

Splitting/Stacking P-Card Transactions

Quick Reference Guide



Understand P-Card Spending Limits

P-Card transactions must not exceed spending limits. In general, these are: \$4,999 per transaction and \$25,000 per billing cycle.

The spending limits are established in order to ensure purchases over these amounts go through a competitive bidding process and provide the best value for the State.

Understand the Definitions of Splitting/Stacking

Splitting occurs when:

- A cardholder splits the cost of a P-Card purchase that exceeds the per-transaction spending limit into two or more charges that are within the limit; OR the agency splits the charges between two or more cardholders.

EXAMPLE A: Your agency wants to purchase a single item that costs \$6,000, which exceeds the per-transaction spending limit. So, you split the transaction and pay the total cost over two separate transactions (\$3,000 each).

EXAMPLE B: Your agency wants 12 items and the total cost is \$6,000, which exceeds the per-transaction spending limit. So, you split the purchases between two cardholders, with each cardholder purchasing 6 items for \$3,000.

Stacking occurs when:

- A cardholder makes multiple transactions in order to break out the total cost of a single purchase.

EXAMPLE C: Your agency wants to purchase a single computer package (or multiple packages) that includes a tower, computer, monitor, keyboard and mouse. The total cost of each package is \$1,200. In order to stay within the per-transaction spending limit, you decide to charge parts of the package separately.

Splitting/stacking can occur on one day or over a few days.

Manage Your Purchases

Splitting and stacking are strictly prohibited, and may result in the loss of P-Card privileges. Agencies and individual cardholders must manage P-Card purchases properly to ensure you don't exceed spending limits.

Questions?

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