

**CHAPTER 3**  
**PROCUREMENT CARD PROGRAM**  
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## CHAPTER 3

### PROCUREMENT CARD PROGRAM

#### 1. LEGAL REFERENCES AND AUTHORITY TO OBTAIN GOODS.

- a. California State Administrative Manual (SAM), Sections 3500-3860, for purchases.
- b. Highway Patrol Manual (HPM) 11.2, Materials Management Manual.
- c. State of California, Governor's Executive Orders (EO) D-37-01 and D-43-01.
- d. Section 10111 of the Public Contract Code (PCC).
- e. Sections 10475-10481 of the PCC.
- f. Section 12150, et seq, of the PCC.

#### 2. DEFINITIONS AND RESPONSIBILITIES.

- a. CAL-Card Program. The CAL-Card is the official name of the Visa program through U.S. Bank. This Visa card is the only departmentally approved credit card for purchases of goods and is not associated with any other credit cards approved and issued by the Department of General Services (DGS) such as the WEX gasoline credit card.
- b. Financial Information System for California. With the implementation of the Financial Information System for California (FI\$Cal) within the CHP, the CAL-Card Program is now referred to as the Procurement Card (P-Card) Program.
- c. Procurement Card Program. The P-Card Program involves the purchase of commodities using the Visa credit card issued by U.S. Bank. The P-Card Program expedites access to supplies and materials needed for daily operations and makes prompt payment to suppliers, encouraging DGS-certified small business (SB), micro business (MB), and disabled veteran business enterprises (DVBE), to transact with the state. The P-Card Program is a payment mechanism and does not relieve state agencies from adhering to all state and departmental acquisition regulations, policies, and procedures. Each CHP command shall participate in this program, and each command shall have an approving official (AO).
- d. Cardholder. The cardholder is the person whose name is on the P-Card. The cardholder is the only person authorized to use the P-Card for buying commodities

on behalf of the command. The cardholder shall obtain prior approval from the commander before making any purchases. Prior to using the P-Card, the cardholder shall complete mandatory training on state and departmental procurement policies and procedures, and sign a CHP 317A, CAL-Card Holder Acknowledgment and Responsibility. By signing this form, the cardholder certifies receipt of training on the appropriate use of the card and acknowledges acceptance of the program responsibility. The cardholder may not be an AO. Detailed cardholder responsibilities are contained in paragraph 9. of this chapter.

e. Supervisor. The cardholder's supervisor shall ensure all monthly documentation is accurate, obtain the commander's signature on the CHP 317, CAL-Card Log, and forward the documents to the AO. The supervisor will also coordinate requests for new or replacement P-Cards and ensure the prompt collection and cancellation of cards from transferring or terminating cardholders. Detailed supervisor responsibilities are contained in paragraph 10. of this chapter.

f. Commander. Consistent with the general delegation of fiscal accountability in recent years to the command level, responsibility for managing commodity purchases rests with the local commander. Commanders shall implement internal controls to effectively ensure cardholders are making prudent purchases using the P-Card. The commander shall appoint judicious staff as cardholders and preapprove all P-Card purchases. The commander shall also review monthly P-Card packets and sign each CHP 317. Detailed commander responsibilities are contained in paragraph 11. of this chapter.

g. Approving Official. The AO is the person who reviews the monthly P-Card packets for all commands within the Division prior to approval in FI\$Cal. The AO verifies purchases comply with program requirements and cardholders submit the proper documentation. The AO must have a working knowledge of various purchasing and procurement methods. The AO ensures cardholders receive training, and maintains a current file of completed CHP 317A forms. The AO shall not be a cardholder and may not delegate the responsibilities to a Division cardholder. This will ensure proper separation of duties for internal control. Detailed AO responsibilities are contained in paragraph 12. of this chapter.

h. Procurement Card Program Administrator. The P-Card Program Administrator assigned to the Business Services Section (BSS) is responsible for the administration of the Department's P-Card Program. The administrator is the CHP liaison with DGS and U.S. Bank. The administrator distributes information to cardholders, AOs, and Fiscal Management Section (FMS); attends working group meetings; collects and provides evaluation data to DGS; provides account set-up information to U.S. Bank; orders cards and reports; authorizes changes in accounts; provides training; responds to questions regarding the P-Card Program; and ensures compliance with the program's policies and procedures. The P-Card

Program Administrator has comprehensive knowledge of state and departmental procurement policies and procedures.

3. PROCUREMENT STANDARDS. The DGS is the control agency for both the CHP, BSS, and the P-Card Program. Procurement standards established by DGS are:

- a. Single Purchase Limit. Each cardholder is limited to a single purchase limit established by the Department. This limit may vary according to cardholder status (e.g., traditional office/janitorial supplies [\$2,499.99], canine operations [\$500.00]). Approval to exceed the single purchase limit may be considered on a case-by-case basis.
- b. File Documentation. For P-Card procurements, the CHP 317 serves as the procurement file documents and shall include all state-mandated, back-up documentation.
- c. Splitting Orders. No person shall willfully split a single transaction into a series of transactions for the purpose of evading the solicitation requirements. The Department shall not split an order to circumvent the limits of its delegated purchasing authority.
- d. Reconciliation Deadline. A monthly reconciliation shall be completed on or before the third of the following month, with the proper documentation (provided during P-Card training) attached to each transaction.
- e. Vendor Rotation. Vendors shall be rotated when possible.
- f. Prohibited Items. Items and equipment prohibited from being purchased with the P-Card shall be requisitioned through FI\$Cal. Preapproval shall come from the BSS, Purchasing Services Unit (PSU), and the P-Card Administrator. A detailed list of prohibited items can be found in Annex B of this chapter.

4. COMPLIANCE. Procurement policies and procedures are contained within the following:

- a. Highway Patrol Manual 11.2, Chapter 3, Procurement Card Program; and Chapter 7, Purchases.
- b. The SAM.
- c. The State Contracting Manual, Volume 2 and Volume F (FI\$Cal).
- d. Department of General Services Management Memorandums.

