

# FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE



**Title:** Purchasing Card Procedures

**Related Policy:** FDJJ – 1407.05

## I. DEFINITIONS

**Abuse** - Improper use of State Purchasing Card. Abuse of the Purchasing Card by any department employee includes, but is not limited to: falsification of records, fraud, theft, using the card for personal gain, allowing another individual to use the cardholder's card or account number, repeated non-compliance with processes and procedures, or divulging confidential information.

**Agency Plan** - A plan prepared by an agency, which addresses how it will implement key controls and structure its Purchasing Card Program.

**Cardholder Profile** - The cardholder profile, (Attachment 1), is the document which authorizes the individual to be a cardholder and the parameters which control the use of the purchasing card. The profile contains the cardholder's name, social security number, bank password, work location, their MCC exclusions, spending and transaction limits, the default accounting codes, and the levels of approval through which the cardholder's transactions must be processed.

**Florida Accounting Information Resource (FLAIR)** – The automated accounting system utilized by the State of Florida.

**Misuse** - Incorrect or improper use of the State Purchasing Card. Misuse of card privileges includes, but is not limited to: negligence in performance of cardholder and participant responsibilities; non-compliance with established transaction processing procedures; and carelessness in maintaining card security.

**Purchasing Card Program Procedures** – Standard operating procedures for all purchasing card related activities including role requirements and responsibilities for all program participants.

**State Purchasing Card (PCard)** - Purchasing Cards are issued to individual employees of the State of Florida and are used to purchase commodities for use in official business of the state, or to pay for travel expenses incurred while conducting state business.

**Supervisor** - The individual who supervises a cardholder and who may have been delegated the responsibility of reviewing daily transactions to ensure the appropriateness of activity and timely processing of charges and/or credits. He/she establishes the need and requests cardholder limitations and restrictions to the SMS/SES Manager or their designee.

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### II. STANDARDS/PROCEDURES

#### A. State Purchasing Card:

1. **Segregation of Duties:** The Department of Juvenile Justice (DJJ) will operate its Purchasing Card Program with the optimal segregation of duties consisting of the Cardholder, the Approver, the Payer, and the Reconciler.
2. **Key Roles:** There are six (6) essential roles in the approval and administration of the purchasing card system to ensure timely processing of transactions and accountability for use of the card, and to ensure that the department's purchasing card transactions are allowable. There is one (1) additional role for the overall management of the program.
  - a. Cardholder - An agency employee who has been empowered to purchase goods within preset limits on behalf of the agency.
  - b. Approver - A person who is delegated the responsibility of reviewing daily cardholder transactions to ensure timely processing of charges and assigning proper accounting codes.
  - c. Payer - The individual who is responsible for finalizing the authorization for payment of a purchase. The Accounts Payable Section of the Bureau of Finance and Accounting shall be the Payer for all departmental purchases.
  - d. Reconciler - The individual who reconciles the cardholders' receipts to FLAIR on a monthly basis.
  - e. Purchasing Card Program Administrator (DJJPCPA) - The individual who monitors and oversees the department's Purchasing Card Program. This individual ensures that appropriate internal controls established by the department are in place and operating as designed. The PCPA is responsible for issuing cards to approved employees.
  - f. Purchasing and Travel Monitor - The individuals from the Purchasing and Travel Offices who periodically review a random selection of the cardholders' purchases to determine compliance with state procurement or travel regulations.
  - g. SMS/SES Manager - The Secretary of the department and his/her designee will exercise certain approvals as described in Section II. A. and R. The Chief of the Bureau of Finance and Accounting and the Chief of General Services will direct the specific responsibilities of the purchasing card program applicable to their sections.

#### B. Establishing Cardholder Eligibility:

1. The following criteria establishes the basic expectations before an individual can receive a card:
  - a. The DJJPCPA is responsible for establishing and changing cardholder profiles within the FLAIR Purchasing Card Module (PCM) and maintaining supporting documentation.
  - b. The initial entry for individual cardholder profiles must be submitted by the cardholder's SMS/SES Manager or their designees.
  - c. Subsequent changes to profiles may be delegated.

