
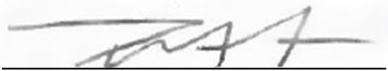


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CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT of CORRECTIONS	PROFESSIONAL STANDARDS: See Section VIII
	Approved by Commissioner: 	
EFFECTIVE DATE: January 31, 2024	LATEST REVISION:	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Departmental Wide

III. POLICY

The State of Maine P-Card Program is a program developed to streamline the purchasing process.

The purpose of this policy is to set out requirements for proper procurement card (P-Card) usage and management and oversight of P-Card use by the MDOC and to comply with the State’s P-Card Program, which is administered through the Department of Administrative and Financial Services (DAFS), Division of Procurement Services.

IV. DEFINITIONS

1. AdvantageME – the State’s accounting system.
2. Agency Procurement Card Coordinator (APCC) – The designated Maine Department of Corrections (MDOC) employee who is responsible for administering the P-Card Program within the MDOC and who acts as the main contact between the MDOC and the State Procurement Card Administrator (PCA) in the Division of Procurement Services.
3. Cardholder – An MDOC employee whose name is on a P-Card and who is given authority to make purchases within preset limits on behalf of the State of Maine.
4. Cardholder Agreement & Approver Agreement – The agreement signed by the cardholder (or the approver). This agreement outlines requirements regarding P-Card usage and must be signed by all employees receiving a P-Card or approving transactions for a cardholder. This signed agreement will be retained by the Division of Procurement Services.

5. Maximum Billing Cycle Limit (MBC) – This is the dollar limit of purchasing authority assigned to the cardholder for the total of all charges made during each billing cycle. The MDOC may establish lower limits on a per cardholder basis.
6. Procurement Card Administrator (PCA) – The Division of Procurement Services employee responsible for administering the P-Card Program for the State and acting as the main contact between the State and the State’s banking partner, JP Morgan Bank.
7. Procurement Card Approver (Approver) – An MDOC employee who has cardholder transactions submitted to them for approval. This person is in a supervisory role over the cardholder or has authority over the facility, region, or office for which the transactions are made.
8. REM – An AdvantageME receivable document generated within AdvantageME the week after the billing cycle closes. It is imperative that correct transaction documentation be provided to the appropriate DAFS Service Center at the end of each billing cycle.
9. Single Transaction Limit (STA) – This is the limit on any one transaction amount. Typical single transaction limits are set by types of P-Card. The MDOC may establish lower limits on a per cardholder basis.

V. CONTENTS

- Procedure A: General
- Procedure B: Procurement Card Categories
- Procedure C: Cardholders
- Procedure D: P-Card Approvers
- Procedure E: Reporting Fraud, Fiscal Misconduct, or Violation of Policies Pertaining to Procurement

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: General

1. This policy aligns with the Department of Administrative and Financial Services (DAFS), Division of Procurement Services Procurement Card (P-Card) policies and procedures and meets the requirement to implement and maintain a P-Card Program for the Maine Department of Corrections (MDOC).
2. It is not meant to duplicate the Division of Procurement Services [Procurement Card Policies & Procedures](#), which is the official document for the State of Maine P-Card Program and may be subject to frequent changes.
3. The MDOC Commissioner, or designee, authorizes the use of P-Cards to purchase any goods and some services for official Maine State Government business as set forth by the State’s P-Card program and shall ensure that the Division of Procurement Services Procurement Card Policies & Procedures for P-Card purchases is followed.
4. The Commissioner, or designee, shall designate an Agency Procurement Card Coordinator (APCC) for MDOC who shall coordinate, monitor, and oversee the

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Department's P-Card Program, ensuring that appropriate internal controls established by DAFS are in place and operating as designed; and

- a. is the main contact between the MDOC and the State Procurement Card Administrator (PCA) in the Division of Procurement Services;
 - b. monitors and maintains the P-Card cardholder list for accuracy and monthly confirmation;
 - c. coordinates P-Card requests, verifies limits, and facilitates P-Card distribution;
 - d. promptly cancels P-Cards of terminated, transferred, or retired employees upon their vacating a position as a P-Cardholder;
 - e. maintains a copy of the Agreement form signed by the P-Cardholder; and
 - f. submits a copy of this form and any future revisions to the Division of Procurement Services.
5. Using a P-Card is similar to making purchases with a personal credit card, except the charges are billed directly to the State. The initial payment is made by DAFS and then billed back every billing cycle to the MDOC through the AdvantageME REM process.
6. Employee participation in a P-Card program is considered a privilege and may be revoked at any time for abuse, inappropriate or fraudulent use, mismanagement, or any other reason in the complete discretion of the Commissioner, or designee.
7. Any employee involved in the P-Card program who makes an unauthorized purchase with a P-Card or uses a P-Card in an inappropriate or fraudulent manner may be subject to loss of the P-Card or disciplinary action up to and including termination, criminal prosecution, and restitution.

