

Georgia Purchaser – House Bill 1113

Effective July 1, 2008 – Important changes created by House Bill 1113 are as follows:

- 1)** Purchasing Cards, or P-Cards, and Travel Cards will only be issued to state employees whose job duties require usage of either card. P-Cards will not be issued to employees of foundations that are associated with the departments and agencies of the state. Items more than \$5,000 can not be purchased unless it's with a valid state contractor and in compliance with the state procurement policy.
- 2)** The Travel Card can be used to purchase airline tickets, rental cars, food, lodging and more. It's issued by American Express and employees receive reimbursement for expenses, which they pay directly to American Express. One other benefit is the employee doesn't have to pay the annual fee that is normally associated with American Express.
- 3)** State employees that are issued P-Cards will be required to sign an ethical behavior agreement. Those that issued P-Cards have to provide specific documentation so that each department can keep track of transactions. This also allows each department to provide proof of spending amounts, if it was ever needed for any reason. Appropriate documentation includes receipts for each purchase along with maintaining a log providing additional information.
- 4)** It is essential that you maintain a log and provide proper documentation for each purchase. If this information isn't received when each purchase is received, you will be responsible for the cost of that purchase. The P-Card cannot be used to purchase personal items, gift cards, alcoholic beverages, or tobacco products.
- 5)** Employees that use the P-Card or Travel Card for personal gain, to retain a rebate or refund, make unauthorized purchases, or fraudulent reimbursement expenses will be subject to immediate termination and will be guilty of a misdemeanor if the purchases are less than \$500. If purchases exceed \$500, the employee(s) will be guilty of a felony. These rules also apply to any person that is an accomplice in violating the use of each card.