- e. The PCC.
- f. The Procurement and Asset Management Bureau.
- g. The Purchasing Authority Manual.

5. ADMINISTRATIVE ACTION. Violations of procurement laws, policies, and procedures may result in the revocation of P-Card Program privileges. When improper purchases are identified, the PSU will contact the cardholders and AO to discuss alternatives and corrective actions. However, if violations continue, the following actions shall be considered.

- a. Privilege. The privilege of using the P-Card may be withdrawn from the cardholder.
- b. Financial Liability. Cardholder may be held financially liable for illegal purchases.
- c. Additional Disciplinary Action. The cardholder may be subjected to additional administrative disciplinary action for failure to comply with policies and procedures.

6. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA–ROLES.

- a. Reconciler. The reconciler verifies charges against receipts, enters transactions, checks for errors, and attaches a scanned copy of all receipts to the transaction line in the FI\$Cal system. Each command shall designate a primary and a back-up for this role. It is recommended those assigned to this role have a working knowledge of various purchasing methods and are familiar with state and departmental procurement policies and procedures. Cardholders may also fill the reconciler role.
- b. Approver. The approver verifies transactions, ensures the appropriate paperwork is attached in the FI\$Cal system, all fields are entered, coding is correct, and purchases are approved accordingly. Each Division command shall designate a primary and a back-up for this role.

7. ISSUANCE OF PROCUREMENT CARD.

- a. All requests for a new or replacement P-Card will require a memorandum submitted by the Office of Primary Interest (OPI) to their respective Division for cardholder will then be issued by U.S. Bank. Upon receipt, each cardholder will notify the AO and commander, and activate the P-Card as instructed by U.S. Bank.

In order to activate the P-Card, each cardholder will use “2769” when prompted to enter the last four digits of their social security number.

b. For the cardholder to be accurately set up in the FI\$Cal system, the cardholder must provide the credit card number and expiration date to the P-Card Program Administrator. If the cardholder is tasked as a reconciler, the AO must submit a request, via e-mail, to [FISCALQuestions@chp.ca.gov](mailto:FISCALQuestions@chp.ca.gov), to have the cardholder’s role mapped as a reconciler.

c. Requests for cancellation of P-Cards due to position transfers or termination, and lost or stolen cards, will require commands to follow procedures outlined in paragraphs 9.h. and 10.b. of this chapter.

## 8. PROGRAM AUDIT.

a. Office of Inspector General. The P-Card Program will be audited by the Department’s Office of Inspector General, Audits Unit, on a periodic and continuous basis. Audit results will be provided to the command, the Division, and the appropriate Commissioner for review. The audit will assure the P-Cards are secured from damage, loss, or theft; that commander’s prior purchase approval procedures are in place; and current CHP 317As are completed and on file for each active cardholder. Should the audit show misuse of the P-Card, the Department will take the action necessary to ensure compliance, including removing the cardholder from the program.

b. Division Review. In addition to the monthly Division P-Card reviews and approvals, the Division Chief or designee shall also monitor all P-Card activities.

c. Business Services Section. As the OPI for the Department’s P-Card Program, the BSS is responsible for reviewing all CHP 317s, statements and invoices, and to advise AOs of any discrepancies. It is also the responsibility of the BSS to notify Executive Management of all questionable program activity and provide P-Card Program guidance and training as needed.

## 9. PRIMARY AND SECONDARY USE.

a. The P-Card may be used to purchase commodities necessary for the daily operation of the command and when the requisition process is not feasible. Commodity purchases should not conflict with any of the limitations listed below.

b. The P-Card Program is the primary method for obtaining office and janitorial supplies from certified suppliers. Cardholders shall seek out and do business with DGS-certified SB, MB, and/or DVBE suppliers, whenever possible. This follows the

Department's SB First Policy role with DGS.

- (1) Pursuant to EOs D-37-01 (issued May 30, 2001) and D-43-01 (issued June 22, 2001), state agencies are required to make every effort to conduct business with DGS-certified SBs, MBs, and DVBEs.
  - (2) Effective January 1, 2002, Sections 14837 and 14838 of the California Government Code (GC), also require state agencies to make every effort to conduct business with a DGS-certified SB.
- c. Section 10111 of the PCC; and effective July 1, 2002; GC Section 11139.8; requires state agencies to capture information regarding the ethnicity, race, gender, and sexual orientation, of suppliers who are awarded purchase orders (PO) or contracts. The CHP 28, Voluntary Statistical Data, shall be used to capture this necessary data.
- d. Sections 10475 through 10481 of the PCC, states a firm that currently has, or within the previous three years has had, business activities or other operations outside of the United States must certify it is not a "scrutinized" company as defined within PCC Section 10476. Scrutinized companies are ineligible to bid on or submit a proposal for a contract with a California state agency to supply goods or services. The CHP 116, Darfur Contracting Act Certification, shall be used to capture the supplier's certification.
- e. Section 12203 of the PCC requires state agencies to utilize recycled content products (RCP). A minimum of 75 percent of funds expended in each of the targeted categories must be products meeting the requirements of an RCP. Whenever possible, commands shall purchase commodities made from recycled products in the following categories: paper products, fine writing paper, compost, oil, plastic, solvents, paint, steel, and tire-derived products. The recycled content shall be reported on the CalRecycle 74, Postconsumer Recycled-Content Certification, provided by the Department of Resources Recycling and Recovery.
- f. CHP employees are prohibited from having a financial interest in; entering into any partnership; soliciting business of any kind from; or purchasing any property at a special discount from any person subject to; regulation, inspection, licensing, certification, accreditation, supervision, or audit; by this Department when official duties of the employee involve such functions.
- g. At the direction of Assistant Commissioner, Staff, all procurement contracts (including P-Card transactions) are required to contain the CHP 78V, Conflict of Interest and Confidentiality Statement - Vendor; and the CHP 78S, Conflict of Interest and Confidentiality Statement – Employee. The forms shall be kept on file at the command level and renewed at the start of each fiscal year (FY), or if

employee/vendor relationships change throughout the FY.

