

Procedure Title:	SPOTS Card Security				
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Approved By: Director of Finance

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Procedure

SPOTS card security protocols are critical tools for ensuring the integrity of the card and mitigating the potential of fraudulent use.

Cards and account numbers must be safeguarded against use by unauthorized individuals in the same manner a personal credit card would be secured. Cards may not be shared with anyone, including other SPOTS cardholders. Only the authorized cardholder may use the card. **Compliance is not optional.**

This procedure emphasizes accountability and responsibility for safeguarding SPOTS cards.

Step	Responsible Party	Action
1. Authorized SPOTS Card user	Cardholder, Manager	The employee to whom the card is issued is the only authorized user. Managers shall ensure that each SPOTS card has only one authorized user. No other person shall have access to or use the SPOTS card.
2. SPOTS Card Number	Cardholder, Manager, Approving Officer	The SPOTS card number is confidential information. Managers shall ensure that: <ul style="list-style-type: none"> When faxing the credit card information, it is to a secured machine and the card's three-digit authorization code is redacted. Purchases are made from a land line and not a cell phone to the extent possible. Excluding purchases, only the last six digits of the credit card number are disclosed in written or verbal correspondence, unless specifically authorized by the approving officer.
3. Safeguarding the SPOTS Card	Cardholder, Manager	Managers shall ensure that: <ul style="list-style-type: none"> The cardholder places the SPOTS card in a safe, vault, locking cabinet or other secured location when not in use. To the extent possible, access to the secure location is restricted to the cardholder.

<p>4. Cardholder Name Changes</p>	<p>Cardholder, Manager, SPOTS Card Coordinator</p>	<p>If the cardholder's name changes, the cardholder shall notify his/her manager and SPOTS card coordinator of the change. The cardholder must provide his/her previous and current name and the last six digits of the SPOTS card. The SPOTS card coordinator will contact the bank to have the card canceled.</p> <p>The SPOTS card coordinator may initiate the process to have a card issued in the employee's new name upon receipt of a new <i>SPOTS Purchase Card Application and Agreement</i> form, DHS 0134.</p>
<p>5. Suspending or Canceling SPOTS cards</p>	<p>Approving Officer, Manager, SPOTS Card Coordinator, Human Resources</p>	<p>The cardholder's manager must notify the SPOTS card coordinator to suspend the card when the cardholder will be absent from the job for four consecutive weeks. The SPOTS card coordinator will re-activate the card upon notification from the manager that the cardholder has returned to the job.</p> <p>The SPOTS card coordinator shall contact the bank to have the SPOTS card suspended or canceled:</p> <ul style="list-style-type: none"> • When the card has been inactive for 90 days, unless otherwise authorized by the approving officer; • When the cardholder reports that the card is lost, stolen or compromised; • In accordance with agency policy addressing misuse and abuse; • At the written request of the cardholder's manager; • At the direction of the approving officer or Human Resources representative.
<p>6. Surrendering the SPOTS Card</p>	<p>Cardholder, Manager, SPOTS Card Coordinator</p>	<p>The manager shall immediately notify the SPOTS card coordinator and approving officer that the manager has taken appropriate action to require that the cardholder surrender the SPOTS card when:</p> <ul style="list-style-type: none"> • Misuse or abuse is suspected or detected; • The cardholder leaves employment with the agency, transfers out of the work unit, or the duties are changed or reassigned; • Changes in the daily business operations render the card inactive or unnecessary; <p>The SPOTS card coordinator shall contact the bank to ensure that the SPOTS card is suspended or canceled.</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-040-019-01](#): SPOTS Card Program Authority
[DHS-040-019-02](#): SPOTS Card Application and Issuance
[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 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)