

# State of Connecticut Credit Card Use Policy

## Scope of this Policy

This statewide policy relates to the use of any and all gasoline cards, telephone calling cards, purchasing cards ("P-Cards"), and other credit cards issued by the State, its agencies, departments or commissions, to state agencies or employees (hereinafter referred to collectively as "State Cards").

State Cards are to be used in conjunction with current state contracts, and with specific agency purchasing policies. Agency policies and procedures with regard to the use of State Cards may be stricter than the guidelines outlined below; however, to the extent that any agency policy or procedure conflicts with this policy, the stricter policy shall govern.

## Acceptable Uses, Limits and Procedures

State Cards shall be used solely for official state business. Therefore, State Cards shall not be used for personal or private business purchases.

State Cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of State Cards shall be limited to the person whose name appears on the face of the State Card, or who is specifically authorized by the agency head to use the Card. State Cards shall not be loaned to other individuals.

Each agency and state employee receiving a State Card shall be bound by the limits, policies, and procedures outlined in The State of Connecticut Purchasing Card Program Cardholder Work Rules and the Agency Purchasing Card Coordinator Manual, as they may be amended or revised from time to time. Any and all exceptions to these rules and limits must be approved and documented by the Office of the State Comptroller and the Department of Administrative Services. These manuals are published at:

[http://www.das.state.ct.us/Purchase/PCard/P-Card\\_Work\\_Rules.pdf](http://www.das.state.ct.us/Purchase/PCard/P-Card_Work_Rules.pdf)

[http://www.das.state.ct.us/Purchase/PCard/P-Card\\_Coordinator\\_Manual.pdf](http://www.das.state.ct.us/Purchase/PCard/P-Card_Coordinator_Manual.pdf).

Intentional misuse or fraudulent abuse of any State Card may result in disciplinary action, up to and including dismissal, referral to the State of Connecticut Ethics Commission, and/or criminal sanctions. In addition, the authorized holder of the State Card shall promptly reimburse the state for any unacceptable purchases.

**1. P-Cards.** P-Cards, distributed to the agencies under a program co-sponsored by the Department of Administrative Services and the Office of the State Comptroller, may be used for approved state purchases as prescribed by individual agencies.

**2. Gasoline Credit Cards.** State-issued gasoline credit cards issued to state employees may only be used to refuel assigned state vehicles pursuant to the policy

below. In no event shall state-issued gasoline credit cards be used to refuel personal vehicles.

State vehicles shall be fueled at state-owned stations throughout Connecticut, except when an employee on agency business is unable to obtain fuel at a state-owned station because he or she is:

- (1) working after-hours,
- (2) in an area of the state not served by a state-owned station, or
- (3) prevented from doing so by an emergency or other unforeseeable circumstance.

Under such circumstances, the employee shall be permitted to use a state-issued gasoline credit card to obtain fuel. Under no circumstances shall a state-issued gasoline credit card be used to purchase food, beverages, cigarettes or other personal items.

**3. Telephone Calling Cards.** Telephone calling cards shall be used for official State of Connecticut business only. Each agency and state employee receiving a state telephone calling card shall be bound by the limits, policies, and procedures outlined in telecommunication policies issued by the Department of Information Technology.

### **Liability for Payment**

Agencies are liable for all authorized charges made by its employees using State Cards. The agency's accounting unit/business unit is responsible for processing all State Card payments according to the terms of the state contract with the bank issuing the State Card.

In addition to disciplinary action, and possible ethical and criminal sanctions for misuse, individual State Card holders are responsible for repayment of improper charges, and have personal liability for misuse.

The State of Connecticut does not accept liability for the following:

- unauthorized use of State Cards,
- account numbers that are fraudulently used, or
- purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

### **Auditing and Documentation**

All agencies, departments and commissions distributing State Cards shall provide a copy of this policy to each state employee receiving a State Card, and require the employee to acknowledge receipt of the policy by signing.

Agencies and individual State Card holders are responsible for maintaining adequate documentation supporting all State Card purchases. Agencies shall retain such documentation in accordance with the State Librarian's Record Retention Policies. Documentation shall support the business purpose of all transactions made with State Cards, and shall include the following items:

- Copy of this policy, signed by each State Card holder in the agency
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- User logs, when available

Agencies shall be responsible for periodically auditing their records to ensure that State Cards are used only by authorized users for official state business.

### **Security**

Agencies shall be responsible for safeguarding State Cards at all times. In that regard, agencies shall ensure that State Cards are kept in accessible but secure locations, and that account numbers on State Cards are not posted or left in conspicuous places. Agencies shall also be responsible for immediately and properly reporting lost or stolen State Cards.

All State Cards shall be returned to the issuing agency, department or commission immediately upon request or upon termination of employment (including retirement).

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Name of Agency Representative

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Signature of Employee

Western Connecticut State University  
Name of Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date