

Procedure Title:	SPOTS Card Program Authority				
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Approved By: (Authorized Signer Name)

Date Approved

Procedure

The Statewide Small Purchase Order Transaction System (SPOTS) is a state-sponsored program that allows agencies to purchase goods and services with a credit card under a master agreement with the contracted bank. Agencies are required to develop policies and procedures in order to participate in the SPOTS program, which is governed by the Department of Administrative Services (DAS).

Agency employees are required to comply with public contracting rules published by the State Procurement Office, contracting regulations promulgated by the Department of Justice and all relevant agency policies and procedures.

This procedure emphasizes the authority, accountability and responsibility over the agency's participation in the statewide SPOTS program.

Step	Responsible Party	Action
1. Appointing the approving officer	Director, Deputy Director of Finance, Designee	<p>Per DAS statewide policy, the agency director or designee has the authority to appoint an approving officer and alternate.</p> <p>The director or designee is required to notify the DAS Deputy State Controller by email or memo of the appointment. The notification must include:</p> <ul style="list-style-type: none"> • The name of the outgoing approving officer • The name, telephone number, email address and effective date of the new approving officer or alternate.
2. Authority of the approving officer	approving officer	<p>The approving officer is responsible for establishing program accountability, separation of duties, reporting relationships and authorization protocols for the agency's SPOTS program:</p> <ul style="list-style-type: none"> • Executing the Agency Operating Agreement with DAS; • Developing and enforcing the agency's SPOTS card policy and procedures; Developing and enforcing the agency's SPOTS card training program; • Appointing a SPOTS card coordinator and alternate(s); • Approving or denying employee SPOTS

		<p>card applications;</p> <ul style="list-style-type: none"> • Establishing all SPOTS card credit limits; • Enforcing strict management controls to mitigate SPOTS card misuse and detect fraudulent activities; • Suspending or canceling SPOTS cards; • Monitoring and reviewing the SPOTS card program to ensure compliance with all applicable laws and regulations; • Serve as liaison to represent the agency's participation in the SPOTS card program. <p>The approving officer may delegate responsibilities for the agency's SPOTS card program to one or more designees.</p> <ul style="list-style-type: none"> • The approving officer shall not have a SPOTS card or update access to the bank's web-based system.
<p>3. Appointing the SPOTS card coordinator</p>	<p>Approving officer</p>	<p>The approving officer will designate an agency employee as the SPOTS card coordinator and, if appropriate, a second employee to act as the alternate. The approving officer is required to notify the DAS Deputy State Controller of the appointment(s) via email or memo. The notification shall include:</p> <ul style="list-style-type: none"> • The name of the outgoing SPOTS card coordinator or alternate • The name, telephone number, e-mail address and effective date of the new SPOTS card coordinator or alternate. <p>The approving officer shall ensure that the responsibilities associated with the SPOTS card coordinator and alternate are commensurate with the designated employee's education, experience, knowledge, skills and training.</p> <p>The approving officer shall ensure that the designated employee's responsibilities are identified and incorporated in the appropriate section of the employee's position description.</p>

Policy that applies:

- [DHS-020-001](#): Public Contracting Authority and Overview for Supplies and Services Contracts
- [DHS-040-019](#): Small Purchase Order Transaction System (SPOTS) Card
- [DHS-040-010](#): Delegation of Expenditure Decision Authority
- [DHS-040-018](#): Agency Objects
- [DHS-070-014](#): IT Asset Management Policy

Procedure(s) that apply:

- [DHS-040-010-01](#): Exercising Expenditure Decision Authority

[DHS-040-010-02](#): Inappropriate Actions
[DHS-040-019-02](#): SPOTS Card Application and Issuance
[DHS-040-019-03](#): SPOTS Card Security
[DHS-040-019-04](#): SPOTS Card Purchases
[DHS-040-019-05](#): SPOTS Card Documentation Reconciliation
[DHS-040-019-06](#): SPOTS Card Abuse and Misuse
[DHS-040-019-07](#): SPOTS Card Training
[DHS-040-019-08](#): SPOTS Card Program Review and Audit
[DHS-070-014-01](#): IT Acquisition Procedure
[DHS-070-014-02](#): Managing IT Equipment Procedure
[DHS-070-014-04](#): Request for Exception to 'Asset Management Policy' Procedure

Form(s) that apply:

DAS-75.55.01.FO: State of Oregon Small Purchase Order Transaction System Agency Operating Agreement
DHS 0115A: Procurement Card Activity Log - Low Volume [PDF](#) [EXCEL](#)
DHS 0134: SPOTS Purchase Card Application and Agreement [PDF](#) [WORD](#)
DHS 0286: Signature Authorization for Budgetary Expenditures [PDF](#) [WORD](#)

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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)