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- d. Written notification to the DJJPCPA is required for delegation of these duties.
- e. The cardholder must meet the following criteria in order to receive a card:
  - i. Is a department employee;
  - ii. Has received in-house training or has completed on-line training in SkillPro, and is certified by the DJJPCPA as having successfully completed an examination in applicable purchasing and or travel regulations and card procedures;
  - iii. Is currently responsible for purchases or will assume the responsibility;
  - iv. Parameters are set for each designated cardholder that identifies the person, sets their default accounting codes, and establishes their restrictions or spending limitations; and
  - v. The cardholder has signed the State Cardholder Agreement Form.

**C. Payment and Accounting - Required Information for Processing Transactions:**

- 1. The following information is required on the charge or credit receipt applicable for each transaction. Any missing information will be completed by the cardholder:
  - a. Date of Original Transaction,
  - b. Date Received or Date of Credit if different from the original transaction date,
  - c. Vendor Name,
  - d. Transaction Amount,
  - e. Purchase Order Number (if applicable) or other procurement method,
  - f. Description of Item by Object Code, quantity and unit price, and
  - g. Comments, Order Cancellation Numbers, Transaction Details.
  - h. Signature of cardholder authorizing approval of the transaction.
  - i. Signature of cardholder's supervisor authorizing the purchase of all goods and services. Travel receipts do not require the supervisor's signature.
  - j. Any receipts submitted for gasoline must include the rental agreement receipt number, dates of travel, name and address of vendor, date and time of purchase, price per gallon, quantity of fuel purchased and total cost.
  - k. Purchasing Card Additional Justification Form (Attachment 5), is to be used to accurately describe purchases made with state funds via the PCard to ensure that the purchases were made

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for legitimate state use only. The following list is not all inclusive but should be used as a guideline by the cardholder when determining the need for completing the form:

- i. Electronic items such as cameras, televisions, and DVD players;
  - ii. Repair and maintenance supplies such as nails, paint, and tools;
  - iii. Food purchases from non-contracted vendors such as Publix and Wal-Mart;
  - iv. Client related purchases such as clothing and over the counter medications.
2. Cardholders will give auditable receipts to their first Approver on a daily basis as purchases or credits occur.
  3. Each receipt will be signed and dated by the cardholder authorizing approval of the transaction. The cardholder's supervisor must sign any receipt for the purchase of goods or services. Travel receipts do not require supervisor's signature as that approval is obtained upon submission of a required travel voucher.
  4. The receipt will be transmitted, either electronically or manually, through the approval hierarchy to the Payer for final review and approval for payment.
  5. The receipt must be transmitted to the Payer within fourteen (14) calendar days of the end of the calendar month.

**D. Payment and Accounting - Responsible Party for Verification of Receipt of Goods:**

1. Cardholders will handle the receipt of goods in one of the following two (2) ways:
  - a. If the cardholder has purchased the goods on location or the goods are shipped and received the same day, the cardholder will inspect and approve the receipt of goods immediately. The transaction receipt will be forwarded to the designated person in the approval hierarchy.
  - b. If the order is placed by phone or via a mail order and goods are not received immediately, the goods will be inspected and approved upon receipt via a packing slip, bill of lading, or purchase receipt accompanying the goods. This packing slip, bill of lading and/or purchase receipt will be reviewed and verified by the cardholder then forwarded to the designated person in the approval hierarchy to be matched with the FLAIR Purchasing Card Module entry for that purchase. The cardholder must make every attempt to obtain an invoice/receipt from the vendor, whether original or faxed, to be matched to the entry for that purchase.

**E. Payment and Accounting - Adequate Information Necessary for the Accounting Process:**

1. In all cases, the card will have a default organization code and expansion option. The additional information required to complete the payment transaction in the FLAIR Purchasing Card Module (e.g., Object Code and Vendor ID number) would be determined from information on the receipt completed by the cardholder.
2. The Accounts Payable Section (of the Bureau of Finance and Accounting) will be responsible for the final review of this data to ensure it is complete and accurate for authorization of payment in FLAIR.

