

State of South Carolina Lodging Purchasing Card Program

The Office of the Comptroller General (“OCG”) and the South Carolina Division of Procurement Services (“DPS”) are pleased to offer State of South Carolina Agencies the option to use certain State Purchasing Cards for **employee** lodging. Under this program, Agencies will gain access to a special profile at the Bank of America (“BOA”) which will include all lodging mcc codes.

Except as noted below related to employee lodging, the guidelines and policies included within the “Division of Procurement Services Office of State Procurement South Carolina Purchasing Card Policy and Procedures” Manual **must** be followed.

Specific requirements under this program are as follows:

- 1) Lodging cost, excluding tax, **must** not exceed the current maximum lodging rates for the destination as established by the U.S. General Services Administration. Any exceptions **must** have the written approval of your agency head prior to incurring the expenditure.
- 2) Lodging expenditures **must not** be incurred for State employees whose official headquarters or place of official residence is within 50 miles of the lodging facility.
- 3) Lodging expenditures **may** only be incurred to provide payment for the cost of lodging, taxes, and any required charges such as parking. Any meals or beverages, internet/fax/computer services, entertainment, laundry, or any other *discretionary* charges **are not allowed to be** charged under this program, and each lodging facility **must** be notified of this requirement prior to incurring any charges. The most economical mode of travel must always be used, unless circumstances dictate otherwise.
- 4) Authorized Agency representatives making the reservation must contact an individual at the hotel location to verify:
 - a) The hotel location is willing to accept a corporate paid card as the form of payment for **only** the hotel room and those related items specifically addressed in item 3 above.
 - b) The hotel **does not** require a card imprint on file for the card being used for these charges.
 - c) The hotel **does not** require a faxed or mailed copy of the card.
 - d) The hotel can accommodate another form of payment for all incidentals for the traveler (i.e., room services, phone calls, internet, movies, snacks, beverages, meals, etc.).
- 5) This Profile **may** only be assigned to authorized, full-time State employees who have completed their initial probation period with the State. At this time, assignment of this profile is limited to State Agency **P-Card Administrators and another individual as designated by the Respective Agency P-Card Administrator** who meet this requirement. Agencies who require additional individuals to be assigned to this Profile due to the size of their agency or geographic diversity may submit individual requests to the Statewide Director of Accounts Payable and Payroll at the OCG, and a determination will be made within 15 business days of receipt of the request. Additionally, Agencies may issue this card in the name of the Agency. Card Assignment will be monitored internally at each Agency.
- 6) Cardholders assigned to this Profile **may not** use the card at any facilities to pay for conferences, charges related to conferences, or any other events.
- 7) Travel advances **must not** be requested for lodging expenditures placed on this card, and the traveler must agree (a) to monitor hotel cancellation policies and (b) proactively cancel any lodging not expected to be used within the time frame allowed by the lodging facility. The State will not incur any cancellation fees or charges (for example, one-night charges) that

could have been avoidable through timely action by the traveler. If any of these charges are incurred that were **avoidable by the traveler**, the **traveler must bear the cost of these fees or charges**.

- 8) Any unauthorized charges *made* on this card **must** be remitted back to your Agency prior to submission of the document for processing. Please provide a *copy* of the payment reimbursement, made payable to your agency, when submitting the document for processing. Payroll deductions to recover these unauthorized charges **will not be** allowed.
- 9) The Statewide Accounts Payable Division of the OCG will perform a detailed review of these transactions on each monthly statement when processing the document for payment. Therefore, **Agencies must submit separate documents for the monthly lodging activity and include complete detailed folios with each submitted document. Please limit any applicable documents to a maximum of 10 folios per submitted documents.** Any noted violations found by the OCG will first be discussed with the submitting agency, and if found valid, will result in suspension *of your Agency* from this program for a period of up to 3 months, subject to the discretion of the OCG. Repeated violations in excess of 3 within any 12 months will result in your Agency's suspension from this program for a one year period. Each agency **must** also self-report any violations deemed fraud, waste, or abuse directly to the South Carolina Office of the State Auditor at officeofstateauditor@osa.sc.gov within 2 business days of learning of the violation. Purchasing Card Statement Certification **must** be included with each document when submitted for processing.
- 10) Each Agency **must** ensure that full payment is made to the BOA by the due date as listed on the monthly statement. Please submit these documents for processing to the OCG at least 7 business days prior to the due date to ensure that on-time payments are made. The OCG reserves the right to suspend any Agency from this lodging card program who violates this payment commitment to the BOA.
- 11) The OCG reserves the right to suspend or terminate this Program at any time.
- 12) Any information or data related to this Program belongs to the State and all purchases are also subject to the scrutiny or audit by the SC SFAA, Division of Procurement Services.

