

Procedure Title:	SPOTS Card Documentation and Reconciliation Requirements				
Procedure Number:	DHS-040-019-05	Version:	1.0	Effective Date:	10/01/2010

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Approved By: Director of Finance

Date Approved

Procedure

SPOTS card activities generate financial transactions that are tightly linked to budget and accounting functions. An efficient SPOTS card program is thoroughly and effectively integrated with the budgeting, accounting and management controls. This is accomplished through clear procedures, integrated systems and coordination among employees who authorize, initiate, document, reconcile and process procurement transactions.

This procedure emphasizes the importance of retaining the proper documentation supporting SPOTS card purchases and credit refunds and reconciling that documentation to the cardholder's monthly billing statement.

Applicability

This procedure applies to all employees who are directly or indirectly involved in the agency's procurement activities. **Compliance is not optional.**

Step	Responsible Party	Action
1. Required Documentation	Cardholder, Manager	<p>Documentation requirements are designed to meet audit trail requirements. Whenever a SPOTS card transaction is made, either over the counter at the vendor's business, by telephone or on the internet, documentation must be retained as proof of purchase or credit refund. All documentation must be complete, accurate and allow the transaction to be traced to the source documents that support the purchase or credit refund of the item.</p> <p>Cardholders are responsible for obtaining proper documentation for all SPOTS card transactions. To the extent possible, employees with delegated expenditure decision authority who request a cardholder to purchase an item should provide a written request. If a written request is not possible, the cardholder is required to document the requester's name, item description, quantity, estimated cost and date of request to support the purchase.</p>

		<p>Managers shall ensure that cardholders retain the proper documentation supporting SPOTS card purchases or refunds, including but not limited to:</p> <ul style="list-style-type: none"> • Written request for the purchase; • Original itemized charge or credit receipts, invoices, packing slips issued by vendors for each purchase; • A statement is not acceptable unless it can be clearly shown that it is intended as a receipt by the vendor. The statement must provide the same information as an itemized receipt and clearly indicate a \$0.00 balance with reference to the SPOTS card use. No unpaid previous balance on a statement may be charged to the SPOTS card; • A description and purpose for each purchase or refund. The combination of several documents to provide the description, number of items and cost per item may be used. Numerical code descriptions alone are not acceptable; • Screen print of the purchased item, order page, shopping basket and confirmation of internet purchase; • A copy of the appropriate page of a catalog or brochure with the cost and description of the item(s) purchased; • Documentation supporting ancillary costs (e.g., freight or shipping and handling); • Written authorization from OIS for IT purchases; • Written authorization from the approving officer, OCP, or other appropriate authority authorizing a purchase that exceeds \$5,000; • Written authorization for pre-approved training or conference registrations; <p>Other original, descriptive and authoritative documentation to support any authorized purchase made on behalf of an eligible client.</p>
<p>2. Procurement Card Activity Log</p>	<p>Cardholder, Manager</p>	<p>The purpose of the procurement activity log is to provide a basis for the cardholder and manager to control and monitor SPOTS card transactions to ensure that purchases are authorized and received and the SPOTS card credit limits are not exceeded. The manager shall determine which procurement activity log is appropriate for his/her area of authority.</p> <p>Cardholders must complete SPOTS Card Procurement Activity Log, DHS 0115A-Low Volume or DHS 0115B – High Volume form for each SPOTS card transaction,</p>

		<p>including, but not limited to:</p> <ul style="list-style-type: none"> • Purchases; • Credit refunds; • Back orders; • Transactions classified to proper accounting structures; • Disputed transactions; and • Adjustments. <p>All information on the procurement activity log must be completed in full and at the time the transaction occurs. It is not acceptable to omit any information about SPOTS card activity from the log.</p> <p>The manager shall ensure that the cardholder completes the log at the time of a SPOTS card transaction and does not omit any information.</p>
<p>3. Reconciling the Monthly Billing Statement</p>	<p>Cardholder, Manager</p>	<p>In case the mailed billing statement does not arrive in time, cardholders shall view and print their monthly statements using the bank's Access Online web-based system on or before the last business day of each month.</p> <p>The cardholder must reconcile the printed monthly billing statement, procurement card activity log, and supporting documentation within seven calendar days by carefully matching the supporting documentation to the statement to validate that the expenses or credits are correct:</p> <ul style="list-style-type: none"> • Back-ordered items are not charged on the statement; • Amounts equal the charge or credit slip; • There are no over- or under-charges; • Purchases were not duplicated; • Charges or credits for purchases or refunds were not duplicated on previous statements; • Amounts charged on the statement equal the amounts on the activity log. <p>If any documentation is missing or there are any incorrect charges or credits, the cardholder will:</p> <p>Immediately contact the vendor to obtain a copy of the charge or credit slip that is missing;</p> <p>Request the vendor to correct any incorrect charges or credits;</p> <p>Attach explanatory documentation to the log, noting the time and date of the conversation requesting</p>