10. FILE DOCUMENTATION.

a. To comply with the Governor's EOs and mandated legislation, the P-Card file must contain the following:

(1) STD. 21, Drug-Free Workplace Certification. The supplier must self-certify under penalty of perjury and under the laws of the State of California, that the contractor will comply with the requirements of the Drug-Free Workplace Act of 1990. State agencies are not permitted to conduct business with contractors who do not provide certification.

(2) STD. 204, Payee Data Record. The properly completed Payee Data Record will provide, among other data, the supplier's taxpayer identification number, and will be used to determine whether payment(s) to the supplier are reportable. The FMS will not be able to create a payment voucher if a current STD. 204 is not on file.

(3) CalRecycle 74. The supplier certifies under penalty of perjury, the percentage of the materials, goods, and supplies offered, meet or exceed the minimum percentage of recycled materials. Cardholders are authorized to certify the recycled product content based on prior purchase of the same item, catalog reference, Internet, etc.

(4) California DGS-Certified SB, MB, and/or DVBE Certification Letter. Prior to each use, the cardholder shall refer to the DGS Web site, Cal eProcure, at <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>, to verify a supplier's certification status is current.

(5) CHP 28, Voluntary Statistical Data. The business owner's submission of ethnic, race, gender, and sexual orientation data to a state agency, is strictly voluntary. The information shall not be collected until after the contract award is made. Cardholders shall complete the "To Be Completed by State Agency Only" portion of the CHP 28 prior to submission to the supplier. The CHP 28 shall be maintained locally for future audit review.

(6) Fair and Reasonable Certification. The CHP 317 has been revised to incorporate the buyer's (cardholder's) certification that the cost of each acquisition is deemed fair and reasonable. The certification shall meet at least one of the five criteria identified in paragraph 9.a.(2) of this chapter.

(7) CHP 78S and CHP 78V. These forms shall be completed by the supplier and the cardholder, and shall be maintained locally for future audit review.

(8) CHP 116. The bidding firm must certify under penalty of perjury, under the laws of the State of California, that the terms of the Darfur Contracting Act are true and correct. The CHP 116 shall be maintained locally for future audit review. The CHP 116 is not required for information technology (IT) purchases.

b. The STD. 21 and STD. 204 are valid for three years and should only be attached to the P-Card CHP 317 at the time of the initial contact with a supplier.

c. The CalRecycle 74 shall be attached to the P-Card statement for all purchases made in any of the 11 reportable, recycled-content categories located on the last page of the CalRecycle 74.

NOTE: The CHP 317 has been revised to reflect the required file documentation and provides instructions for completing the forms.

#### 11. RESTRICTED AND/OR PROHIBITED PURCHASE REQUIREMENTS.

a. Special-Funded Commodities. Except for the Canine program, unless authorized by the P-Card Administrator, the P-Card may not be used for the purchase of commodities funded with federal grant, asset forfeiture, or any other reimbursable special-funded source, due to the inability to track the expenditure for reimbursement.

b. General Commodities. The P-Card may be used to purchase commodities if any of the criteria listed below apply. A written explanation shall be included in the column marked "Description of Purchase" on the CHP 317, specifically emergency purchases, as defined in 8.b.(2)(b) below.

(1) Commodity is not available through mandatory statewide contracts; State Price Schedules; California Multiple Award Schedules; California Prison Industry Authority (CALPIA); or CHP, Supply Services Unit (SSU).

NOTE: Pursuant to Penal Code Section 2807, a state agency must first consider if CALPIA can fulfill the agency's need prior to purchasing an item from commercial suppliers. Although CALPIA accepts P-Cards for payment, it is the Department's internal policy to submit a FI\$Cal requisition for all commodities procured from CALPIA.

(2) Commodity is available through CHP, SSU, **and** at least one of the following situations applies:

(a) Item is on back-order, is urgently needed before the projected available date, and is commercially available. A copy of the back-order

invoice must be attached to the CHP 317.

(b) Emergency. "Emergency" is defined as the inability to continue critical daily operations or when public health, welfare, or safety is threatened. An emergency condition is one which would not have been avoided by reasonable care and diligence, or one involving an immediate threat of damage or injury to persons committed to the agency's care, to employees of the agency, to members of the general public, or to property for which the agency is responsible.

c. Air Operations Commodities. To use a P-Card to purchase air operations commodities, cardholders shall obtain approval by contacting the Office of Air Operations (OAO). After receiving approval, note the name of the approver and the date approval is received in the "Description of Purchase" column on the CHP 317. An e-mail approval is acceptable and must be maintained in the P-Card packet kept by the cardholder and Division.

d. Automotive Parts and Supplies. When ordering garage/automotive tools and supplies, the Department is to utilize mandatory and nonmandatory DGS Leveraged Procurement Agreement (LPA) contracts, whenever possible. Refer to the DGS Web site ([www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)) for a current garage/automotive tool and supplies DGS LPA contract number. Tools and tool sets/kits (e.g., drill bits, socket sets) shall be requisitioned through FI\$Cal. In lieu of a DGS LPA contract not being available, or for immediate-need replacement due to breakage, commands are authorized to use the P-Card. Approval shall be obtained from the PSU and P-Card Administrator prior to use of the P-Card for tools. The following are, but not limited to, automotive parts and supplies that may be procured under a DGS LPA contract:

- (1) Tires.
- (2) Filters.
- (3) Oil and Transmission Fluids.

NOTE: The exceptions to these contracts are for the purchase of nonstandard fleet vehicle component replacement parts. When purchasing noncontract automotive supplies, a notation should be made on the CHP 317.

e. Bottled Water. Bottled water may be purchased using the P-Card if an emergency arises to ensure the immediate or urgent need of the health and safety of persons committed to the agency's care, to employees of the agency, or to members of the general public. Once the emergency circumstance no longer exists and the transition to a stable scene has occurred, no further purchases shall be made.

