



Nancy Kopp, Treasurer
Martin O'Malley, Governor
Peter Franchot, Comptroller



Board of Public Works



BPW Advisory No.: 1998-1

Original Date: **March 18, 1998**
1st Revision: **August 27, 2009**
2nd Revision: **December 16, 2009**
3rd Revision: **March 4, 2010**

Subject: **Corporate Purchasing Card**
Effective: **Immediately**

Martin O'Malley
Governor

Nancy K. Kopp
Treasurer

Peter Franchot
Comptroller

Sheila McDonald
Executive Secretary

Purpose: To instruct procurement agencies concerning the use of Corporate Purchasing Cards.

Policy:

- (1) For single purchases valued at \$5,000 or less, a State buyer **MUST** use the State's Corporate Purchasing Card unless the vendor cannot accommodate purchasing card transactions.
- (2) For single purchases valued at more than \$5,000, a State buyer **MAY NOT** use the Corporate Purchasing Card without specific authorization from the Comptroller's Office.

Prohibited:

Regardless of amount, State buyers **MAY NOT** use the Corporate Purchasing Card for:

- Cash advances or cash equivalents.
- Gift cards.
- Any purchase restricted in the Comptroller's *Corporate Purchasing Card Program Policy and Procedures Manual*

Policy and Procedures Manual: CPC purchases must be made consistent with the Comptroller's *Corporate Purchasing Card Program Policy and Procedures Manual*.

http://compnet.comp.state.md.us/General_Accounting_Division/State_Agencies/Forms_and_Manuals.shtml

Procurement Requirements: All CPC purchases must be conducted in accordance with Category I small procurement regulations (COMAR 21.05.07) and be consistent with control agency delegations. Payments for employee travel are not procurements.

Competition: State agencies are encouraged to seek more than one price quote and to solicit from certified minority-owned businesses and small businesses.

Documentation:

For verbal transactions (*e.g.*, telephone order), COMAR requires:

1. Name and telephone number of purchaser.
2. Date of contract award.
3. Name and address of vendor.
4. Receipt, invoice, repair order, packing slip, or voucher.
5. Brief description of item procured.

For written transactions (*e.g.*, a request for quotes), COMAR requires:

1. Name and telephone number of purchaser.
2. Date of contract award.
3. Name and address of vendor.
4. Purchase order or contract.
5. Invoice and receiving documentation.
6. Brief description of item procured.
7. Copy of written solicitation.
8. Copy of bid board or newspaper notice, if used.

Documentation is to be maintained in accordance with the agency's Records Retention and Disposition Schedule (COMAR 14.18.02) and the Comptroller's Corporate Purchasing Card Program Policy and Procedures.

Questions concerning this Advisory may be addressed to:

Implementation and operational questions:

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Corporate Purchasing Card Coordinator
General Accounting Division
410-260-7520

Procurement policy and regulation questions:

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Board of Public Works
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