Please direct any questions, as applicable, to:

- BOA - Please see Exhibit A
- Office of the Comptroller General's Office:
 - Ronnie Head, CPA at (803) 734-2347 or rhead@cg.sc.gov
 - Jennifer Hairston at (803) 734-2540 or jhairston@cg.sc.gov
 - Audra Kimpson at (803) 734-2619 or akimpson@cg.sc.gov
- SC State Fiscal Accountability Authority Division of Procurement Services:
 - Ellicia Howard at (803) 737-0687 or ehoward@mmo.sc.gov

Required Acknowledgments:

Each Agency must agree to obtain and maintain a signed acknowledgment documenting an understanding of these requirements **from each cardholder** assigned to this Profile. The acknowledgment must include the following:

- a) Lodging cost **must not** exceed the current maximum lodging rates for the destination as established by the U.S. General Services Administration. Any exceptions **must** have the written approval of your agency head prior to incurring the expenditure.
- b) Lodging expenditures charged to this card **must not** be used for State employees whose official headquarters or place of official residence is within 50 miles of the lodging facility.
- c) Lodging expenditures may only be incurred to provide lodging, taxes, and any required charges such as parking. Any meals or beverages, internet/fax/computer services, entertainment, laundry, or any other *discretionary* charges **are not allowed to be** charged under this program, and each lodging facility **must** be notified of this requirement prior to incurring any charges. Personal purchases are not allowed under any circumstances. Appropriate action will be taken in the event of card misuse.
- d) Cards authorized under this Profile **may not** be used at any facilities to pay for conferences, charges related to conferences, or any other events.
- e) Travel advances **must not** be requested for lodging expenditures placed on this lodging card. Travelers **must be made aware and agree** (a) to monitor hotel cancellation policies and (b) proactively cancel any lodging not expected to be used within the time frame allowed by the lodging facility. The State will not incur any cancellation fees or charges (for example, one-night charges) that could have been avoidable through timely action by the traveler. If any of these charges are incurred that were **avoidable by the traveler**, the **traveler must bear the costs of these fees or charges**.
- f) Any unauthorized charges made **must immediately** be paid back to your Agency in the form of a check or money order. Any violations may result in card suspension *for the entire Agency* for a period of up to 3 months.
- g) BOA will immediately be notified if the purchasing card becomes compromised, lost, or stolen. Impacted users should call **1-888-449-2273** to report these types of incidents to BOA.
- h) All detailed folios must be maintained and submitted with monthly statements when making a document request for payment. These folios will be reviewed by the OCG when processing the document request for payment. Appropriate action will be taken in the event of card misuse. Remember, a maximum of 10 folios per submitted document will be allowed so that each document may be adequately audited by the Statewide Accounts Payable of the OCG.

Agency Head Initials: _____
Procurement Head Initials: _____

Date: _____
Date: _____

Lodging Purchasing Card Program Agreement

The South Carolina _____ (Agency Name) Company Number _____ (with BOA) agrees to adhere and abide by the terms and conditions as outlined in the State of South Carolina Lodging Purchasing Card Program document (the "Document").

Acceptance of Agreement:

Agency Head

Date

Director of Procurement

Date

In accordance with Item 5 of the Document, the following two individuals will be *assigned* to the special profile. We understand additional individuals may be *assigned* to this profile upon written request as more fully explained in Item 5 of the Document. We also agree to timely inform the OCG of any changes to these authorized individuals.

Authorized Individual 1: _____

Authorized Individual 2: _____

Please return a completed copy of this agreement to the OCG at PCard-MCC-Request@cg.sc.gov to confirm participation in this program and allow access to be granted to this special profile. Once profile access has been established, further instructions will be provided.