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**F. Payment and Accounting - Unprocessed Transactions – Role of DJJPCPA:**

1. By using FLAIR Aging Reports, the DJJPCPA will be informed on a daily basis of any transactions that have reached the 10-day processing limit.
2. It will be the responsibility of the DJJPCPA to contact the appropriate purchasing card liaison to notify them of untimely transaction approvals and assist if necessary in the resolution of problems.
3. If the transaction reaches the ninth day and no action has been taken to approve the transaction, the DJJ/PCPA will request the appropriate Level 008 Approver to approve the charge using the Level 008 Approval Override process.
4. Notification of such action will be provided to the appropriate SMS/SES Manager.
5. Repeated delays by any cardholder may result in the loss of purchasing card privileges.

**G. Hierarchy of Activity Monitoring and Transaction Approval:**

1. The hierarchy of purchasing and accounting data input is outlined below. Any information input into the FLAIR Purchasing Card Module must include the Vendor ID number, Sub-vendor ID number, Organization Code(s)\*, Expansion Option(s)\*, Object Code(s), Date of Receipt and Purchase Order Number (SDN).

\* These would only have to be input if default was not correct or payment had to be split among multiple Organization Codes and Expansion Options.

2. The cardholder may input data in the FLAIR Purchasing Card Module, if they have access to FLAIR.
3. Purchasing and accounting information will be entered on their receipt by the cardholder for subsequent authorized approval.
4. The Approver(s) will input purchasing and accounting information into the FLAIR Purchasing Card Module using the cardholder's receipts.
5. The purchasing card liaison or designee shall verify that all data is accurate.
6. No information will be input at this level unless, upon review, the data entered at a previous level needs correcting.
7. This Approver also verifies that the funding source is correct.
8. The receipt is used here to obtain any required FLAIR information.
9. The Approver, Payer reviews all previously entered purchasing and accounting data for accuracy and completeness and authorizes payment to the State Comptroller.

**H. Types of Restrictions and Limitations:**

1. Each cardholder profile establishes an initial spending limit of up to \$1,000 per month as approved by the SMS/SES Manager.
2. Written justification for amounts in excess of \$1,000 per month are to be submitted on the Cardholder Limits Exception Request form by the SES/SMS Manager or their designee, and

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approved by the appropriate ELT member and the Agency Head or their designee. (Attachment 4)

3. Certain cardholders may be restricted by position types to purchases based on specific merchant category codes.
4. Monthly amounts of \$5,000 or more will not be approved for routine purchases.
5. The restrictions on number of transactions may be requested by the supervisor and approved by the SMS/SES Manager or their designee in periods designated as per day, month, or cycle depending on the job requirements of each cardholder.
6. The DJJPCPA maintains a list of DJJ included/excluded merchants.
7. The DJJPCPA will modify this list, as needed based on repeated rejections of Merchant Category Codes, which are deemed necessary to fulfill the mission of the Department.
8. If the modification involves a program restricted MCC, the DJJPCPA must first obtain approval from DFS prior to changing the MCC groups in FLAIR.

**I. Records – Purchasing Card Documentation:**

1. All original invoices, purchase receipts, and any copies of related purchase documents (i.e., phone quotes) will be maintained by the Bureau of Finance and Accounting.
2. If electronic form is used to transmit paper document information to Tallahassee, the original paper documents will be retained at the purchasing card liaison level by the cardholder/Approver for at least ninety (90) days after the date of final action on the transaction.
3. The Bureau of Finance and Accounting will maintain these documents in either paper or electronic form.
4. All documents will be maintained in compliance with Chapter 1B-26, F.A.C. and the Department of State, Division of Library and Information Services rules and regulations.
5. Prior to implementation of an electronic form system, the Bureau of Finance and Accounting will obtain approval of the specifications from the Division of Library and Information Services.

