

## 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”) are pleased to 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 General Appropriations Act*) (*Proviso’s 117.8 and 117.20(a) for the 2021-2022 fiscal year*):

- 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 their initial probation period with the State, 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.

CFO Initials: \_\_\_\_\_  
Procurement Head Initials: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

- 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) 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- Please see Exhibit A

### 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 (*please modify acknowledgments accordingly based upon Provisos 117.8 and 117.20(a) of the 2021-2022 General Appropriations Act*). 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 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.
- 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.

CFO Initials: \_\_\_\_\_  
Procurement Head Initials: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

## Lodging Purchasing Card Program Agreement for Institutions of Higher Education

The \_\_\_\_\_ (*Institution of Higher Education*) agrees to adhere and abide by the terms and conditions as outlined in the State of South Carolina Lodging Purchasing Card Program for Institutions of Higher Education document.

\_\_\_\_\_  
**Chief Financial Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Procurement**

\_\_\_\_\_  
**Date**

*Please email a completed copy of this agreement to the OCG at [PCard-MCC-Request@cq.sc.gov](mailto:PCard-MCC-Request@cq.sc.gov) and retain a copy for your Institutions records.*

*Once approval has been obtained from your CFO and Procurement Director within your organization, please contact your Bank of America representative to obtain profile access and request the needed p-card(s) for this program.*

# State of South Carolina- Appendix A Contact Listing for State Agencies, Higher Education & Local Government

Joseph Leonard  
Card Account Manager

Dorothy Williams  
Card Account Specialist

Bank of America Merrill Lynch



Bank of America  
Merrill Lynch  
U.S. Bank of America  
Trust Merrill Lynch

# U.S. Program Administrator & Cardholder Support



## Account Specialist:

- Card Account Specialist: Dorothy Williams
- Phone: 888.715.1000 ext. 22122
- Fax: 804.264.0046
- Email: [dedicated\\_Card\\_East@BankofAmerica.com](mailto:dedicated_Card_East@BankofAmerica.com)

## Team servicing

- Monday – Friday: 8 a.m. to 4:30 p.m. ET
- Contact information – 800.822.5985, option 2

## Fraud

- Release fraud blocks or notify of international travel:  
○ 866-500-8262 (domestic) and +1-757-441-4124 (international, able to call collect)

## Card Activation

- Cardholders can activate their card by calling, keying in card # when prompted, and entering activation code (assigned during card issuance). These phone #'s are also provided on a sticker affixed to the card.
- 24 hours/day, 7 days/week
- U.S. Toll-free: 1.888.571.1000
- Collect #: 509.353.6656 - outside the U.S.

## Card Digital Services, Works, GCA

- Technical support of your expense reporting tool
- Monday – Friday: 8 a.m. to 4:30 p.m. ET
- Contact Information – 888.715.1000, option 2, 4 or [carddigitalservices@bofa.com](mailto:carddigitalservices@bofa.com)

## Account Management

- Responsible for the strategic growth of the card program from a consultative approach. Account management will assist with any card program escalation issues
- Account Manager: Joseph Leonard
- Phone: 980.388.2319. Mobile: 704.534.4939
- Email: [joseph.leonard@bofa.com](mailto:joseph.leonard@bofa.com)

## Cardholder Support

- Provides cardholders (and program administrators after business hours) with assistance on activities such as reporting lost or stolen cards or reporting disputed items.
- U.S. Toll-free # 1.888.449.2273
- Collect #: 509.353.6656 - outside the U.S.

For Works® training, <http://training.works.com/bankofamerica>.

