

Policy and Guidelines For Electronic Commerce

Office of the State Controller (OSC)		Effective Date: October 25, 2005
Policy Area: Cash Management	Title: Expenditures in Emergency Situations	

Authority:

Statutes authorizing the Office of the State Controller to issue policies regarding cash management for the State.

Program Administration: The State of North Carolina business environment includes all agencies, institutions, departments, bureaus, boards, commissions, and other entities subject to the Cash Management Law, as specified in G.S. 147-86.10.

Statutory Requirements:

G.S. 147-86.11

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Policy: State agencies are often required to deploy employees to areas affected by disaster whether caused by nature or event. State agencies must be prepared to provide employees with food, lodging and other applicable subsistence in situations where basic necessities are not available. The state agency shall use the state administered procurement card for purchases to the fullest extent possible. The procurement card is accepted similar to VISA and MasterCard nationwide. The procurement card transactions are reconciled monthly and provide sound internal controls over purchases. The procurement card is administered by the NC Department of Administration. All policies established shall be followed.