		<p>copies or discussing disputed items with the vendor.</p> <p>The cardholder or designee must code each transaction with the correct accounting codes on the log; e.g., agency object, index, PCA, case number and person letter.</p> <p>The cardholder will sign and date the log, and attach the monthly billing statement and itemized documentation to the log for the manager's review.</p> <p>The cardholder's signature on the Procurement Card Activity Log certifies to the accuracy of the supporting documentation and appropriateness of the purchases.</p>
<p>4. Management Review of Reconciliation</p>	<p>Manager</p>	<p>Managers are accountable and responsible for ensuring that SPOTS cards are used for authorized purchases and reflect prudent, economic and fiscal stewardship of public resources.</p> <p>The purpose of the manager's or designee's review is to determine whether the documentation is reasonable and adequate. The manager or designee shall complete his/her review of the billing statement, <i>Procurement Card Activity Log</i> and supporting documentation within seven days, but not later than the 15th calendar day of each month. The manager's review should include but is not limited to whether:</p> <ul style="list-style-type: none"> • The itemized receipts, packing or shipping slips support each purchase, the documentation is original and genuine. If the original is missing and a copy is attached, it is supported with explanatory documentation; • The purchase was not previously paid; • Goods were received or the services were performed; • Items pending shipment or not received and back orders are not charged to the statement; • A description of each purchase or refund and its purpose is provided; • Purchases were not fragmented to circumvent credit card limits or public contracting laws; • Purchases exceeding \$5,000 were authorized and are supported with the proper documentation; • The total amount charged does not exceed the single transaction and/or monthly billing cycle limit(s) established for the card; <p>The SPOTS card was used only by the cardholder and all charge or credit slips were signed only by the cardholder;</p>

		<p>Purchases were made in compliance with agency policy and procedures, public contracting laws and Buy Decision requirements;</p> <p>Card activity is monitored for unusual patterns of use or unacceptable transactions (e.g., purchases made on holidays, weekends, leaves of absence, furlough days or for personal use);</p> <p>The frequency of missing documentation.</p> <p>The approving manager shall sign and date the procurement log. The approving manager shall ensure that he/she has delegated expenditure authority for each type of transaction and for the total amount being approved for payment. The manager’s signature certifies the accuracy of the supporting documentation and appropriateness of the purchases.</p> <p>The manager shall ensure that the original documentation is retained in a secured file for auditing purposes and to protect the SPOTS card account information.</p>
<p>5. Payment Processing</p>	<p>Manager, Business Office, Financial Services</p>	<p>The manager or designee will ensure the appropriate payment processing office receives:</p> <p>An electronic version of the <i>Procurement Card Activity Log</i>; and</p> <p>A pdf file of the signed <i>Procurement Card Activity Log</i> and the billing statement; or</p> <p>A paper copy of the <i>Procurement Card Activity Log</i> attached to a copy of the billing statement. Payment processing is performed by:</p> <ul style="list-style-type: none"> • Blue Mountain Recovery Center business office; • Oregon State Hospital business office; • Office of Financial Services – Portland; • Office of Financial Services – Salem. <p>The appropriate business or financial services office shall rely on the economical, fiscal and fiduciary stewardship of the cardholder and manager who signature-certify the <i>Procurement Card Activity Log</i>. Upon the timely receipt of the statement and log, the business or financial services office will confirm that:</p> <ul style="list-style-type: none"> • The amounts itemized on the log equal the billing statement; • The account coding is appropriate and reasonable; • The log has been signed and dated by the cardholder and manager.
<p>6. Timely</p>	<p>Business Office,</p>	<p>To maximize the agency’s proportionate share of the</p>

Remittance	Financial Services	<p>statewide rebates, ensure timely remittance and mitigate risk of the agency's removal from the statewide SPOTS card program due to consistently late payments, the business or financial services office shall remit weekly payments to the bank.</p> <p>Not later than the 15th day of each month, the business or financial services office will reconcile the weekly remittances to the monthly logs and billing statements. The appropriate financial entries will be entered into the statewide accounting system to effect an adjusted payment to the bank.</p>
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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-040-006](#): Refreshment, Meals, Hospitality
- [DHS-040-013](#): Receipting of Checks and Other Negotiable Instruments
- [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-040-006-01](#): Refreshment, Meals, Hospitality
- [DHS-040-019-01](#): SPOTS Card Program Authority
- [DHS-040-019-02](#): SPOTS Card Application and Issuance
- [DHS-040-019-03](#): SPOTS Card Security
- [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 [WORD](#)
- DHS 0075: OIS IT Purchase Request [PDF](#) [WORD](#)
- DHS 0114: Purchase Requisition [WORD](#)
- 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](#)
- DHS 1496: Wireless Communication Device Order [PDF](#) [WORD](#)

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Keywords:

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