**J. Records – Physical Location of Purchasing Card Documentation:**

1. All purchasing card purchase information, whether electronic or paper, will be maintained with all other purchasing and payment records in the Bureau of Finance and Accounting.
2. Appropriate paper documents will be filed with the voucher schedule for that payment.
3. Electronic documents will be maintained on a network database system accessible to all users of the purchasing card system.

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**K. Record Retention:**

1. The Bureau of Finance and Accounting will retain all purchasing card documentation in compliance with Chapter 1B-26, F.A.C. and the Department of State, Division of Library and Information Services rules and regulations.

**L. Audit/Review:**

1. The review of cardholder activity and files will be done monthly under the supervision of the DJJPCPA.
2. The review will include, but is not limited to, such elements as: number of times a cardholder's card privileges have been suspended within the preceding 12 calendar months, number of times the Level 008 Approver Override Approval Process was used, trend analysis, and confirmation of updates to cardholder files.
3. The Office of Inspector General will conduct a review of the internal controls every two years.

**M. Participant Compliance:**

1. Ultimately, the daily responsibility of ensuring purchasing card participants' compliance lies with the DJJPCPA, (subject to review/audit by the Inspector General), but will be delegated to the appropriate SMS/SES Manager or Bureau Chief.
2. Occurrences of non-compliance discovered during any audit review by the Bureau of Finance and Accounting or the Purchasing Office will be directed to the DJJPCPA.
3. The DJJPCPA will report such matters to the appropriate SMS/SES Manager or their designee.
4. It will be the SMS/SES Manager's responsibility, or their designee, to ensure the participant's non-compliance is resolved in accordance with established procedures.

**N. Reconciliation:**

1. The Bureau of Finance and Accounting, Accounts Payable Section will be responsible for the reconciliation of the Purchasing Card transactions.
2. It consists of a post-audit review, of cardholders' receipts and supporting documentation to purchasing card reports.
3. The Accounts Payable Supervisor will be responsible for ensuring that the reconciliation/post-audit review is completed.
4. The status of compliance with established procedures will be reported to the DJJPCPA at the close of each reconciliation period.
5. The reconciliation/post-audit review period will be monthly.

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**O. Purchasing Card Information Security:**

1. The cardholder's responsibilities for purchasing card security include the following:
  - a. The purchasing card is the property of the State of Florida.
  - b. Use of the card is strictly for the purpose of conducting official state business and should be treated with extreme care to ensure it is used appropriately.
  - c. All participants in the purchasing card program are expected to maintain the confidentiality of account information. In particular, cardholders are to follow applicable state laws and guidelines when making purchases using the purchasing card.
  - d. The cardholder should keep the card in a secure location.
  - e. The cardholder shall guard the account number carefully and must not give the number to unauthorized persons.
  - f. The card is not to be loaned to others.
  - g. It is the cardholder's responsibility to obtain all receipts, which display their card account number.
  - h. On phone or mail orders, the cardholder will verify receipt of the goods using the packing slip, bill of lading and/or purchase receipt.
  - i. The cardholder will forward receipts to the next approval level.
  - j. The cardholder must make every attempt to obtain an invoice/receipt from the vendor, whether original or faxed, to be matched with the entry for that transaction.
  - k. Cardholders will provide documentation of pending purchase or credit transactions to their first approver.
  - l. Employees who misuse or abuse this privilege are subject to disciplinary action up to and including dismissal as described in the agency disciplinary policies and procedures (Employee Handbook, current promulgation).
2. The appropriate SMS/SES Manager, Bureau Chief or designee shall immediately inform the DJJPCPA of all reported misuses of the purchasing card.
3. To prevent misuse of the information, only appropriate agency personnel will be authorized to access purchasing card activity information. Personnel authorized to access the FLAIR Purchasing Card Module must use their individual FLAIR log-ons and passwords.



