

# Procurement Card Training



OFFICE OF THE COMPTROLLER  
COMMONWEALTH OF MASSACHUSETTS



BLACK-CAPPED CHICKADEE | OFFICIAL STATE BIRD

# Agenda

- ★ What is the Procurement or “P-Card”?
- ★ Security of the Card
- ★ Responsibilities
- ★ Card Restrictions
- ★ Statement Verification
- ★ Payment Processing
- ★ Forms and Policies
- ★ Using Global Card Access and WORKS
- ★ Reports and Notifications

# What is the Procurement Card Or “P-Card”?

The Commonwealth Credit Card, the P-Card, is an alternate payment method.

If it's paid through a GAX or INP in MMARS – departments can use a p-card for payment

P-Cards can be customized to meet departmental business needs:

- Profiles can be restricted to certain merchant category codes - air travel, hotels, subscriptions, gas
- When traveling cards can be issued for zero dollars, and then have the limits adjusted to fund the duration of the trip
- Restricted for to one vendor

# P-Card Set up

Department setup takes up to 2-3 weeks, requires Department Head signature

Individual cards take up to 4 days

In an emergency, cards can be created by the next business day

Card is issued in cardholders name, no credit check is done against the employee

## New Card Requests:

- Processed by CTR Payments Staff
- Requirements:
  - Procurement Card request form
  - Employee Procurement Card Agreement
  - Cardholder must have a MMARS UAID with Credit Card Signature Authority department scan role, DSCAN
- Forms are submitted to CTR via DocuSign, alternately CFOs email forms to: [osc-p\\_card@mass.gov](mailto:osc-p_card@mass.gov)

# Roles & Responsibilities

# Department Responsibilities

Indicate in the internal controls that the P-Card is being used as a payment mechanism

Departments may create policies and procedures or use the Commonwealth Policy and Procedures, if creating their own they must be more restrictive than the Commonwealth's

Require Cardholders to do receipts management (keep receipts for all purchase) for reconciliation and auditing

Departments have twenty-five days from receipt of the bill until the payment must be in the bank's hands

Encumber in MMARS

Pay bill in full and on time

Provide documentation when requested from CTR or auditors

# CFO Responsibilities

Manage the program for the department

- Compile forms
- Answer department specific questions
- Audit program for compliance

Work with Comptrollers on:

- New cards
- Credit limits
- Increase credit limits
- Informing CTR when employees leave service or when they no longer require a pcard

Assign at least one department staff to view charges and download statements

# Cardholder Responsibilities

- Cardholder is required to sign the Commonwealth Procurement Card Employee Agreement form
- Cardholder must not share the card
- Cardholder must report lost or stolen cards to the bank and their CFO immediately
- Cardholder is required to keep receipts and provide them to fiscal staff on a monthly basis
- Cardholders must dispute charges in a timely manner, by calling Bank of America

# Program Information

# Most Purchases are Tax Exempt

Tax exempt purchases:

- Mass Sales Tax
- Meals Tax

Non-exempt:

- Hotel Room Occupancy
- Federal Taxes that apply to a particular purchase

Many online merchants require an upload of the tax exemption certificate, reach out to CTR for a copy

Tax Exemption Number is printed on all p-cards as shown below:

MA TAX EXMPT ID 046002284

# Program Restrictions

NO ATMs

NO Checks

NO Cash Back

NO Legal Services and Attorneys

NO Gift Cards

NO Personal use

NO Alcohol

# Security

All users must safeguard their Commonwealth P-Card, cards can only be used by the cardholder.

