to the following conditions:

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 Purchasing Card Policy & 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. Auditing and monitoring of transactions for compliance with all state policies and regulations will be an ongoing event.

Office of Administration:

Department of _____ :

By: _____ Date: _____
Print Name: _____
State Purchasing Card Administrator
Division of Accounting

By: _____ Date: _____
Print Name: _____

(Title/Financial Officer)

(Division Name)

By: _____ Date: _____
Print Name: _____
State Purchasing Card Coordinator
Division of Accounting

By: _____ Date: _____
Print Name: _____
Agency Purchasing Card Coordinator

(Division Name)