

HENRY MCMASTER, CHAIR  
GOVERNOR  
CURTIS M. LOFTIS, JR.  
STATE TREASURER  
RICHARD ECKSTROM, CPA  
COMPTROLLER GENERAL



THE DIVISION OF PROCUREMENT SERVICES

DELBERT H. SINGLETON, JR.  
DIVISION DIRECTOR  
(803) 734-8018

JOHN ST. C. WHITE  
MATERIALS MANAGEMENT OFFICER  
(803) 737-0600  
FAX: (803) 737-0639

HUGH K. LEATHERMAN, SR.  
CHAIRMAN, SENATE FINANCE COMMITTEE

G. MURRELL SMITH, JR.  
CHAIRMAN, HOUSE WAYS AND MEANS COMMITTEE

GRANT GILLESPIE  
EXECUTIVE DIRECTOR

9/26/2019

To: Finance Directors and Procurement Directors  
From: John St. C. White, PE, Materials Management Officer

Re: Updated Procurement Card Manual

The Division of Procurement Services has worked with the Comptroller General's Office to update the Procurement Card (P-Card) Manual. During that process, the Division submitted a draft of the P-Card Manual to Procurement Directors at several agencies for comments. The updated Manual is the result of this process. You may view the updated [P-Card Manual](#) by clicking on the imbedded link. This document is available for immediate use; however, we do want to give those who have not yet seen this Manual an opportunity to comment. We will receive and consider any comments and suggestions you may have up to and including November 1, 2019. Thereafter, we will publish this document with modifications, if any, with the intent that agencies must adhere to this updated P-Card Manual starting January 1, 2020.

Please send any comment or questions you may have to [dps@sfaa.sc.gov](mailto:dps@sfaa.sc.gov).

A couple of updates that may be of particular interest to you are:

- The contact information for the Office of the Comptroller General and Procurement Services is updated using generic email addresses
- The updated Manual reflects the recent changes 2019 Act 41 made to the no competition limit allowing agencies to take advantage of these increased limits with the approval of their Agency Head or Governing Board

You may peruse the redline version of the updated Manual to quickly find other changes that may be of interest to you.