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M E M O R A N D U M

TO: Agency Finance Directors
FROM: Jim Holly, Chief of Staff *JH*
SUBJECT: Procurement/Purchasing Card Update-Important
DATE: April 29, 2010

Yesterday, the Comptroller General posted a monthly transparency report on Procurement Card (P-Card) purchases on this office's website. It shows purchases made with the P-Card by agency and institution. It lists the cardholder, date of purchase, vendor and purchase price. The initial posting contains purchases made in the February and March cycles. You should find this to be a useful management tool.

"Group A Blocked MCC's" are the Merchant Category Codes for which the P-Card cannot be used by state agencies. A copy of the list of blocked and unblocked MCC's is attached to the e-mail transmitting this memorandum. We are reviewing with Bank of America how to simplify the process for ensuring on a continuing basis that all cards have the Group A Blocked MCC's in place. Your agency's maintaining Group A Blocked MCC's on each card is a condition of participation in the P-Card program. P-Card Policies and Procedures may be found at <http://www.mmo.sc.gov> under (in order) State Contracts, Goods and Services Contracts, Services, Purchasing Card. Bank of America possibly may contact your agency P-Card Administrator to discuss how to revise the Bank's profiles for your agency's cards to make it easier to confirm on a continuing basis that the Group A Blocked MCC's are in place on each card.

When your agency staff reviews each month's P-Card statement, the review should include checking the MCC listed on the statement for each purchase against the list of Group A Blocked MCC's (or Group A Unblocked MCC's). We will have and maintain those lists on our office website in a few days. The lists are also available on the MMO website. Please notify the cardholder, Bank of America and this office (SPratt@cg.sc.gov) of any purchases on which the MCC is required to be blocked so corrective action may be taken on the profile for that card.

If an agency removes or has removed the blocks on any Group A Blocked MCC's without the approval of this office, it is in violation of the state's P-Card Policies and Procedures and should correct that action immediately as such violations may result in the suspension of the use cards by the agency.

Please have your Procurement Card Administrator cancel all inactive cards that are not in use. This should be done on a regular basis. Also, if a card is canceled, your P-Card Administrator must deactivate the card on the Bank of America "Works" software program used by your agency.

If your agency has any suggestions for improving the P-Card program, please share them with us or MMO. We appreciate your assistance.