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4. The Approver, Payer, reconciler and any of their back-ups will be provided information only as needed to complete their responsibility in the program.
5. Any unauthorized dissemination of a cardholder account number by an Approver, Payer, reconciler or the DJJPCPA, or any of their back-ups will result in disciplinary action up to and including dismissal as described in the agency disciplinary policies and procedures (Employee Handbook, current promulgation).
6. The DJJPCPA will establish varying degrees of security in the Purchasing Card Module for different roles in the Purchasing Card Program.
7. The DJJPCPA and his/her back up are the only persons within the agency who have access to all cardholder account numbers.
8. It is the responsibility of the DJJPCPA and his/her back up to maintain the confidentiality of cardholders' account numbers.
9. In the event the purchasing card is to be cancelled the supervisor will retrieve the card from the cardholder, cut the card in half and discard it.
10. Notification of an employee's separation will be entered in the DJJ Separation Notification System by the supervisor, which will automatically notify the DJJPCPA via email of the cardholders' separation.

**P. Purchasing Card Cancellations:**

Cancellations may occur for any of the following reasons:

- The Cardholder's card is lost or is stolen.
- The Cardholder is terminating their employment with the department.
- The Cardholder has misused the card; abused cardholder privileges, or does not comply with applicable regulations.

Canceled purchasing cards must be cut in half and returned immediately to the DJJPCPA with signed PCard Termination form.

**1. Lost or Stolen Purchasing Cards:**

- a. If the purchasing card is lost or stolen, the cardholder must immediately notify the contracting bank Commercial Card Customer Service at 1-888-449-2273 and the DJJPCPA. Do not have the bank order a new card. It must be ordered through the DJJPCPA.
- b. At the beginning of the next workday, the DJJPCPA shall confirm with the contracting bank that appropriate action has been taken.

**2. Separation from employment or transfer:**

- a. Prior to an employee's separation from employment, the supervisor shall enter the appropriate information into the DJJ Separation Notification System that will in turn notify the DJJPCPA advising them of the effective date of the action. The card will be cancelled immediately.

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- b. Upon such separation, the cardholder shall sign the PCard Termination form relinquishing the card to their supervisor.
  - c. The supervisor will immediately cut the card down the magnetic strip and return to the DJJPCPA.
  - d. If the cardholder is being transferred to another program/budget entity and is to be a cardholder in that area, the cardholder's new supervisor shall notify the purchasing card liaison to update the cardholder's profile (see Authorization to Change Cardholder Profile) with the new accounting codes and applicable limitations. Upon transfer of the cardholder's record, the monthly spending limit will be reduced to a maximum of \$1,000. If the cardholder will need an amount in excess of \$1,000 per month, the proper approvals as outlined above will need to be obtained.
  - e. The purchasing card liaisons (Approver) will track and distribute transactions to the appropriate organizational units until all transactions from the previous unit have been processed.
  - f. Monthly, the DJJPCPA shall review personnel actions and compare employee separations and transfers against the cardholder profiles to verify that cardholder accounts have been appropriately canceled.
3. Misuse/abuse of Purchasing Cards:
- a. If it is determined that a cardholder has misused or abused his/her cardholder privileges, the purchasing card may be inactivated or canceled by the DJJPCPA based on the decision of the cardholder's supervisor, the applicable SMS/SES Manager or their designee, or the DJJPCPA.
  - b. Supervisors may request, through their purchasing card liaison, that the cardholder privileges be restored upon retraining and re-certification.
  - c. Cardholders will be advised in writing (by the DJJPCPA) that his/her card privileges have been canceled or suspended.

**Q. Group Agents:**

- 1. As a general rule, a cardholder should not use his purchasing card to pay for any travel expenses incurred by someone else or allow another individual to use his purchasing card. However, a cardholder may pay for a co-traveler's expenses within prudent occurrences, such as, a co-traveler has forgotten his card, or has yet to be issued his own purchasing card. A cardholder may use their account number to authorize allowable travel expenses for a DJJ client.
- 2. On occasion, the purchase of travel expenses for someone other than the cardholder may be necessary even when the cardholder themselves will not be traveling. For example, if a new DJJ hire is required to attend detention care training immediately upon hire but has not yet attended purchasing card training and been issued their own credit card, another DJJ cardholder may authorize allowable expenses for the new employee. In this case the cardholder is called a group agent.
- 3. A group agent must receive two signed and dated documents from the traveler (not a DJJ client) indicating they understand and agree to abide by the authorized costs. The two documents,

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Purchasing Card Travel Instructions, (Attachment 2), and the Traveler Agreement, (Attachment 3), are attached.

