

## **E-Procurement and the Use of Credit Cards NCAS Agency Policy**

It is the intent of this policy to support the NC E-Procurement Service by encouraging NCAS agency personnel to utilize E-Procurement for the purchase of all applicable goods and services, while providing the flexibility to do business effectively under all circumstances.

Both the Procurement Card and E-Procurement processes offer value to the State. The P-Card is a valuable tool for the agency employee whose duties take him/her on the road on a regular basis. For employees whose work is primarily in an office, however, E-Procurement offers both the State and its suppliers several advantages, and should be used to the fullest extent possible. Therefore, the procurement card may be used by NCAS agencies, within transaction limits established by the Division of Purchase and Contract and the agency procurement card administrator, only under the following circumstances:

- The agency has not yet implemented E-procurement.

OR

- The cardholder's primary responsibilities are outside an agency facility and the cardholder does not have access to NC E-Procurement @ Your Service.

OR

- An emergency situation (as defined in NCAC T01:05B.1602 or Governor's declaration) exists and it is not feasible to use NC E-Procurement @ Your Service.

Until such time as acceptable reconciliation processes are designed and implemented, NCAS agencies will not use the procurement card or any store credit card as a payment mechanism for transactions placed through the E-Procurement Service.

Use of alternate charge card programs provided by a store or chain of stores shall be governed by the Procurement Card Policy issued by the Division of Purchase and Contract.

It is the responsibility of each agency's chief financial officer to insure the agency's adherence to this policy.