



STATE OF MISSOURI
STATE PURCHASING CARD PROGRAM
INTERAGENCY AGREEMENT

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Between

OFFICE OF ADMINISTRATION

And

AGENCY NAME

The Office of Administration, Division of Accounting (OA) and the Department of **Agency Name** (Agency) hereby enter into this interagency agreement to set forth the responsibilities of both departments to one another regarding Agency's participation in the State Purchasing Card Program (Program).

Agency is responsible for complying with the State of Missouri Purchasing Card Policy and Procedure Manual and other applicable statutes, regulations, and policies, with such exceptions to applicable OA policy as OA may, upon Agency's request, make in writing prior to the act or event in question. Agency is responsible for keeping abreast of changes to the State of Missouri Purchasing Card Policy and Procedure Manual and complying with the new standards going forward. Agency shall ensure that Agency's State purchasing cards and State purchasing card transactions are used or made only for official Agency business and are payable from appropriations of Agency. Agency's actions or internal standards relating to its employees' receipt or use of State purchasing cards shall be reasonable and appropriate, and consistent with available data concerning card usage and Agency's needs.

This agreement does not prohibit Agency from providing internal policy governing its employees' participation in the Program, so long as that policy is consistent with applicable law, regulation, OA policy and this agreement.

Department of (Agency Name) agrees to the following conditions:

1. Agency shall designate an Agency Purchasing Card Coordinator to be the individual with primary responsibility for Agency's administration of the Program. Agency shall ensure that Agency Purchasing Card Coordinator has authority within Agency required to enforce compliance with all applicable statutes, regulations, and policies governing Agency's participation in this program, including but not limited to the authority to cancel a card issued by Agency.
2. Agency Purchasing Card Coordinator shall designate an Alternate Agency Purchasing Card Coordinator to assist in performing the work of Agency Purchasing Card Coordinator.
3. Agency shall obtain a signed State Purchasing Card Cardholder Agreement from each agency employee (cardholder) prior to issuance of a card. A Purchasing Cardholder Account Action



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Request must be completed for each card issuance, change, or termination. Agency shall ensure all cardholders receive cardholder training prior to issuance of the card and annually thereafter and the training shall receive prior approval from OA.

4. Agency shall ensure user access to online Program applications is granted to appropriate users, commensurate with job responsibilities, and user accounts are closed immediately upon the termination in employment or change in job duty of the cardholder or user. Agency shall ensure periodic reviews of user access is performed to ensure access rights are commensurate with user's job duties and responsibilities.
5. Agency shall ensure cards and card/cardholder information are properly secured and cardholder accounts are not shared.
6. Cardholders are not to apply final approval to their own cardholder transactions in the state's financial system. If an Agency Purchasing Card Coordinator is also a Purchasing Cardholder, a supervisor must review and approve his/her Purchasing Card transactions.
7. Agency shall ensure timely payment is made to the contracted vendor for all liabilities incurred on cards issued by Agency to its employees. Any fees or interest due for failure to make timely payment, assessed by the contracted vendor against a card issued by Agency to its employees, shall be the sole financial responsibility of Agency.
8. Accounting records shall be maintained in accordance with the Cooperative Agreement on Accounting, Auditing, and Internal Control Activities between OA and the department.
9. Agency shall maintain the necessary internal controls and implement recommended changes or controls approved or requested by OA.

OA agrees to the following responsibilities:

1. Ongoing information and assistance with the Program shall be provided to Agency at the request of Agency Purchasing Card Coordinator.
2. Assisting Agency with developing policies and procedures for the individual use of the cards at the request of Agency Purchasing Card Coordinator.
3. Assisting Agency with auditing and monitoring of transactions for compliance with state policies and regulations.

This agreement is effective as of the last date signed on the signature page at the end of this agreement. This agreement may be terminated by either party upon thirty days' written notice. OA may terminate this agreement by written notice if OA determines in its sole discretion that Agency has failed to comply with any term or condition of this agreement.



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Office of Administration:

By: _____ Date: _____
(Printed Name)
Commissioner of Administration

By: _____ Date: _____
(Printed Name)
Director
Division of Accounting

Department of (Agency Name):

By: _____ Date: _____
(Printed Name)
Director

By: _____ Date: _____
(Printed Name)
(Title/Financial Officer)
(Division Name)