4. The group agent will obtain the Traveler Agreement once from each traveler.
5. The Travel Instructions are to be issued each time a traveler will incur travel costs on the account.

**R. Emergency Cards:**

1. In the case of natural disasters or other emergencies as determined by the Governor and evidenced by an Executive Order, restrictions regarding excluded Merchant Category Codes (MCCs), spending and transactions limitations as well as purchasing rules and regulations may be suspended for a temporary period by the DJJ/PCPA. In the case of a specific DJJ internal emergency as determined by the Secretary or his/her designee, spending and transaction limits may be modified but all applicable purchasing rules and regulations are still required.
2. The emergency process can be activated immediately by the DJJPCPA.
3. Upon the issuance of an Executive Order declaring an emergency, the SMS/SES Managers or their designee at the effected site will notify the DJJPCPA, which cardholders need restrictions suspended.
4. The DJJPCPA will immediately make the necessary changes to the cardholder accounts using the Purchasing Card Module.
5. Although purchasing and travel regulations may be suspended, the purchasing card processes to ensure authorized and timely payments remain intact.
6. Once the emergency is passed, the DJJPCPA will reestablish all previous card restrictions using the Purchasing Card Module.

**S. Mandated Use of the Purchasing Card:**

1. Effective January 15, 2000, all Department of Juvenile Justice employees shall use the Purchasing Card to pay for allowable travel expenses and purchase goods or services as outlined below:
  - a. Travel - 100% of allowable employee and client travel shall be purchased with the purchasing card.
  - b. Goods or Services - All goods or services shall be paid for with the purchasing card when at all possible. Valid justification for not using the purchasing card for payment may include situations where the merchant does not accept the purchasing card, the requirements for the purchase exceed those specified in existing contract language, or the purchase exceeds the category two purchasing threshold.

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**III. RESPONSIBILITY AND DUTIES**

A. Cardholder

1. The cardholder is responsible for the appropriate use and security of the state PCard.
2. They are required to follow all applicable state laws, rules and regulations concerning the expenditure of state funds.
3. They are responsible for obtaining and submitting all receipts and supporting documentation to the approver for processing in the timeframe set forth in this policy.

B. Approver

1. The approver is responsible for reviewing and approving the daily cardholder transactions in FLAIR to ensure timely processing of charges and appropriate account code designations.
2. The approver is responsible for obtaining and submitting all receipts and supporting documentation to the Bureau of Finance and Accounting for audit.

C. Payer

1. The payer is responsible for the final audit of the cardholder transactions and obtaining any missing documentation from the cardholder prior to final approval.

D. Purchasing Card Program Administrator (DJJ PCPA)

1. The DJJ PCPA coordinates, oversees and monitors the agency's PCard activities.
2. The DJJ PCPA verifies that all requirements have been met by an employee prior to receiving a PCard, orders the agency's PCards, cancels PCards when appropriate, and maintains spending limit request.
3. The DJJ PCPA ensures that the agency is in compliance concerning all state laws, rules and regulations concerning the state PCard program.

E. Manager

1. The Secretary of the department and his/her designee is responsible for certain approvals as described in Section II.A. and L. The Chief of the Bureau of Finance and Accounting and the Chief of General Services is responsible for directing the specific responsibilities of the PCard program applicable to their sections.

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**IV. ATTACHMENTS**

*Attachment 1 - Cardholder Profile Information for Purchasing Card Module*

*Attachment 2 - Purchasing Card Travel Instructions*

*Attachment 3 - Travel Agreement*

*Attachment 4 - Cardholder Limits Exception Request*

*Attachment 5 – Purchasing Card Additional Justification Form*