![DHS Oregon Department of Human Services]

SHARED SERVICES
Financial Services

![Oregon Health Authority]

Procedure Title:	SPOTS Card Application and Issuance					
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Jim Scherzinger, Deputy Director of Finance   10/01/2010

Approved By: (Authorized Signer Name)   Date Approved

Procedure

The agency must ensure that actual financial transactions comply with applicable statutes, administrative rules and legislative appropriation acts. Use of the SPOTS card to pay for goods or services does not exempt cardholders from procurement laws and regulations.

Each employee issued a SPOTS card must follow the public contracting rules published by the State Procurement Office, Department of Justice, and all relevant agency policies and procedures. **Compliance is not optional**.

This procedure emphasizes accountability and responsibility over the issuance of SPOTS cards to agency employees.

Step	Responsible Party	Action
1. Eligibility Requirements for SPOTS Card Applicants	Applicant's Manager	The manager must have delegated expenditure decision authority. Also, only a full time, permanent employee may be designated as an applicant for a SPOTS card, unless otherwise authorized by the approving officer, per agency policy. The manager designating an applicant for the SPOTS card shall ensure that the employee: • Has read and understands the applicable rules, policies and procedures governing SPOTS card use; • Has demonstrated that he/she is responsible and is willing to maintain and secure the required documentation supporting all SPOTS card transactions; • Attended SPOTS card training.
2. SPOTS Card Application	Employee, Manager, Approving Officer, SPOTS Card Coordinator	The *Small Purchase Order Transaction System (SPOTS) Purchase Card Application and Agreement* form, DHS 0134, is a contractual agreement among the employee, the agency, and the state. The employee must read and understand the terms and conditions of the agreement before completing the required information or signing the document.

		Managers shall ensure that: • The employee has read and understands the terms and conditions of the agreement. • The employee is knowledgeable of and has access to all public contracting rules and applicable agency policies and procedures. • The employee is provided contact access to an agency procurement officer, purchasing specialist or the SPOTS card coordinator to discuss whether a potential purchase is in compliance with public contracting laws and agency policies and procedures. • The employee understands his/her personal liability for misuse or abuse of the SPOTS card. • Form DHS 0134 is properly completed, signed and submitted to the SPOTS card coordinator within 30 days of the employee's SPOTS Card training. • The requested credit card limit is not excessive and is commensurate with the employee's assigned duties.
3. Application Processing	Approving Officer, SPOTS Card Coordinator, DAS Deputy Controller	The SPOTS card coordinator will review the DHS 0134 form and applicable supporting document(s) for completeness. A form with incomplete or erroneous information will be immediately returned to the requesting manager, which may delay processing the SPOTS Card application. Depending on the nature of the error or the length of the delay in processing the application, the applicant employee may be required to re-attend the SPOTS card training. Within seven business days after receiving the completed DHS 0134 and, if applicable, attached business justification documentation, the SPOTS card coordinator will submit a recommendation to the approving officer. The approving officer will assess the recommendation and supporting documentation before making the final determination to approve or deny the request.
4. Notification of Application	Approving Officer, SPOTS Card Coordinator	The SPOTS card coordinator will notify the requesting manager and applicant employee via email of the decision to approve/deny the SPOTS card application, amend the requested credit card limits, place a single transaction restriction on the card, or any other restriction(s) applicable to the card.
5. Card Credit Limits	Manager, SPOTS Card Coordinator,	The manager is prohibited from requesting a SPOTS card credit limit that exceeds his/her delegated expenditure decision authority on the *Signature*

	Approving Officer, DAS Deputy State Controller	*Authorization for Budgetary Expenditures*, DHS 0286 form. The manager shall attach written documentation to form DHS 0134 for any request that exceeds the standard credit limit of $2,500. The written documentation must clearly substantiate a justifiable business reason for the additional amount and how the amount requested is commensurate with the employee's assigned duties. The manager will provide a copy of the employee's position description as supporting documentation if requested by the approving officer or SPOTS card coordinator. Requests for credit limits in excess of $7,500 that have been approved by the approving officer must also be reviewed for approval consideration by the Deputy State Controller. The SPOTS card coordinator will complete DAS form 75.55.02.FO4 and Request Memorandum for the approving officer's signature. The form and all supporting documentation will be submitted to the Deputy State Controller for approval consideration.
6. Approved Applications	Approving Officer, SPOTS Card Coordinator, DAS Deputy State Controller	The SPOTS card coordinator will update the bank's web-based system for all approved applications with credit card limits of $7,500 or less. The DAS Deputy State Controller or designee will coordinate with the bank in processing approved cards with credit limits in excess of $7,500.
7. Receipt of SPOTS Card	Employee, Manager, SPOTS Card Coordinator	The SPOTS card generally is received from the bank within 14 business days. Upon receipt, the employee shall: • Immediately notify his/her manager that it was received; • Closely examine the card to ensure that the embossed information is accurate; • Sign the back of the card if all the embossed card information is accurate; • Notify the manager and SPOTS card coordinator of any embossed information that is inaccurate; • Notify the manager and SPOTS card coordinator if the card is not received within 14 business days.
		At the instruction of the SPOTS card coordinator, the employee will surrender the card containing inaccurate information to his/her manager for destruction. The SPOTS card coordinator will submit the corrected information on the bank's web-based system to generate a replacement card for the employee. The manager shall ensure that *Employee Assigned*

		Property, DHS 0050 form is updated with the SPOTS card information.
8. Electronic Access	Manager, Employee	US Bank Access Online is a web-based tool that provides cardholders with access to account information including all account activity and billing statements. Within 30 days of receipt of the SPOTS card, the manager shall ensure that the cardholder self-registers for Access Online: • Go to https://access.usbank.com and click on "Register Online" • When prompted to enter a company short name, type ORP. • The ZIP code must match the 5-digit ZIP code on the billing statement. • The work phone number must not include dashes, hyphens, or spaces. • The user ID must contain 7 to 12 characters (alpha, numeric, or both) • The password must contain 8 to 20 characters with at least one alpha and one numeric character. The cardholder has three attempts to enter valid information (user ID, password, and ZIP code). On the fourth attempt, contact US Bank Customer Services at 1- 877-998-9260 to unlock an account. Once registered, the cardholder can immediately view his/her purchase transactions and print reports. The cardholder is responsible for ensuring that Access Online is immediately updated with any changes.

Policy that applies:

DHS-020-001: Public Contracting Authority and Overview for Supplies and Services Contracts
DHS-040-002: Employee Assigned Property
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-040-002-01: Employee Assigned Property
DHS-040-010-01: Exercising Expenditure Decision Authority
DHS-040-010-02: Inappropriate Actions
DHS-040-019-01: SPOTS Card Program Authority
DHS040-019-03: 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:

DHS 0050: Employee Assigned Property Tracking Document EXCEL
DHS 0115A: Procurement Card Activity Log - Low Volume 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)