

<b>SOPP #</b> DOF-GSA-2020-01	<b>Prepared By:</b> Financial Reporting & Accounting Operations
<b>Effective:</b> Date (10/5/2020)	<b>Approved By:</b> Commissioner of Finance
<b>Title</b>	<b>GSA Credit Card Management</b>
<b>Purpose</b>	In conjunction with Act No. 8309, the Department of Finance (DOF) has established a single line of credit to effectively manage all authorized credit cards and vendor credit lines through the Government of the Virgin Islands (GVI).
<b>Scope</b>	GSA Credit Cards will replace all existing credit cards and vendor credit lines to establish adequate control, monitoring, and reporting on all credit cards obtained through the Government of the Virgin Islands.  The types of cards to be issued: <ul style="list-style-type: none"> <li>• Purchasing Cards (restricted to approved purchases)</li> <li>• Travel Cards (restricted to travel only)</li> </ul>
<b>Definitions/Roles</b>	<p><b>Cardholder:</b> A Person to whom a GSA Card is issued to (name appears on the card); this individual is solely responsible for the safeguarding of the card.</p> <p><b>Program Administrator:</b> Person responsible for routine management, customer support, improvement, enforcement, or card program.</p> <p><b>Certifying Officer:</b> Person responsible for ensuring the availability of funds within the financial system (ERP).</p> <p><b>Reconciliation Officer:</b> Person responsible for overseeing the accounts and accuracy of data about credit cards.</p>
<b>Policies</b>	<p><b>1. Persons automatically eligible to receive a card:</b></p> <ul style="list-style-type: none"> <li>• Governor</li> <li>• Lieutenant Governor</li> <li>• The Governor's Chief of Staff</li> <li>• The Governor's Head of Security</li> </ul> <p>(The Governor can designate additional individuals to receive a credit card as needed.)</p>

	<p><b>2. Agency Heads can request a credit card for the following individuals upon approval by the Commissioner of Finance:</b></p> <ul style="list-style-type: none"><li>• Agency Heads</li><li>• Assistant Commissioners</li><li>• Chief of Staff (Government agencies)</li><li>• Fiscal Officers</li></ul> <p><b>3. Steps to acquire a Purchasing and/or a Travel Charge Card:</b> Cards will be used for Purchase Orders, Petty Cash, and Travel related expenditures only.</p> <ul style="list-style-type: none"><li>• Provide a written justification to the Commissioner of Finance, to include the following:<ol style="list-style-type: none"><li>1. Purpose</li><li>2. Expected type of purchases</li><li>3. Anticipated monthly purchases (amount)</li><li>4. Projected monthly purchases (count)</li><li>5. Person responsible for reconciling card purchases</li><li>6. Person responsible for monitoring card purchases</li><li>7. Person responsible for certifying funding source</li></ol></li><li>• Complete and attach DOF-GSA Form #1 on <a href="http://dof.vi.gov/forms-and-policies">http://dof.vi.gov/forms-and-policies</a> along with a justification letter to be forwarded to the Program Administrator and the Commissioner of DOF for review and approval.</li><li>• Once a profile is set up with US Bank (<a href="#">Access Online</a>), the cardholder must receive certification for a set of mandatory online courses included within this policy and any additional courses communicated in writing by the DOF to receive a card.</li><li>• Annual re-certification of these courses will be mandatory to continue in the credit card program.</li><li>• Upon producing the certificate and acknowledgment in agreement with this policy, the credit card(s) will be issued to the cardholder.</li><li>• To receive a credit card, a valid Purchase Order (P.O.) to the credit card company for the entire credit limit is required. The funding for the P.O. must be obtained using local funding unless pre-approval by federal grantor agency to use federal</li></ul>
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funds.

- Review and reconciliations are mandatory and must be completed monthly by accessing credit card statements online using their login credentials. Both the cardholder and fiscal personnel will be given access to view transactions and ensure that payment to the credit card company is accurate and timely.
- Any disputes regarding charges must be made in writing and submitted to US Bank and the Program Administrator at DOF.

#### **4. Purchase Order / Requisitions Requirements**

- A converted requisition/purchase order must be obligated in the totality of the authorized credit limit, upon full liquidation of the purchase order, the credit card will temporarily be suspended until another purchase order is secured.