- (1) Bottled water shall not be purchased for planned events, indoor events, nor be bought and stored for future use.
  - (2) Bottled water shall not be purchased without prior Division command approval. Prior approval can be obtained via e-mail.
  - (3) All food and beverages beyond water (e.g., soda, coffee, snacks, meals) are prohibited from purchase on the P-Card.
- f. Drug Test Kits. Field narcotic test kits are acquired by submitting a purchase requisition through FI\$Cal to the PSU for processing. Refer to HPM 70.1, Evidence Manual; Chapter 7, Safety; for additional information on drug test kits.
- g. Ergonomic Aids. Ergonomic aids (e.g., back rests, back belts) may be purchased using the P-Card; however, commands should contact the Injury and Illness Case Management Unit regarding the suitability of these devices.
- h. Equipment. Equipment is procured through submission of a FI\$Cal requisition with budgeted funds, and shall not be purchased with the P-Card. Equipment is defined and categorized as major, minor, or sensitive. Refer to Chapter 8, Equipment; of this manual; for additional information and a partial list of budgeted equipment.
- i. Hazardous Substances. Section 339 of the California Code of Regulations requires each agency establish internal procedures to obtain Material Safety Data Sheets (MSDS) on hazardous substances they purchase. Department policy on this subject is contained in HPM 10.6, Occupational Safety Manual; Chapter 7, Hazardous Substances Program. Commands purchasing products of a hazardous nature with a P-Card shall request an MSDS from the supplier at the time of purchase. The MSDS shall remain on file at the command purchasing the hazardous product. Questions regarding whether a product requires an MSDS shall be directed to the Office of Employee Safety and Assistance.
- j. Inventory. Items stocked for inventory purposes or repetitious purchases should be requisitioned using the purchase requisition to avoid circumvention or splitting of orders and to achieve economic cost savings when buying in bulk.
- k. Information Technology Goods. Software and computer peripherals (e.g., modems, keyboards, monitors, cameras, USB flash drives), shall not be purchased with the P-Card without prior approval from the Information Management Division (IMD). This approval will ensure compliance with departmental standards and proper disposition of surplus components. For approval, send an e-mail to the Information Technology Section (ITS), at [ProcureIT@chp.ca.gov](mailto:ProcureIT@chp.ca.gov). The ITS procurement staff will e-mail the approval/disapproval to the requestor. Upon receipt of an e-mail approval, note the approver's name and the date received on

the CHP 317 in the “Description of Purchase” column, or attach e-mail approval to the P-Card statement (refer to Chapter 17, Information Technology Goods and Services Acquisition, of this manual, for additional information).

l. Picture Frames. The Facilities Section (FS), Cabinet Shop, no longer maintains a supply of picture frames. Cardholders are authorized to use the P-Card to purchase picture frames. However, a notation shall be made on the CHP 317 indicating the intended purpose and a justification must be attached with the paid invoice when reconciling in FI\$Cal.

NOTE: Picture frames and framed contents are intended for public display items and are not for personal use.

m. Prohibited Items. The P-Cards shall not be used to purchase prohibited items unless an exemption has been preapproved by a BSS manager or designee. Upon discussion and/or approval, the BSS manager or designee may affect the purchase using the P-Card for payment or provide written authorization for the purchase to be made locally (refer to Annex B, Prohibited Items).

n. Rubber Stamps. Rubber stamps may be purchased by P-Card or purchase requisition. Fax signature stamps, except for commanders and above, are prohibited.

o. Services. The P-Card is for commodity purchases; however, only the following services can be procured via P-Card:

- (1) Key duplication.
- (2) Miscellaneous reproduction the CHP Reproduction Unit cannot perform.
- (3) Film development (excluding confidential documents and photographs).
- (4) Emergency medical oxygen bottle refills.
- (5) Hydrostatic testing.
- (6) Obtaining rights for selected music on a case-by-case basis. All music purchases must have prior approval from the BSS and P-Card Administrator.

p. Training Videos. The Academy library has an extensive listing of training videos available for loan to all commands. Prior to purchasing a training video, it is advised commands research the Academy library for an appropriate training video. If a command requires a training video that is unique to their operation, with prior approval from the P-Card Program Administrator or designee, it can be purchased via the P-Card.

NOTE: Prohibited purchases are videos with subject matter relating to officer safety, tactical maneuvers, and law enforcement.

q. Disclaimer. While careful steps have been taken to identify restricted items within this chapter, additional restrictions may be referenced in other OPI manuals.

## 12. CARDHOLDER.

a. Use of the Procurement Card. The cardholder is responsible for the following:

(1) Pursuant to the EO and GC (paragraph 6.c. of this chapter), SB, MB, and DVBE suppliers shall be given preference when purchasing commodities from suppliers other than the mandatory statewide contracts or CALPIA.

(2) While certain exemptions may exist, the CHP shall obtain a minimum of two price quotes per transaction (three if a large business is included). This will ensure the Department's compliance with the procurement policies and procedures set forth by the State, due to the complexity of the Department's procurement needs.

(3) A single quote must have a written justification, including all supporting documentation showing the cardholder "did their due diligence" to obtain more than one quote. These documents shall be kept with the transaction record.

(4) Ensuring the P-Card is used in accordance with state and departmental procurement policies and procedures, including inconsistent and incompatible activities. (Refer to HPM 10.3, Personnel Transactions Manual; Chapter 14, Inconsistent and Incompatible Activities; for additional information.)

(5) Securing the P-Card from damage, loss, or theft.

(6) Determining the need to purchase goods up to the single purchase limit. The limit may vary according to cardholder status (e.g., traditional office/janitorial supplies [\$2,499.99], canine operations [\$500.00]). Approval to exceed the single purchase may be considered on a case-by-case basis.

NOTE: Splitting a purchase to circumvent the single-purchase limit is prohibited. Commodities exceeding the single-purchase limit shall be procured through submission of a FI\$Cal requisition per Chapter 7 of this manual.

(7) The cardholder must rotate suppliers.

(8) Obtaining commander's e-mail approval prior to purchase.