## Lost and stolen cards

- Cardholder must immediately notify both:
  - Bank of America **1-888-449-2273**
  - Department CFO
- The CFO then notifies CTR

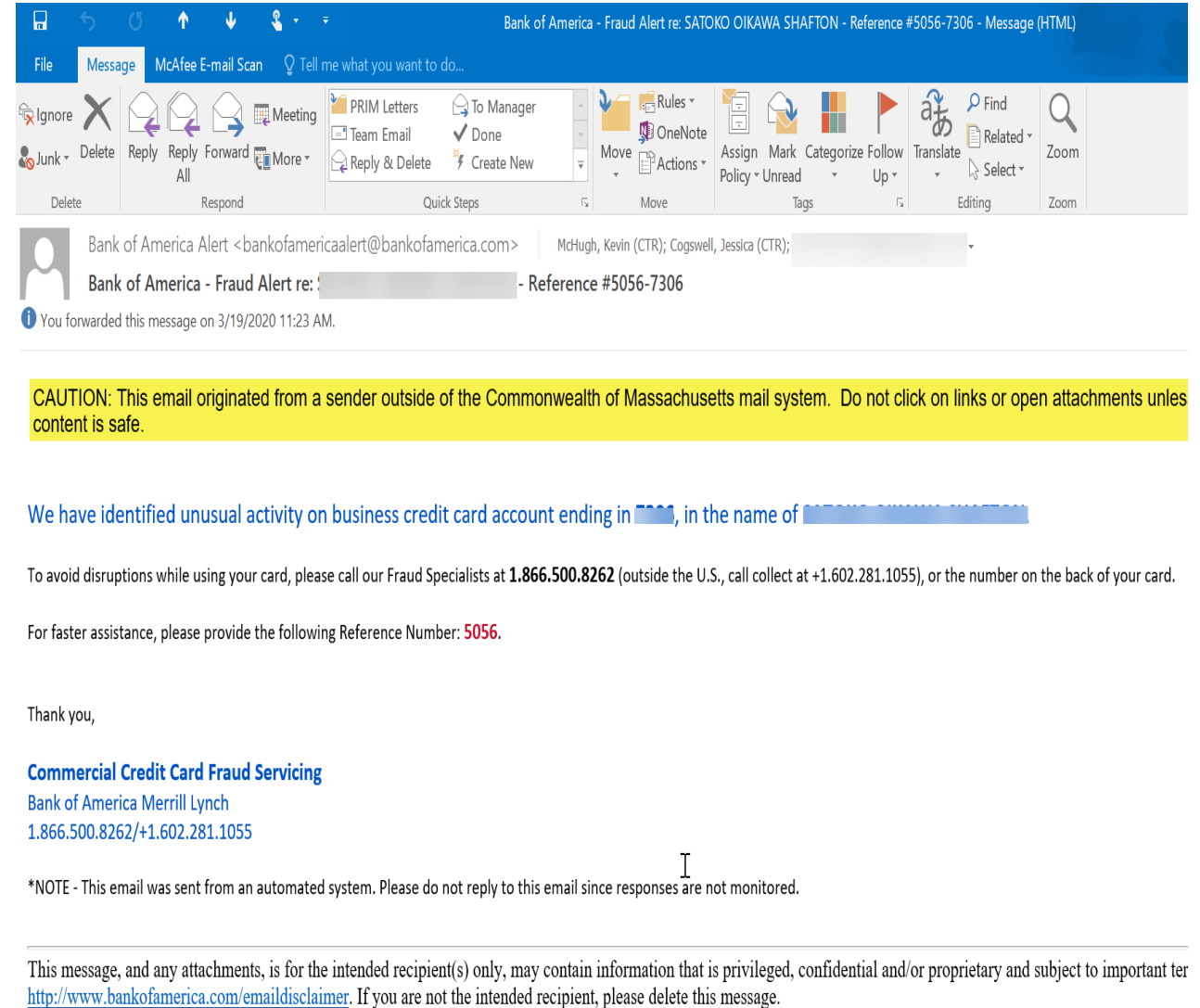
Thefts and misuse must also be reported to:

- CTR
- State Auditor's Office

# Fraud Protections & Alerts

★ **Bank of America sends Fraud Alert emails if there is a suspicious transaction.**

