



Overview of P-Cards



Visit the [Procurement Cards web page](#) and review all the available resources, including introductory video, P-Card policies and procedures, application form, as well as other resources to supplement the information contained in this document.

What is a P-Card?

A P-Card, or procurement card, is a credit card issued to an eligible State of Maine employee for the purpose of making authorized business purchases up to certain spending limits. Authorized purchases include items such as office supplies and equipment, airfare and lodging for business travel, as well as some services.

The State issues payment for all charges made with a P-Card and the employee's agency is billed according to a two-week billing cycle. TD Bank is the current banking partner for the State's P-Card program.

Who should apply for a P-Card?

Employees should check with their supervisors to determine if they should apply for a P-Card. In general, P-Cards are intended for administrative staff who routinely order supplies or make travel arrangements on behalf of other employees in their agency/department, as well as public service employees working out in the field.

How do I apply for a P-Card?

Carefully review the P-Card policies and procedures posted on the [Procurement Cards web page](#), and complete/submit the Cardholder Application and Agreement Form. After the application is processed, the P-Card will be mailed to your postal address and additional set-up instructions will be sent to you via email.

What are some key responsibilities of P-Cardholders?

When making authorized purchases, P-Cardholders must use a vendor(s) listed on a master agreement or Statewide contract, if one exists for the needed item(s). For example, office supplies must be ordered through W.B. Mason under the State's office supplies master agreement. (You can find a list of current master agreements and Statewide contracts on the [Contracts and Reports web page](#).)

P-Cardholders must also submit expense reports every two weeks according to the established schedules posted on the [Procurement Cards web page](#). (See additional responsibilities on the next page.)

Who should I contact if I have questions?

Each agency/department has an agency procurement card administrator (APCC) and travel card administrator who can answer general questions. Their names and contact information are posted (in Excel files) on the [Procurement Cards web page](#).

Employees can also contact the State's central procurement card administrator (PCA), Sue Garcia, whose email address and phone number are also posted on the web page.

Summary of Cardholder Responsibilities

You can find a complete description of cardholder responsibilities in the P-Card Policies & Procedures manual posted on the [Procurement Cards web page](#).

✓ USE THE P-CARD FOR STATE BUSINESS ONLY.
✓ Keep your P-Card secure and P-Card account number and PIN (personal identification number) confidential. For security reasons, do not store the PIN number with the P-Card. Never write your PIN number on the P-Card.
✓ Complete the Cardholder Delegation Form when it is necessary for someone other than you, the cardholder, to use the card (the form is located on the Procurement Cards web page). Also, if you delegate another employee to take administrative responsibility of your card, the cardholder and designated employee must complete the appropriate Administrative Responsibility Form and send it to the PCA to be kept on file.
✓ Do not use the P-Card: a) to purchase <u>from another vendor</u> items that are available through an established Statewide master agreement; or b) as a method of circumventing the competitive bidding process through the Division of Procurement Services (per Maine Statute). Please note this includes the purchase of office supplies, which must NOT be purchased from any source other than the vendor holding the State's master agreement for office supplies. Any exceptions must be approved by the Division of Procurement Services in writing and attached to the appropriate receipt (including invoice and packing slip) which is turned in to the Service Center.
✓ Do not "split" or "stack" transactions to avoid maximum per transaction dollar limits and/or to circumvent State statutes, rules, policies, procedures, and guidelines.
✓ Obtain and retain receipts/invoices for each transaction and submit those receipts/invoices to the staff responsible for approving the charges in the TD Commercial Plus Card Online System. This must be done at the close of the two-week billing cycle. "No receipt" is not allowed. Transaction approvals (and final approvals) must be done at the end of each billing cycle.
✓ Enter a description of the items purchased in the TD Commercial Plus Card Online System. The description MUST be meaningful and easily understood for audit purposes. If the transaction is related to a master agreement, the MA # must be included in the description field. Failure to comply with this requirement may result in the loss of P-Card privileges.
✓ Reallocate accounting codes (as necessary) through the online transaction approval process. Proper reallocation and splitting of accounting codes is the most efficient way for the Service Center to process the transactions and pay the receivable on time.
✓ Do not accept cash, checks, gift certificates, or store credit in lieu of a credit to the P-Card account when returns are made. Any return must be immediately credited back to the actual credit card with which the original charge was made.
✓ Be accountable for all charges made with your P-Card and review all transactions against the corresponding support documentation to verify accuracy and validity. This review should be done regularly using the TD Commercial Plus Card Online System and must be done a minimum of every two weeks at the end of the billing cycle. See the TD Bank Download Cycle Schedule posted on the Procurement Cards web page .
✓ Advise the PCA whenever there is a change in your mailing address, phone numbers, or name. This is imperative as your address is used to mail correspondence or replacement cards; and phone numbers are used to contact the cardholder in the event of suspected fraud. Cardholders must also inform the PCA and APCC when there is a department or agency change, or when the cardholder leaves State service (including retirement).
✓ Report a lost or stolen P-Card immediately to TD Bank at (877) 253-4558 (available 24/7).
✓ P-Cards must be used a minimum of once every 6 months to remain active with TD Bank.