(9) Contacting suppliers in person or by telephone to purchase goods with the P-Card.

b. Itemized Receipt/Invoice. Upon determining which supplier to use, the cardholder shall either go to the supplier's place of business and obtain the commodity, or telephone the supplier and place the order to be shipped. In either case, the cardholder shall require the supplier to itemize the receipt/invoice. If the receipt/invoice is not itemized, the quantity and price of each item and total dollar amount shall be written in and the receipt/invoice signed by the sales associate. An itemized receipt/invoice consists of the following information:

- (1) Description of commodities purchased.
- (2) Quantity purchased.
- (3) Price per item.
- (4) Amount of sales tax and total amount.
- (5) Shipping charges, if the Department is liable.
- (6) A zero-balance due as the total amount.

NOTE: The P-Card shall not be used for shipping/freight charges that exceed \$200. Shipping/freight charges over \$50 must be supported with documentation from the supplier. Freight charge documentation shall be attached to the corresponding supplier merchandise receipt/invoice.

c. Stock Receipt Verification. The cardholder must open each box when delivery of the order is received, count the items, and verify the contents against the packing slip and the order (this is especially important when placing telephone orders). Notify the supplier immediately if there are any disputes or discrepancies.

d. Picking Up Order. If a person other than the cardholder picks up orders, ensure they know what items they are to pick up. Instruct them to sign their name on the invoice and write, "For (cardholder name)" next to their name. Items that have not been received should not be billed for. Ensure the goods are received before approving the U.S. Bank statement.

e. Transaction Records. After each purchase, the cardholder shall record the transaction on the CHP 317 by listing items purchased and the purpose of the purchase. Purchases made from a non-DGS-certified SB, MB, or DVBE supplier must be justified in the "Description of Purchase" area of the CHP 317.

f. Procurement Card Receipt/Invoice. Upon receipt of the P-Card receipt/invoice,

the cardholder shall:

(1) Tape receipts/invoices smaller than 4 1/4 inches onto an 8 1/2 x 11-inch sheet of paper. Do not cover the invoice contents with tape.

(2) Contact the supplier and request a duplicate copy of receipts/invoices that are lost. If the supplier cannot provide a duplicate copy, the cardholder shall complete a Cardholder Statement of Questioned Item (CSQI) form, requesting U.S. Bank to furnish a copy. The CSQI form is available from the AO and serves as a temporary receipt/invoice. The CSQI form is not to be used to report fraud charges.

g. Financial Information System for California—Statement Notification. The P-Card cycle is from the 23rd of the month to the 22nd of the following month. If the cycle date falls on a weekend, the cycle will close the following Monday. Each cardholder will receive an e-mail stating their U.S. Bank statement is ready for reconciliation. Within five business days of receipt of the statement e-mail notification, the cardholder must perform the following:

(1) Reconcile or have the proxy reconcile the monthly transactions. Reconciliation includes verifying the appropriate Chart of Account coding is entered into the Chart Field values (refer to Annex A, Financial Information System for California Chart of Accounts Coding for Procurement Card).

(2) Reconcile the U.S. Bank statement with the CHP 317 and supplier receipts/invoices.

(3) Attach the corresponding receipts/invoices/credit invoices in FI\$Cal.

(4) For questionable or disputed items which appear as transactions on the U.S. Bank statement, the cardholder shall:

(a) Contact the supplier for resolution.

(b) Enter the appropriate dispute amount in FI\$Cal if the credit has not been received.

(c) Reconcile as normal if the credit is on the same statement as the charge and attach the appropriate credit invoice.

(d) Follow up with the supplier on those items until resolved.

(5) When an item is returned to the supplier due to damage or error, request a chargeback receipt. Keep the chargeback receipt until the credit transaction appears on the U.S. Bank statement. Chargeback receipts should then be

attached to the bank statement. Also attach to CHP 317 packet, if possible.

(6) If a supplier dispute is not resolved within 60-calendar days, contact the P-Card Administrator for assistance.

(7) The cardholder shall sign and date the CHP 317.

(8) The cardholder shall forward the CHP 317 packet to the cardholder's immediate supervisor for review, signature, and date.

(9) The cardholder's immediate supervisor shall forward the CHP 317 packet to the cardholder's commander for approval, signature, and date.

(10) The AO or designee shall compile all Division CHP 317 packets, and scan and upload all Division CHP 317 packets into the Administrative Services Division (ASD) SharePoint Repository, by the 15th of each month. The ASD SharePoint Repository is located on the CHP Intranet site under Resources, FI\$Cal and Requisitions, FI\$Cal Resources, FI\$Cal Links.

(11) The CHP 317 packet shall include the following:

(a) A complete and signed CHP 317, including all back-up documentation listed on the CHP 317, with the exception of the CalRecycle 74.

NOTE: The CalRecycle 74 is only required if the transaction is an item in one of the 11 recycle-content categories listed in the CalRecycle 74 instructions, and/or on the CHP 116 which is only required for P-Card non-IT items.

(b) All vendor quotes.

(c) Vendor paid or zero-balance invoices/receipts.

(d) All approval e-mails including Command, Division (if required by Division), Telecommunications, IMD, FS, or any OPI approval that may have been required for the specific transaction in the file.

(e) Justifications and approvals for any transactions over the cardholder limit.

(f) Justifications and approvals for any prohibited item(s).

(g) Justifications for picture frames.

(12) The complete CHP 317 file shall be retained at the command of the

cardholder for a period of four years (current year, plus three prior years) and shall be retained in the ASD SharePoint Repository for a period of seven years (current year, plus six prior years).

h. Lost or Stolen Procurement Card. If a P-Card is lost or stolen, the cardholder shall immediately contact U.S. Bank and the AO, provide the complete cardholder name (as shown on the P-Card), P-Card number, and date reported to the police (if applicable). It is imperative U.S. Bank be contacted within 48 hours of the loss of the card to limit the Department's liability to \$50.

(1) Contact U.S. Bank at the 24-hour, customer service, toll-free telephone number, 1-800-344-5696.