#### **5. Lost or Stolen Credit Cards Receipts**

- In the event of a lost receipt, the cardholder will be required to contact the respective vendor to attain a copy of the receipt, if possible.
- If all measures have been taken to secure a lost receipt but one cannot be obtained, a notarized affidavit letter must be submitted in place of the receipt from the cardholder. (Depending on the frequency of unsupported invoice entries through affidavit, a credit card can be suspended indefinitely.)

#### **6. Changes in personnel / Lost or stolen Credit Cards** Changes in personnel, including changes due to new administration, must be communicated to DOF in writing immediately to cancel the existing credit card. Upon cancellation, that individual must report to DOF all receipts and any added notation needed.

- Agency/initial cardholder must contact DOF in the event one of the following has transpired:
  1. Employee exit/ change in duties /authorization
  2. Promotion
  3. Termination
- Agency must contact the DOF to report a lost or stolen credit card. Agency contact hours: Mon-Fri 8 am-5 pm, (after hours) credit card holder must contact US Bank at 1-877-887-9260.

	<ul style="list-style-type: none"> <li>• Agency must report any fraudulent charges or misuse of an issued credit card to the DOF and US Bank immediately.</li> <li>• Violation of any procedures put in place may result in a reduction of credit card spending limit, restriction in purchases, temporary suspension of credit card services, or full revocation of credit card privileges.</li> </ul> <p><b>1. Payment / Invoice / Account Review</b></p> <ul style="list-style-type: none"> <li>• From the date of the statement, departments must enter and release payments in the ERP system for review within ten (10) business days. Any disputed amount must be communicated to the Department of Finance.</li> <li>• The Program Administrator will view all online statements regularly and compare charges made to actual invoice payments.</li> <li>• A quarterly review of compliance will be submitted through a report to the Commissioner of Finance from the Program Manager outlining any non-compliance and deficiencies.</li> </ul> <p><b>2. Declared State of Emergencies</b></p> <p>** Cardholder purchases will adhere to the guidelines implemented by the Declaration of Emergency by the Governor and additional guidelines issued by the Department of Finance**</p>
<p><b>Procedures</b></p>	<p><b>Department and Agencies</b></p> <p><b>Cardholder responsibilities:</b></p> <p>Log in to the GSA website to complete the following certificate courses:</p> <ul style="list-style-type: none"> <li>• Navigation Basics</li> <li>• Standard Reports</li> <li>• View Statements</li> <li>• Alerts and Notifications</li> <li>• Mobile App</li> </ul> <p>These courses are required to activate the GSA Credit card. User guides for the courses listed can be found in the training section of US Bank Access Online.</p>

	<ul style="list-style-type: none"><li>• Review the “<b>Cardholder Acknowledgement Form</b>” provided by the DOF upon receipt of a credit card.</li><li>• Five (5) days from receiving the credit card statement, submit all receipts to your fiscal officer before processing.</li><li>• Procure goods following the Department of Property and Procurement (DP&amp;P) Rules &amp; Regulations. Items valued under \$5,000 may be procured with one quote, provided it is not a split or recurring purchase. Items valued between \$5,000 - \$50,000 may be procured after seeking at least three (3) quotes. Justification letter requirements still apply. See Title 31, Chapter 23 of the Virgin Islands Code.</li><li>• Petty Cash purchases must under the <a href="#">DOF SOPP# 755</a> located at <a href="#">dof.vi.gov</a>.</li><li>• Cardholders are responsible for ensuring that all disputes are reviewed and confirmed by the credit card company in writing for an audit trail.</li><li>• Cardholders are responsible for ensuring all receipts are secure and copied if the invoice ink fades.</li><li>• Cardholders are responsible for maintaining adequate liquidation against the budgeted / purchase order amount.</li><li>• Cardholders must not share pin or any confidential information about the agency’s credit card.</li><li>• Cardholders are responsible for the security of the card information and mitigate any fraudulent use.</li><li>• Cardholders must use a Travel Charge Card for Travel and must secure a Government Travel Request (GTR) form and adhere to the rules outlined in Travel Policy, Executive Order.</li><li>• Cardholders must use the issued credit card for GVI business purposes only. Listed are approved and disapproved purchases:<ol style="list-style-type: none"><li>1. Alcoholic Beverages, except if pre-approved for specific business engagements must be requested to the Governor thru the Commissioner of Finance in writing and must be attached to the transaction in the ERP system. The request must justify the reason for use of alcohol and must only be utilized for business purposes.</li></ol></li></ul>
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the submitted indicating the reasons alcoholic beverages will be needed to get approval from the Governor through the Commissioner of Finance.

