

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-6</p>	<p align="center">Policy # 2.15</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: O.C.G.A. §13-10-91, §14-7-2, §45-10-1, §48-8-3., §50-5-69, §50-5-80, §50-5-83. Statewide Purchasing Card Policy</p>	
<p>Chapter 2: FINANCIAL SERVICES</p>	<p>Effective Date: 3/26/18 Scheduled Review Date: 3/26/19</p>	
<p>Subject: STATE CREDIT CARD PROGRAMS</p>	<p>Replaces: 4/15/12 Office of Financial Services</p>	
<p>Attachments: A - Bank of America Dispute Form B - Lost Receipt/Invoice Affidavit Form C - Authorization for Purchasing Card Background Checks Form D - Cardholder Agreement E - P-Card Profile F - Special Approval Request G - P-Card Data Sheet</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall comply with the Georgia Department of Administrative Services (DOAS) policies regarding state credit card programs, including the purchasing and fuel cards. These programs shall be monitored and reviewed to ensure they operate securely and efficiently.

II. DEFINITIONS:

Card Program Administrator: The Department employee designated to provide fiscal and administrative oversight to the purchasing card program(s). This oversight may include, but is not limited to, the development of procedures and processes to ensure proper charges, adequate documentation, and approvals.

Debit Card: A bank card issued from a bank and is connected to the student benefit account.

State Fuel Card Program: Cards issued by Wright Express (WEX) for refueling state operated vehicles and equipment only. This program is operated in conjunction with a statewide contract.

State Purchasing Card (P-Card) Program: The VISA Purchasing Card allows employees to make purchases for State business use only.

State Purchasing Card Program Training: Specific training required for cardholders and approvers provided through the DOAS Learning Management System.

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III. STATE FUEL CARD PROGRAM:

- A. The Fleet Operations Manager or designee, will serve as the program administrator for the state fuel card program.
- B. State fuel cards will be assigned to facilities and may be used only to refuel facility equipment such as lawn maintenance equipment. On an “as needed” basis, and only upon approval from the Director of Property Management, the red state fuel card may also be used to refuel rental trucks used for transporting state property (but not daily, weekly, or monthly rental vehicles).
- C. State fuel cards will only be used for the vehicle to which it is assigned. Each gold state fuel card will reflect the department vehicle number for which it is assigned. The correct mileage, based on actual odometer readings, must be entered at the pump when fueling and using the card. Gold cards will be used for both state owned and Enterprise leased vehicles. Gold state fuel cards should NOT be used to fuel a vehicle that is not reflected on the card.
- D. All state fuel cards must be requested through Asset and Property Management.
- E. All state fuel cards requests must be reviewed and approved by either the Program Director or Local Facility Director prior to being approved and distributed by the Office of Property Management.
- F. Asset and Property Management will review all charges made to the state fuel cards monthly. Upon completion, the AOC/AOM will confirm that the transactions were valid and necessary for state business.
- G. Substantiating documentation for each purchase must be retained by the controlling property coordinator or their designee for each card assigned (see DJJ 2.14, Personal Property Inventory).
- H. Failure to follow state and departmental guidelines and improper or fraudulent use of the card may result in disciplinary action, up to and including dismissal and/or criminal prosecution.
- I. The Office of Property Management will maintain up to date records of all active and inactive cards.

IV. STATE PURCHASING CARD PROGRAM:

- A. The Agency Procurement Officer or designee Card Program Administrator will serve as the State Purchasing Card Program Administrator for DJJ’s state purchasing card program.

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- B. The state purchasing card program will be used to make purchases for state business use only.
- C. P-Cards will only be issued to full-time employees whose job duties require the use of the card.
 - 1. P-Cards will not be issued to employees whose criminal background check reveals any misdemeanors or felonies related to financial wrongdoing, theft, or other acts of dishonesty.
 - 2. The Criminal History Unit will obtain a personal credit check on employees applying for a state purchasing card. (The credit report information will be secured in a confidential manner). Potential cardholders will be required to complete the Authorization for Purchasing Card Background Check Form (Attachment C) and the P-Card Profile Form (Attachment E) prior to obtaining a new or renewed P-Card.
- D. If approved, the employee must complete the following:
 - 1. Cardholder Agreement Form (Attachment D);
 - 2. Any local training pertaining to the use of the purchasing card.
- E. Substantiating documentation for each purchase must be retained by the cardholder. Failure to do so can result in the cardholder being held personally responsible for the charge.
- F. Failure to follow state and departmental guidelines and improper or fraudulent use of the card may result in disciplinary action, up to and including dismissal and/or criminal prosecution. Both the employee and the employee's purchasing card approver will be held accountable for improper or fraudulent use.
- G. The Office of Financial Services will maintain up to date records of all active and inactive cards.

V. Debit Cards

- A. Debits cards associated with the local bank account are prohibited.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO