

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

Date Approved

Procedure

Training is an essential element of a successful SPOTS card program. The complexities of procurement activities require that managers and SPOTS cardholders be well qualified and trained in public contracting rules and all relevant agency policies and procedures. The lack of qualifications and training inevitably results in mistakes and confusion that disrupt service delivery, cost money, create delays and expose the agency to criticism.

This procedure emphasizes the importance of managers and SPOTS cardholders to attend all agency-required SPOTS card training.

Applicability

This procedure is applicable to all SPOTS cardholders and their managers. **Compliance is not optional.**

Step	Responsible Party	Action
1. General Requirements	Approving Officer, SPOTS Card Coordinator, Cardholders, Managers	<p>Training ensures that employees who are directly or indirectly involved with SPOTS card procurement transactions and those who review, reconcile or approve the <i>Procurement Card Activity Log</i> (DHS 0115A or DHS 0115B) understand their roles and responsibilities, public contracting laws and all relevant agency policies and procedures.</p> <p>Training helps ensure that employees are informed of any changes or updates to the SPOTS card program.</p> <p>All managers, supervisors, cardholders, cardholder applicants and employees with delegated expenditure decision authority participating in SPOTS card procurement processes must take the SPOTS card training or pass the required test.</p>
2. Training Sessions	Cardholders, SPOTS Card Coordinator, Managers	<p>SPOTS card training is available in a classroom setting or online. To register for the training:</p> <ul style="list-style-type: none"> Go to the DHS Learning Center web site: https://dhslearn.hr.state.or.us Enter your login and password;

<p>3. Initial Training</p>	<p>Cardholder Applicants, SPOTS Card Coordinator, Managers</p>	<p>Fraudulent, abusive or negligent use of any SPOTS card is prohibited. Fraudulent, abusive or negligent use of the SPOTS card includes but is not limited to:</p> <ul style="list-style-type: none"> • Using the card for unauthorized purchases of any kind; • Fraudulent use of the card; • Fragmenting (splitting) purchases or exceeding card credit limits; • Use of the card by anyone other than the cardholder; • At any time, a fourth occurrence of cardholder misuse; • Directing or instructing the cardholder to purchase an item or service that is subsequently determined to be in violation of procurement laws or agency policies. • Anyone who directs or instructs the cardholder to purchase an item or service that is in violation of procurement laws or agency policies shall immediately reimburse the agency for the cost of the item(s) purchased, and be subject to disciplinary actions and possible criminal prosecution. • Click on “Courses & Registration”; • Click on “Find a Course”; • Enter “SPOTS” in the keywords field and click on “search”; • Click on the appropriate training session: <ul style="list-style-type: none"> • SPOTS VISA Purchasing Card (Netlink) • SPOTS VISA Purchasing Card (Classroom) • Online: SPOTS Refresher (two year refresher course/test) <p>Contact the SPOTS Card Coordinator at 503-945-6126 if you need assistance in selecting the correct training course.</p> <p>All managers with supervisory authority over cardholders and cardholder applicants are required to take and complete the initial SPOTS card training.</p> <p>Cardholder applicants will not be issued a SPOTS card until the employee completes the SPOTS VISA Purchasing Card training.</p>
<p>4. Refresher Training</p>	<p>Cardholders, Managers,</p>	<p>All managers, cardholders, the approving officer and SPOTS card coordinator are required to take the</p>

	<p>SPOTS Card Coordinator. Approving Officer</p>	<p>SPOTS card refresher test every two years, at a minimum.</p> <p>The SPOTS card coordinator will send a quarterly email to notify managers and cardholders to register for the required training.</p> <p>The SPOTS card coordinator will suspend the SPOTS card if the cardholder fails to take the refresher training within the required timeframe. SPOTS cards will be canceled if the cardholder fails to take the refresher training or pass the required test within six months.</p> <p>The approving officer or designee will initiate appropriate corrective action if the cardholder's manager fails to take the refresher training as required.</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-040-010](#): 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-040-019](#): Small Purchase Order Transaction System (SPOTS) Card
- [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-040-019-04](#): SPOTS Card Purchases
- [DHS-040-019-05](#): SPOTS Card Documentation Reconciliation
- [DHS-040-019-06](#): SPOTS Card Abuse and Misuse
- [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 [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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Procedure History:

- **Version 1.0:**
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Keywords:

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