(2) Submit a memorandum to the BSS, P-Card Program Administrator, with a copy to the AO. In addition to providing the above information, include information regarding any purchase(s) made on the day the credit card was lost or stolen, and the date U.S. Bank was notified.

i. Annual Cut-Off Date. The state FY begins on July 1st and ends June 30<sup>th</sup>. The FY year-end, cut-off date for P-Card purchases (which will fall between May 1st and June 15th of every FY) will be determined by FMS and advertised via Communications Network message, annually. June 22<sup>nd</sup> of each FY is the final date to stop payment on all orders, including backorders purchased with the P-Card. The final date to stop payment on purchases with the P-Card is set early so all purchases will post on the P-Card by June 30<sup>th</sup>, FY end.

### 13. SUPERVISOR.

a. CHP 317 and Attachments. Upon receipt of the CHP 317 and attachments, the supervisor shall (within three calendar days):

(1) Ensure the CHP 317 and all attachments are accounted for.

(2) Submit paperwork to the commander for review and approval.

(3) Forward paperwork to the appropriate AO.

b. Replacement Procurement Card/Issuance of New Card. When replacement of the P-Card is necessary, the supervisor shall take the following actions:

c. Collection and Cancellation of Procurement Card. Before a cardholder leaves the command (transfers, retires, separates, etc.), the supervisor shall collect the P-Card from the employee, destroy it, and immediately prepare a memorandum for the commander's signature requesting cancellation of the P-Card.

(1) The memorandum shall be addressed to the BSS, P-Card Administrator, with a statement certifying the P-Card has been collected and destroyed locally. The memorandum shall state the employee's name and only the last five digits of the cardholder's P-Card account number.

(2) The memorandum shall be e-mailed to the P-Card Administrator to ensure prompt cancellation of the P-Card. A copy of the memorandum shall be routed to the AO.

d. Issuance of New Card. To request a P-Card for a new cardholder, a memorandum from the commander shall be submitted to the AO. The memorandum must include the name, CHP employee ID number, and classification of the **new** cardholder.

e. Replacement of Worn Out/Defective Card. If a P-Card needs to be replaced because it is worn out or defective, an e-mail from the cardholder requesting a P-Card replacement must be submitted to the P-Card Administrator with a statement that the worn out or defective card will be destroyed locally.

#### 14. COMMANDER.

a. Preapproval of Expenditures. The commander shall preapprove all P-Card purchases prior to the transaction, to ensure the purchase is in compliance with departmental policies and procedures. This may include obtaining the approvals from the appropriate OPI for questionable items that may fall within their purview of expertise.

b. Written Procedures. Commanders shall develop written local procedures for preapproving P-Card purchases. The written procedures shall be available for audit review.

c. Physical Security of Procurement Card. The commander shall ensure the physical security of the P-Card. The cardholder should not have the credit card in their possession after work hours unless extenuating circumstances occur, and the commander gives prior approval. The P-Card should be kept in a secure area of the office accessible only to persons who have purchasing duties.

d. Review and Approval. The commander shall review the monthly P-Card expenditure(s) for verification of preapproval and compliance with departmental policies and procedures, sign the CHP 317, and return the paperwork to the cardholder's supervisor for forwarding to the AO.

NOTE: If a command did not make any P-Card expenditures during the monthly P-Card cycle, then that command will not have monthly expenditures to review.

e. Prompt Cancellation Notification. The commander shall ensure the prompt cancellation of an employee's P-Card by:

(1) Forwarding a memorandum to the BSS, P-Card Program Administrator, requesting immediate cancellation of the P-Card. The memorandum shall state the employee's name and, for security purposes, only the last five digits of the cardholder's P-Card account number. The memorandum shall be e-mailed to BSS with a copy forwarded to the AO.

(2) Certifying the P-Card has been destroyed.

#### 15. APPROVING OFFICIAL.

a. Receipt of U.S. Bank Contractor Documents. The AO will be assigned a login for the U.S. Bank Web site by the P-Card Administrator and will download the Corporate Account Summary from the U.S. Bank Web site. This is the summary of all cardholder charges and is the official "invoice" for billing purposes. The document will be attached to the compiled CHP 317 Division packets as part of the subsequent scan and upload into the ASD SharePoint Repository.

b. Receipt of U.S. Bank Statements from Cardholder. The Prompt Payment Act requires state agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial receipt. Within ten working days of receipt of U.S. Bank statements and documentation, the AO must:

(1) Approve reconciled U.S. Bank statements and attachments in FI\$Cal with the Corporate Account Summary.

(2) Review charges to ensure purchases are appropriate, are not prohibited items, and have proper documentation (invoices/receipts) included.

(3) Approve, sign, and date the CHP 317.

(4) Scan and submit the monthly P-Card packets to the ASD SharePoint Repository as a complete Division packet, by the 15th of the following month.

(5) The AO shall retain one set (copy) of the Corporate Account Summary, CHP 317, invoices/receipts, and the necessary file documentation (including e-mail approvals), for seven years (current year, plus six prior years).

c. Disputed Items. The AO is responsible for ensuring the cardholder has resolved any disputed items.

d. Replacement Procurement Card/Issuance of New Card. Upon receipt of a

memorandum from a command requesting a new or replacement P-Card, the AO shall prepare a memorandum for the Division Chief's signature. If a P-Card has been returned by a command for replacement, destroy the old P-Card. Make a notation on the memorandum of the last four digits of the card number, date card was destroyed, and AO's name certifying the destruction of the card. Forward the memorandum to the BSS, P-Card Program Administrator.

e. Prohibited Purchase. In the event a prohibited item is purchased by a cardholder, the AO shall:

(1) Have the cardholder return the item to the supplier and have the purchase credited back to the cardholder's account.

(2) If the item cannot be returned, the command shall prepare a memorandum stating why the prohibited item was purchased and what steps will be taken to avoid such purchases in the future. The command shall route the memorandum through Division for review and approval, and, if applicable, authorization to use budgeted equipment funds. If approved, Division will then forward the memorandum to the BSS, P-Card Program Administrator, who will retain a file copy for audit purposes.