★ **Cardholder must call Bank of America to remove the hold on their account.**



The screenshot shows an email client interface with a blue header bar. The title bar reads "Bank of America - Fraud Alert re: SATOKO OIKAWA SHAFTON - Reference #5056-7306 - Message (HTML)". The ribbon includes "File", "Message", "McAfee E-mail Scan", and "Tell me what you want to do...". The "Message" tab is active, showing icons for "Ignore", "Delete", "Reply", "Reply All", "Forward", "More", "Junk", "Delete", "Respond", "Quick Steps", "Move", "Rules", "OneNote", "Assign", "Mark", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom". The email header shows the sender as "Bank of America Alert <bankofamericaalert@bankofamerica.com>" and the subject as "Bank of America - Fraud Alert re: [REDACTED] - Reference #5056-7306". A note indicates the message was forwarded on 3/19/2020 at 11:23 AM. The main body of the email contains a yellow caution box with the text: "CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless content is safe." Below this, the text reads: "We have identified unusual activity on business credit card account ending in [REDACTED], in the name of [REDACTED]". It then states: "To avoid disruptions while using your card, please call our Fraud Specialists at **1.866.500.8262** (outside the U.S., call collect at +1.602.281.1055), or the number on the back of your card." It also mentions: "For faster assistance, please provide the following Reference Number: **5056**." The email concludes with "Thank you," followed by "Commercial Credit Card Fraud Servicing", "Bank of America Merrill Lynch", and the phone number "1.866.500.8262/+1.602.281.1055". A footnote states: "\*NOTE - This email was sent from an automated system. Please do not reply to this email since responses are not monitored." At the bottom, a disclaimer reads: "This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms. <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message."

# Statements & Bill Paying

# Statement Verification

## Two Ways for Departments to verify statements:

### 1. Download from Global Access (easiest way!)

- Departments login to Global Access
- Shows Summary amounts and Details spending
- Use “Total Payment Due” same as “Ending Balance” to make payment

### 2. Use WORKS Online Website to get the “Spend Report”

- Only shows Details spending transactions

# Global Card Access

Cardholders self-register their card account in GCA  
(<https://bankofamerica.com/globalcardaccess>)

**BANK OF AMERICA**

## Global Card Access

Login

User ID

Password

Login

[Forgot User ID / Password?](#)

Create an account?

[Apply for a new card](#)

[Check the status of an existing application](#)

[Register a card](#)

Registration for new users

Need more help? Please contact your Program Administrator or call the number on the back of your card.

[Recommended Settings](#) [About SSL Certificates](#) [English](#)

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# Global Card Access Dashboard

**BANK OF AMERICA**

Global Card Access

Alerts PIN Check Card Management

Account Summary

JOHN SMITH - 4039

Balances as of Dec 08, 2020, 10:20 AM CST

Payment due date	Current balance	Credit limit	Available credit
04 Dec, 2020	590.86	10,000.00	9,409.14

Balance on last statement	Last payment
148.44	109.36

Recent activity

Date	Description	Amount
Dec 05	IGA COOMBABAH	37.13 Pending
Dec 04	MCDONALDS COFFS S/C	12.15 Pending

Transaction details for Dec 04, 2020 23:21 GMT:

- Transaction type: Pending
- Card type: MasterCard
- Reference number: 039382
- Merchant category: FAST FOOD RESTAURANTS
- Merchant category code: 5814

My tasks

No tasks at this time.

Quick actions

- View your PIN
- Change your PIN
- Manage alerts
- Lock card
- View statements
- Make a payment

Related links

- Global Reporting and Account Management
- Works

Callouts:

- Real-time balance information
- View details of recent transactions
- Link to Works and GRAM
- Menu to perform cardholder tasks

# WORKS

In WORKS™ Cardholders and Auditors can run reports

- Reports are available for Cardholders and Auditors
- A WORKS™ User Guide including report running instructions will be distributed to users

# WORKS

- Every administrator (CFO/Auditor) must have a **WORKS™** account login
- **WORKS™** is set up and administered by CTR

Bank of America Merrill Lynch | Works®

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of April

\* Category: Spend

\* Template: shared : Auditor - Company Billing-Detail Level

Report Options ☐ Basic ☒ Advanced [Reset to defaults](#)

