

## State of South Carolina Lodging Purchasing Card Program for Institutions of Higher Education

The Office of the Comptroller General ("OCG") and the South Carolina Division of Procurement Services ("DPS") offer State of South Carolina Institutions of Higher Education the option to use certain State Purchasing Cards for employee lodging. Under this program, Institutions may gain access to a special profile at the Bank of America ("BOA") which will include all lodging mcc codes. Participation in this program does not impact existing procedures related to Student Group Travel. Employee only lodging is allowed under this program.

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, unless otherwise stated within the provisions of the General Appropriations Act.

- 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 State employee 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 a maximum of two authorized, full-time State employees who have completed cardholder training, preferably within the procurement or accounts payable department. Institutions who require additional employees to be assigned to this Profile due to the size of their institution or geographic diversity must have prior approval of both the Director of Procurement and Chief Financial Officer of the respective

Institution. In no event shall an Institution assign this profile to an employee who is in travel status. Additionally, these Institutions may issue this card in the name of the Institution. Card Assignment will be monitored internally.

- 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 will not be allowed 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. Institutions must not incur any cancellation fees or charges (for example, one-night charges) that were 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 Institution prior to payment of the monthly statement.
- 9) Each Institution must self-report any violations deemed fraud, waste, or abuse directly to the South Carolina Office of the State Auditor at [officeofstateauditor@osa.sc.gov](mailto:officeofstateauditor@osa.sc.gov) and the Office of the Inspector General at [oig@oig.sc.gov](mailto:oig@oig.sc.gov) within 2 business days of learning of the violation.
- 10) The OCG and DPS reserves the right to suspend or terminate this Program at any time.
- 11) 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:

- Bank of America- Dedicated Card East [dedicated\\_card\\_east@bankofamerica.com](mailto:dedicated_card_east@bankofamerica.com) 1.800.822.5985, Opt. 2

### Required Acknowledgments:

Each Institution must agree to obtain and maintain a signed acknowledgment documenting an understanding of these requirements from each cardholder assigned to this Profile. Specific requirements under this program are as follows, unless otherwise stated within the provisions of the General Appropriations Act.

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.

- a) 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.
- b) 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.
- c) Cards authorized under this Profile may not be used at any facilities to pay for conferences, charges related to conferences, or any other events.
- d) 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.
- e) Any unauthorized charges made must immediately be paid back to your Institution in the form of a check or money order. Any violations may result in profile suspension for the entire Institution for a period of up to 3 months.
- f) 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.

