

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY & CHILDREN SERVICES
CHECKLIST FOR COUNTY PURCHASING CARD REQUESTS**

Please refer to the information below to ensure that all prerequisites for request and release of a Purchasing Card have been met:

Cardholder Profile Form has been completed with all details listed below (must be typed):

Must use form revised for DFCS

- Name of COUNTY and REGION** has been entered
- Check appropriate type of **Request**
- Cardholder Name** has been entered
- Cardholder Employee ID** has been entered
- Cardholder Work Title** has been entered
- Cardholder Business Mailing Address** has been entered **(include County name)**
- Cardholder Business Phone Number** has been entered
- Cardholder GroupWise E-Mail Address** has been entered
- Date Cardholder Completed DHS LMS P-Card Training** has been entered
- Cardholder has signed/dated** indicating information is complete
- Approver Name & Work Title** has been entered **(Immediate Supervisor)**
- Approver has signed/dated** indicating he/she will prior approve all transactions
- Alternate Approver Name & Work Title** has been entered **(Supervisory Level)**
- Alternate Approver has signed/dated** indicating that in absence of Approver, he/she will prior approve all transactions
- Regional Director/Authorized Designee has signed/dated** to authorize issuing of card

- CARDHOLDER** has completed the **DHS Learning Management System (LMS) P-Card Purchasing Training** and Score Sheet is signed, dated and attached to Profile Form

- APPROVER** has completed the **DHS Learning Management System (LMS) P-Card Purchasing Training** and Score Sheet is signed, dated and attached to Profile Form **(include email address and phone number)**

- ALTERNATE APPROVER** has completed the **DHS Learning Management System (LMS) P-Card Purchasing Training** and Score Sheet is signed, dated and attached to Profile Form **(include email address and phone number)**

- The two CARDHOLDER Consent Forms (Credit and Background Check and the GCIC Consent Form for P-Card)** have been completed, signed/dated and attached to Profile Form. **BOTH FORMS MUST BE ERROR-FREE (NO marks through, scratch-out, white-out, scribble marks, write-over, etc.)**

- REGION DIRECTOR** or **REGION P-CARD COORDINATOR** has signed/dated Cardholder Consent Form

- REGION P-CARD COORDINATOR** completes columns B thru I on Excel spreadsheet then email list to the State P-Card Administrator at alhudson@dhr.state.ga.us

- REGION P-CARD COORDINATOR** will now mail complete packets **(Cardholder Profile Form, Consent Form and the 3 LMS score sheets)** to the State P-Card Administrator, DFCS Procurement Services Office, 2 Peachtree Street NW 18-398, Atlanta, GA 30303-3142

Actions Taken by the State P-Card Administrator (DFCS Procurement Services Office):

1. Receive Cardholder Profile form/attachments from Region P-Card Coordinator and review for completeness
2. Confirm that Cardholder, Approver, and Alternate Approver have completed LMS Purchasing Card Training by checking participant training list provided by DHS OHRMD/OFS.
3. Submit Consent Form to the Office of Inspector General (OIG). Receive eligibility letter from OIG indicating background check has been completed and results are **Satisfactory**. Date and sign Profile Form.
4. Verify or Enter approved Monthly Limit on Profile Form *(determined by Cardholder Work Title)*
 - Cardholder Monthly Credit Limit** has been entered
_____ **\$2500** (Reg Dir/Reg P-Card Coord) _____ **\$1500** (Co Dir) _____ **\$750** (Supv) _____ **\$500** (All Others)
5. Order card by creating request in Bank of America WORKS system.
6. Receive card from Bank of America, copy and record last 4 digits of card number in Cardholder file
7. Release card to Region P-Card Coordinator, ensuring that Cardholder, Approver, and Alternate Approver sign, date and return Cardholder and Approver Agreement Form **within 15 days of card receipt**.
8. Encourage appropriate individuals to participate in **P-Card Reconciler and/or Approver training** available through DFCS and the Department of Administrative Services (DOAS), State Purchasing Division (SPD).
9. Maintain updated P-Card file for each Cardholder.