2. Personal expenditures, to include any additional costs that do not meet travel regulations for the Travel Charge Cards, should not exceed per diem calculations, or tax fare amounts unless justified and approved by the GTR process.

3. Purchases or services available at the DP&P Central Stores and Printing Office shall be processed through DP&P's Fiscal and Administrative Office. The ERP pick ticket order entry or requisition order entry shall **not** be utilized to make purchases.

- Cash withdrawals from credit cards are **prohibited** unless pre-approved by the DOF. Requested withdrawals are limited to unique circumstances, (challenges using a credit card due to natural disasters).
- Expenditures must be within budgetary limitations and not exceed the purchase order amount.
- Credit cardholder or authorized personnel on the respective credit account is responsible for the proper use under this policy and all other relative GVI regulations or laws.

**Department Responsibility / Fiscal Person**

- Must secure a file with authorized credit card personnel for audit purposes.
- Communicate to the cardholder of any funding changes immediately and copy the Department of Finance Commissioner and Program Manager/Administrator.
- Enter invoices within ten (10) business days from credit card statement and release through ERP workflow.
- Deficiencies in obtaining the necessary documents must be communicated for the Department of Finance's involvement.
- A Request to cancel a purchase order to the vendor for credit card payment must be submitted to the Program Manager/Administrator. Request will be reviewed and forwarded

to the Accounting Department / DOF.

**ERP Transaction-Guide**

- When entering an invoice into the ERP system, each transaction on the credit card statement must have a document number and description to suit the charge. This means if payment is being made for two (2) transactions, then the Invoice Entry batch must have two records of information.
- When entering the invoice, the end-user must ensure it is pulling against the existing P.O. for proper liquidation of the purchase order. (Any liquidation issues, please contact the Accounting Division.)
- In the description field, for each transaction, a detailed description of purchase is needed. For any fixed asset type transaction, you **must** indicate “FA Credit Card” and attach the Fixed Asset form.
- When entering invoice entry, you must select the “normal” method. When an ACH is set up for vendor, Finance will notify all participating agencies.
- A valid local fund ERP account must be utilized. In cases where an object code is needed to be added to the org code, you will submit a request to the Accounting Division, along with P.O.#.
- Supporting documentation should include, the credit card statement, receipts from vendors where the credit card was charged, applicable purchase order, affidavit of loss receipt (if applicable), credit card monthly disbursement voucher, and any additional support as requested by DOF.
- Audit Inquiry: Finance may request additional support from various Government agencies (for audit purposes).

**Department of Finance/ duties as:**

**Program Manager**

- Will follow-up on request from Credit Card Company through Commissioner’s office.
- Will securely create a profile and share credentials upon Commissioner’s approval.

	<ul style="list-style-type: none"> <li>• Will monitor cards and the timeliness of accurate payments. (Will work as the Liaison between Agency and Accounts Payable.)</li> <li>• Will manage requests for cancellation of purchase orders.</li> <li>• Upon any notification of non-compliance, immediately restrict further use of card.</li> <li>• Will intervene with any GSA disputes that linger for more than a month.</li> <li>• Will intervene in funding issues posed in a fiscal period and will immediately restrict further use, if necessary.</li> <li>• Will provide an update to the Commissioner of Finance in writing every 10<sup>th</sup> day of the new quarter.</li> </ul> <p><b><u>Accounts Payable</u></b></p> <ul style="list-style-type: none"> <li>• Will review invoices for support and may require additional information to enhance audit trail.</li> <li>• Will process within five (5) days from release.</li> <li>• Will share any recommendations to enhance processing.</li> </ul>

### **Revision History**

<b>Revision #</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	7/17/2020	Initial Release	ES
1	7/17/2020	Review	KC
2	9/28/2020	Review	JMG
3	10/02/2020	Final approval	KC