Columns

Available	Selected	Column Sort
Allocation	Grp Name	A→Z CH Last Name
GL is Authorized	Program Account Number	A→Z Post Date
GL is Complete	Card Last 4 Digits	
GL is Valid	Post Date	
GL: FutureUse1	Purchase Date	
GL: FutureUse1 Desc	CH Last Name	
GL: FutureUse2	CH First Name	
GL: FutureUse2 Desc	Card Embossed Line 1	
GL: FutureUse3	CH Middle Name	
GL: FutureUse3 Desc	Amount	
GL: FutureUse4	Debit	
GL: FutureUse4 Desc	Credit	
GL: FutureUse5	MCC	
GL: FutureUse5 Desc	Comp Supp MCC	
GL: FutureUse6	MCC Description	
GL: FutureUse6 Desc	Comp Supp Name	
Item Description	Comp Supp City	
Item Exp Cat Comment	Comp Supp State	
Item GL Combination	Dispute Amount	
Item Number		
Item Price		

Remove Edit Add Constant

Filters

# Payment Processing

- Payment cycle is 25 days end to end
- Encumbrance document is required
- Billing usually ends on the 27th of the month
- Use vendor code VC0000138161, FIA Services
- Payment should be available in MMARS by the 15<sup>th</sup> of the month after statement end date
- Mark the payment Single
- Never pull a check. Default to EFT
- Vendor Invoice Number is the 16 digit CORPORATE number plus MONTH/YEAR. This will make each payment unique
- Use INP/GAX documents

# E30 - CREDIT CARD PURCHASES

For payments to the approved Commonwealth credit card contractor for “petty cash” and “incidental purchase” items authorized to be purchased using a Commonwealth credit card issued to eligible departments in accordance with the credit card policy issued by CTR and OSD

Items purchased may be those authorized by the Department Head for Commonwealth business only

For non-credit card purchases, see appropriate object class(es)

Use GAE Document (all object codes can be used)

# E31 - CREDIT CARD PURCHASES FINANCE CHARGES

For finance charges associated with the use of approved  
Commonwealth credit card contractor payments only

Use GAE Document

Try not to accrue finance charges!!

# Commonwealth Procurement Card Policy



WILLIAM McNAMARA  
COMPTROLLER

## Commonwealth of Massachusetts

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## PROCUREMENT CARD (P-CARD)

Effective: 10/29/08  
Last Updated: 3/26/21

### Executive Summary

The Commonwealth P-Card program aims to simplify and expedite Department's routine purchases under 801 CMR 21.00, including incidental purchases. The program can also be used to minimize reimbursable travel processing costs or as an alternative payment method. The P-Card purchasing process includes pricing inquiry, order placement, delivery of goods, invoices and voucher review. Also, the P-Card program offers individual detailed purchase entries and streamlined payment entry and disbursement processing. Additionally, the Commonwealth P-Card will assist Departments in fulfilling immediate or non-office hour purchasing needs and dramatically shortens and simplifies the payment cycle processing.

Departments can use the P-card to purchase goods, services, including travel expenses consistent with established policies and procedures and the internal controls of the Department. Travel expenses include, but are not limited to, the following:

- Airline ticket payments;
- Registration fee payments;
- Vehicle rental payments;
- Office supplies;
- Gasoline for rental vehicles;
- Other Transportation ticket payments;
- Hotel folio payments including business related costs such as business phone charges and business internet access; and
- Payment for food up to the allowed amount in the red book or any other approved rates.

<https://public.powerdms.com/MAComptroller/documents/1779658>

# P-Card Employee Agreement

Available in DocuSign

<https://intranet.macomptroller.org/electronic-signatures/>

COMMONWEALTH PROCUREMENT CARD USE EMPLOYEE AGREEMENT \*

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

As an employee of the Department, I hereby voluntarily accept a Commonwealth of Massachusetts Procurement Card. I understand that I am not required to accept a Procurement Card as a condition of my employment and that I have the right to refuse to use the Procurement Card. I understand that the Procurement Card is being provided to me as an alternative payment mechanism and that whenever I use the Procurement Card I will be making financial commitments on behalf of the Department. I understand and agree that I shall be accountable for ANY use of the Procurement Card while in my possession and I agree not to allow any other person to have possession of the Procurement Card or to use the Procurement Card for any reason.