(3) For approved equipment purchases, the cardholder will send a copy of the paid invoice to the P-Card Program Administrator, who will then work with BSS to ensure the assignment of a property tag.

(4) If the purchase is not approved by Division, the cardholder may be responsible for reimbursing the Department for the purchase. If it is determined the cardholder should reimburse the Department, the cardholder will issue a personal check in the amount of the transaction, include the Chart of Account code assigned to that item by the AO, and forward it to FMS with an explanation of the transaction.

f. Cardholder Training. The AO is responsible for ensuring all cardholders receive training on proper use of the P-Card. Once training is achieved, the AO will ensure the cardholder signs a CHP 317A. The AO shall retain a file copy of all current CHP 317As for audit review, and shall forward a copy to the BSS, P-Card Program Administrator. The CHP 317A shall be renewed every four years.

NOTE: Approving officials shall not rely solely on the ReadyGo training, available through the CHP Intranet site online training, to suffice for new cardholder training. Currently, online training only provides an introductory overview of the P-Card Program.

## 16. PROCUREMENT CARD PROGRAM ADMINISTRATOR.

- a. It is the responsibility of the BSS P-Card Program Administrator to maintain effective materials management for the Department. The P-Card Program Administrator is tasked with the responsibility to ensure the P-Card Program runs efficiently and effectively and is in compliance with all applicable laws, policies, and procedures.
- b. The P-Card Program Administrator will provide P-Card training to new AOs.
  - (1) Formal training will be provided no later than every two years to ensure existing staff maintain proficiency with changes to the program, and to ensure new employees receive extensive training on their roles and responsibilities.
  - (2) Mandatory refresher training shall be given to cardholders who are making repeated errors.
  - (3) Refresher training can also be given upon request.

## ANNEX A

### FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA—CHART OF ACCOUNTS CODING FOR PROCUREMENT CARD

1. RECONCILER. The reconciler will be responsible for **entering** all chartfield value expenditure coding in FI\$Cal.
  
2. APPROVER. The **approver** will be responsible for **verifying** and **approving** chartfield value expenditure coding in FI\$Cal.
  
3. ONLINE ACCESS TO THE FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA CHART OF ACCOUNTS. For online access to the FI\$Cal Chart of Accounts, from the CHP Intranet site, follow access path: Resources □ FI\$Cal and Requisitions □ FI\$Cal Resources □ FI\$Cal Chart of Accounts.
  - a. Under the heading FI\$Cal Chart of Accounts you will find the following links:
    - (1) FI\$Cal Chartfield Values Guide.
    - (2) FI\$Cal Programs.
    - (3) FI\$Cal Accounts / Alt Accounts.
    - (4) FI\$Cal Accounts / Alt Accounts (P-Card Purchases).
    - (5) FI\$Cal Reporting Structures.
    - (6) Reporting Structure and Program Number.
  
4. CHARTFIELDS. The FI\$Cal Chart of Accounts values are comprised of the following chartfields. Each chartfield **SHALL** be verified with **each** P-Card transaction using the above access:
  - a. Unit: 2720-CHP, 2670-Board of Pilot Commissioners.
  - b. Appropriation Reference (Approp Ref): Enter 001 exclusively, **except** for canine commodities (see paragraph 4.h. [below] for canine commodities).
  - c. Fund: Enter 0044, **except** for canine commodities.
  - d. ENY: Current FY, **except** for canine commodities (the ENY will change every

FY to coincide with current FY).

e. Account and Alt Account: These fields are set up to auto-populate. The auto-population **SHALL** be verified with **each** P-Card transaction and changed if necessary.

(1) To change the auto-population:

(a) Delete Alt Account coding first.

(b) Delete Account coding second.

(c) Enter the correct Account and Alt Account coding.

f. Program: Refer to the FI\$Cal Chart of Accounts access path (provided in paragraph 3. above) for the various program chartfield codes.

(1) Examples:

(a) Cost Pool-General:    old 96501    new 9999000A05

(b) Cost Pool-Admin:    old 90100    new 9999000A02

g. Reporting Structure. The reporting structure is eight numerical digits, beginning with CHP Billing Code 2720, followed by 1, 2, 3, or 4, then the cardholder's command location code. See chart below:

CHP Billing Code	CHP Location Code Indicator	CHP Location Code
2720	1	001-034
2720	2	101-875
2720	3	040-097
2720	4	All Commercial Vehicle Enforcement Facility Area Location Codes

NOTE: Refer to the FI\$Cal Chart of Accounts access path for the complete reporting structure guide.

h. Canine Commodities. The FI\$Cal Chart of Accounts chartfields for canine P-Card commodities purchases is:

Approp Ref	Fund	ENY	Account/Alt Account	Program	Reporting Structure
001	0044	Current FY	5301400/5301400002	9999000A03	27203065

5. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA ACCOUNTS/ALT ACCOUNTS FOR PROCUREMENT CARD PURCHASES. Below is the Chart of Account coding for some of the more commonly purchased P-Card commodities. Please refer to the FI\$Cal Chart of Accounts access path for the complete list of FI\$Cal Chart of Accounts coding.

Questions regarding the P-Card Chart of Account codes shall be directed to the P-Card Administrator, located in the PSU, at [CHP-ProcurementCard@chp.ca.gov](mailto:CHP-ProcurementCard@chp.ca.gov), or (916) 843-3620.