Procedure B: Procurement Card Categories

1. The Commissioner, or designee, in consultation with the MDOC Agency Procurement Card Coordinator (APCC) shall determine which of the following four categories of Procurement Cards that the Department may apply for from the Division of Procurement Services for issuance to qualified MDOC employees:
 - a. General Use - typical agency office use;
 - b. Travel/Executive - agency travel and/or executive use;
 - c. Emergency Response - for field use by emergency response personnel; and
 - d. Special Use - customized for P-Card applications that do not fit other criteria.
2. For requests beyond the General Use P-Card, a written use case/demonstrated need is required to be submitted by the MDOC APCC for review by the DAFS Chief Procurement Officer or Deputy Chief Procurement Officer for approval in advance of submitting an online application or for receiving a temporary limit increase.

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3. Each category of P-Card is issued with the corresponding set single transaction (STA) and Maximum Billing Cycle (MBC) limits. The billing cycle limit represents a two-week cycle. Below are the associated limits.

Procurement Card Category	STA Limit	MBC Limit
General Use	\$1,000	\$2,500
Travel/Executive	\$2,500	\$5,000
Emergency Response	\$5,000	\$25,000
Special Use	Custom	Custom

4. Higher STA and MBC limits may be requested by submitting the request (and analysis) to the MDOC APCC who shall forward the request to the Division or Procurement Services Chief Procurement Officer and/or Deputy Chief Procurement Officer for approval.

Procedure C: Cardholders

1. Employees who are currently responsible for purchases or will assume that responsibility shall be selected as P-Cardholders by, as applicable:
 - a. each facility Chief Administrative Officer, or designee, for their facility;
 - b. the Associate Commissioner of Juvenile Services, or designee, for each juvenile community corrections region;
 - c. the Director of Adult Community Corrections, or designee, for each adult community corrections region; and
 - d. the Manager of Correctional Operations – Facilities and Contracts, or designee, for Central Office.
2. To obtain a P-Card, an employee must satisfy all the below steps before a card will be issued:
 - a. read and understand the Division of Procurement Services P-Card policies pertaining to procurement and this policy;
 - b. complete any required P-Card training, which shall be documented;
 - c. submit the Cardholder Application & Agreement Form and receive approval; and
 - d. successfully log into JP Morgan Chase's PaymentNet Platform.
3. P-Cardholders are responsible for making purchases for their location in compliance with the Division of Procurement Services P-Card policies pertaining to procurement and this policy. Additional responsibilities include, but are not limited, to the following:
 - a. reporting a lost or stolen card to the commercial card provider and the MDOC APCC as soon as possible;
 - b. if a cardholder suspects fraudulent activity or there is a fraudulent charge on their P-Card, immediately notifying:
 - 1) JP Morgan Bank by calling the telephone number on the back of the P-Card;
 - 2) the MDOC APCC;

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- 3) the State Procurement Card Administrator (PCA); and
 - 4) other designated MDOC staff.
- c. returning the P-Card to their Approver, when they are no longer in a position to be a P-Cardholder, their P-Card privileges are suspended or revoked, or they leave employment.

Procedure D: P-Card Approvers

1. Employees who are in a supervisory role over the cardholder or have authority over the facility or community corrections region for which the transaction(s) are made or Central Office shall be selected as P-Card Approvers by, as applicable:
 - a. each facility Chief Administrative Officer, or designee, for their facility;
 - b. the Associate Commissioner of Juvenile Services, or designee, for each juvenile community corrections region;
 - c. the Director of Adult Community Corrections, or designee, for each adult community corrections region; and
 - d. the Manager of Correctional Operations – Facilities and Contracts, or designee, for Central Office.
2. To become a P-Card Approver (Approver), an employee must satisfy all the below steps:
 - a. read and understand the Division of Procurement Services P-Card policies pertaining to procurement and this policy;
 - b. complete any required P-Card training; and
 - c. submit the P-Card Approver Application located at JP Morgan Bank PaymentNet website and receive approval.
3. P-Card Approvers are responsible for ensuring purchases for their location comply with the Division of Procurement Services P-Card policies and this policy. In addition, the Approver must review the purchase documentation to ensure that it is acceptable and that it will permit successful auditing of transactions.

Procedure E: Reporting Fraud, Fiscal Misconduct, or Violation of Policies Pertaining to Procurement

1. Any MDOC employee who knows or suspects that any other employee is engaged in theft, fraud, embezzlement, fiscal misconduct pertaining to procurement, or violation of this policy or DAFS policies pertaining to procurement shall report their concerns as soon as practicable to their Chief Administrative Officer, Regional Correctional Administrator, or Central Office supervisor, or their designees, as applicable, and the MDOC APCC. The MDOC APCC shall refer this to the DAFS Chief Procurement Officer, or designee.

VIII. PROFESSIONAL STANDARDS

None

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