I agree to keep the Procurement Card provided to me in a secure place at all times so that the Procurement Card will not be stolen, misplaced, lost, or misused. I agree to verify my possession of the Procurement Card at least once per week and to IMMEDIATELY notify the Statewide Contractor and my Supervisor and Chief Fiscal Officer in the event I discover that the Procurement Card has been lost, misplaced, stolen or otherwise misused. I understand that I will not be held personally liable for unauthorized purchases made on a stolen, misplaced, lost or misused Procurement Card, however the Department may remove my future use of the Procurement Card or take whatever other disciplinary actions authorized under the Department's personnel policies.

I understand that the Department is liable to Bank of America for all charges that I make on the Procurement Card issued for my use. I agree to use the Procurement Card responsibly and in accordance with restrictions and approved purposes in the Department's Procurement Card Policies and Procedures. I agree to use my best efforts to achieve the best value for purchases of commodities or services for the Department and the Commonwealth in accordance with 801 CMR 21.00 and the Procurement Policies and Procedures Handbook specifications for Incidental Purchases.

I agree to use the Procurement Card for approved business purchases only and I agree that the Procurement Card may not be used under any circumstances to purchase items for my personal use or for any use not authorized by the Department. I agree that no purchases made with this card will be for alcohol products. I understand that this card will not be used for the purchase of medical services or with any vendor known by me to be unincorporated. I understand and agree that my Department, the Operational Services Division and the Comptroller's Office may audit my use of the Procurement Card and that these offices may report upon and take whatever appropriate action is deemed necessary to investigate and resolve any discrepancies concerning my use of the Procurement Card. I agree to cooperate fully with any investigation, audit, or resolution process.

I confirm that I have been given copies of, and I have read and agree to follow the internal Department Procurement Card Use Policies and Procedures AND the Commonwealth Policies and Procedures for Procurement Card Use AND the WORKS Procurement Card Agreement. I understand and agree that failure to follow these policies and procedures may result in revocation of my Procurement Card use privileges and may result in other disciplinary actions authorized for employee misconduct in accordance with the Department's Employee Handbook, any applicable Codes of Conduct, State Ethics Commission rules, collective bargaining agreement or other relevant policies.

I understand that my Employee number, which is listed below, will be used on the Bank of America Department Account Designation form for identification purposes only and that no Procurement check will be done against my Employee number. I agree to return the Procurement Card immediately upon a request of the Statewide Contractor, the Department or the Office of the Comptroller, or b) upon termination of my employment, including retirement, or any anticipated extended leave of absence of more than five (5) days.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Approving Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Supervisor's Title: \_\_\_\_\_

Chief Fiscal Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMONWEALTH PROCUREMENT CARD USE EMPLOYEE AGREEMENT \*

\* Please see the Commonwealth Procurement Card Program Policy and Procedure policy (CTR home page/Policies/Payments) for information on how to use this form.

# Credit Card Transaction Log

Commonwealth of Massachusetts Credit Card						
Transaction Log			State the reason for the purchase on the receipt.			
Period From <input type="text"/> to <input type="text"/>						
Card Holder Name:			Department:			
Card Number:			Phone:			
Credit Limit:			Manager's Name			
#	Date	Vendor	Type of Purchase	Total Purchase Price	Available Balance	Posted on Statement Dated
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
14						
15						
16						
17						
18						
19						
20						
21						
22						
Log Totals						
Statement Totals: <input type="text"/>			<input type="text"/>	Difference - Should be posted by BofA to other months. If not explain.		
ENCLOSE ALL RECEIPTS, MONTHLY STATEMENT AND THE RECONCILIATION, COMPLETE AND SEND TO YOUR APPROVING SUPERVISOR BY <input type="text"/> / <input type="text"/> / <input type="text"/> TO ENSURE TIMELY PAYMENT.						
Cardholder's Signature: <input type="text"/>			Date: <input type="text"/>	Manager's Signature: <input type="text"/>		Date: <input type="text"/>

# Thank you for attending

# We're here to help!

Group Email Box: [osc-p\\_card@mass.gov](mailto:osc-p_card@mass.gov)