FI\$Cal Accounts/Alt Accounts for P-Card Purchases FI\$Cal Values		
<u>Account/Alt Account</u> <u>Descriptions</u>	<u>Account</u>	<u>Alt Account</u> Default Value, 0000000000
<b>530000X Operating Expense and Equipment</b>		
530100X General Expense		
Goods - Other	5301400	5301400000
Miscellaneous Tools	5301400	5301400001
Animal Care Supplies	5301400	5301400002
Library Purchases (excluding UC, CSUC, and Other Educational Institutions)	5301450	
Office Supplies - Miscellaneous	5301700	5301700000
Mapping Materials	5301700	5301700001
Video Supplies	5301700	5301700002
Photography Supplies	5301750	
Services & Rentals - Other	5301800	5301800000
Animal Care Services	5301800	5301800001
530200X Printing		
Forms and Stationery	5302100	
Office Copiers - Supplies	5302600	
Pamphlets, Leaflets, Brochures, and other similar items	5302700	
Photocopy Paper	5302800	
530600X Postage		
Postage - Stamps, Stamped Envelopes, Post Cards, Postage Due Charges	5306200	
Postage Meters - Rental, Repairs, Supplies	5306600	
532200X Training		
Training - Films and Slides	5322300	
Training - Other (Goods)	5322500	
532400X Facilities Operation		
Facilities Maintenance Services	5324100	5324100000
Building & Ground Equip Repair	5324100	5324100002
Facilities Operations - Other (Goods)	5324150	5324150000
Janitorial Supplies	5324150	5324150001
Building and Grounds Supplies	5324150	5324150002
Telecom Crew Tools	5324150	5324150003
Radio Site & Tower Parts	5324150	5324150004
534600X Information Technology		
Supplies (Paper, Toner, etc.)	5346700	
Electronic Waste Recycling and Disposal Fees	5346800	
536800X Non-Capital Asset Purchases		
Agricultural Equipment	5368005	
Tools	5368155	
539000X Other Items of Expense		
Chemicals, Drugs, Medicines, Medical and Lab Supplies	5390100	
Educational Supplies	5390200	
Law Enforcement Materials	5390450	5390450000
Quartering and Housekeeping Supplies	5390550	
539080X Vehicle Operations (Excluding Insurance and Depreciation)		
Oil and Lubrication	5390810	5390810000
Oil- Ground Fleet	5390810	5390810001
Tires and Tubes	5390830	5390830000
Tires & Tubes, Vehicles	5390830	5390830001
Tires & Tubes, Motorcycles	5390830	5390830002
Other Items of Expense - Goods	5390880	5390880000
Parts & Supplies, Vehicles	5390880	5390880001
Parts & Supplies, Motorcycle	5390880	5390880002
Garage Tools and Supplies	5390880	5390880004

## ANNEX B

### PROHIBITED ITEMS

All cardholders and AOs shall familiarize themselves with the contents of this section. The following items listed below may not, unless otherwise indicated, be purchased under any circumstances, with a P-Card:

- Airline tickets.
- Alcoholic beverages (from any source [e.g., store, cocktail lounge, restaurant]), unless purchased by the Enforcement and Planning Division for training purposes.
  - Ammunition.
  - Antennas.
- Books, catalogs, manuals, subscriptions/publications, magazines, periodicals, etc., must be purchased by the Library for headquarters (HQ) commands (refer to HQ Standard Operating Procedures [SOP] 4.3).
  - Business cards.
- Carpeting, floor tile, wood flooring, vinyl, and other flooring material, must be preapproved by the appropriate HQ FS Analyst, at (916) 843-3800.
  - Cash advances.
  - Coffee bar items.
  - Contributions to political or religious organizations.
  - Court costs, fines, bail bond payments.
  - Desk calendars.
  - Electronic planners/organizers.
  - Equipment (refer to Chapter 8 of this manual).
- Equipment rentals (e.g., fans, heaters, air circulators [portable]) must be preapproved by the appropriate HQ FS Analyst.
  - File cabinets.

- Fingerprint kits and supplies.
- Flashlights, law enforcement (e.g., Mag-Lite, Pro-Lite, Streamlight, Stinger).
- Franklin planners or other specialized appointment books, to include desk and wall calendars.
- Freight/shipping charges when not in conjunction with a purchase.
- Fuel (i.e., gasoline, propane, diesel) is authorized only if/when a command is not geographically covered by the Liquefied Petroleum Gas Contract.
  - Glass for desktops.
  - Ground transportation.
  - Guest books for new office open house or similar activities.
  - Hazardous material treatment, storage removal.
  - Hotels, motels, and other lodging.
- Items for personal issuance (e.g., awards, medals, plaques, trophies, picture frames for certificates, briefcases, CHP plastic pocket ID badges).
  - Facial tissue (e.g., Kleenex) for personal desk use.
  - Leather office goods.
  - Mailing machines.
- Medical drugs, narcotic drugs, supplies (The OAO is issued a designated P-Card for the purchase of Emergency Medical Supplies).
  - Membership dues.
  - Metal property tags.
  - Plants and office artwork.
  - Police protective, safety, and work equipment.
  - Postage and postal scales.
  - Prison Industry Authority supplies (e.g., binders, conference folios, flags).

- Promotional items (e.g., baseball caps, water bottles, pens).
- Rental or lease of land or buildings.
- Respirators (refer to the Supply Services Catalog).
- Restaurant food or beverages.
- Room rentals.
- Services (refer to paragraph 8.o. of this chapter).
- Shredders (refer to Chapter 7, paragraph 12.a., of this manual).
- Subscriptions to newspapers, magazines, periodicals, or publications (refer to HQ SOP 4.3).
  - Supplies for the benefit of another department's operation.
  - Telephone services.
- Tires (automotive exemptions must be preapproved on a case-by-case basis by the PSU).
  - Tools exemptions must be preapproved on a case-by-case basis by the PSU.
  - Towing.
  - Uniforms and/or related accessories.
  - Utility bills.
  - Use or rental of any aircraft.
  - Vehicle rental or repairs.
- Water (bottled) except during an emergency (refer to paragraph 8.e. of this chapter).
- Weapons and/or related accessories (an exception is rifle magazine protectors).
- Window coverings (e.g., draperies, mini-blinds) must be preapproved by the appropriate HQ FS Analyst.

OTHER PROHIBITIONS:

- Splitting a PO to circumvent the P-Card single-transaction limitation.
- Purchasing of items with the P-Card in connection with a federal grant or any special-funded program.

NOTE: The PSU is available to assist in determining appropriate purchasing methods.