Title: Small Purchase Order Transaction System Credit Card (SPOTS)  
Supersedes: ASD Policy 250-03 dated November 15, 2012  
Applicability: All Agency Employees  
Reference: Authority ORS 279, 291 and 293; OAM 55.30.00  
Effective Date: April 1, 2013

Purpose: To establish the requirements for Agency employees to acquire and use the State-sponsored Small Purchase Order Transaction System (SPOTS) credit card.

Definitions:

State Price Agreement – A contract between the State and a specific vendor or vendors that state agencies are required to use in lieu of any other vendor. Price Agreements are generally established by the Department of Administrative Services (DAS), State Procurement Office (SPO).

Approving Officer – The Administrative Services Division (ASD), Disbursements Manager.

SPOTS Card Coordinator – The ASD employee responsible for managing the day-to-day operating requirements of the SPOTS program.

SPOTS Card Accounting Technician – The ASD employee responsible for processing SPOTS payments.

Policy: This policy sets forth the standards for the use of the SPOTS card in accordance with legal and administrative provisions governed by DAS. This policy does not apply to the State’s Travel Card.

A. The card is a method of payment for authorized purchases of goods and services.

B. To obtain a SPOTS card an employee must agree to the terms and conditions under which the card is issued. Hires to a position are subject to a Criminal History Background Check to be conducted upon receiving the initial application and annually by our Human Resources Division. The employee must complete the Purchase Card Application and Agreement Form (Attachment A). The form must be signed by the employee, the cardholder’s manager, and approved by the Agency’s Approving Officer or delegate. The Agency SPOTS Coordinator will set the account up with the bank.
C. Each cardholder is required to submit a monthly activity log by the 15th day following the month in which the expenses were incurred. Documentation representing each transaction (i.e., receipts, order confirmation, packing slips, etc) must be submitted with the report along with a copy of the cardholder’s monthly bank statement. Cardholders who fail to submit their log by the 15th or consistently fail to show proper documentation, may have their card privileges forfeited and cancelled. The cardholder and supervisor must sign the monthly report.

The monthly activity log must be sent to:

Department of Fish and Wildlife
Administrative Services Division
Fiscal Services Section
Attention: Accounts Payable Unit
3406 Cherry Avenue NE
Salem OR 97303

D. The use of the card does not exempt the Agency from the State purchasing requirements outlined by State statute, DAS policies and procedures, and the State Procurement Office (SPO). Each cardholder is required to ensure all purchases charged with the card comply with these requirements, which are available online at http://procurement.oregon.gov/DAS/PFSS/SPO/ors279-menu.shtml.

E. The monthly limit for the cardholder is established at $10,000. The maximum single purchase limit is $5,000. Most state price agreement contractors accept credit cards per the price agreement contract. If a vendor on state price agreement will not accept the SPOTS card then the purchase must be made using a PO. The goods or services purchased with a SPOTS card must be at the same price, terms, and conditions as those listed in the price agreement, unless language in the contract includes additional considerations.

F. Cardholders may use the SPOTS card for Internet purchases. The cardholder should attempt to use only those vendors they have had purchasing experience with in the past.

G. To fax a SPOTS cardholder number in its entirety, please make sure the information is faxed to a secured fax machine. Fax only required information. Faxing redacted SPOTS card numbers is preferred. When faxing the signature on the back, remove the three-digit code from the faxed information.

H. Duties should be separated between the individual making the purchase and the individual who receives the goods or services.

I. All cardholders are required to secure and control the SPOTS card at all times. Only the employee to whom the card was issued has the authority to use the card. If the employee chooses not to carry the card on their person they must store it in a safe or other secure locked location.

J. All purchases made with the SPOTS card must meet the following legal provisions (ORS 293.295):
a. The claim must be supported by the approval of the state agency that incurred the obligation or made the expenditure on which the claim is based (approval is demonstrated by an authorized signature).

b. Provision for the payment of the claim must be made by law and appropriation/limitation.

c. The obligation or expenditure on which the claim is based must be authorized as provided by laws governing the Agency’s legally mandated program requirements.

d. The claim satisfies requirements that are not prohibited by rule, federal regulation, or statute.

K. Cardholders must not use the card to: fragment or segment purchases or for split transactions (split transactions would be considered abuse) to circumvent solicitation requirements, avoid capital expenditure, or price agreement requirements or circumvent transaction limits. The Approving Officer and/or the Procurement Unit will review transactions to determine the appropriateness of transactions. If it is documented that purchases were not in compliance with this policy, the cardholder’s privileges may be forfeited and could be suspended or canceled. (see “Abuses” below).

L. Authorized Purchases: (Not all inclusive)

a. Training registration, conference registrations and refreshments and meals for meetings. (If the training is out-of-state or requires a training request form, all approvals must be obtained and forms completed prior to using the card.)

b. Prepaid lodging expenses in advance of the employee’s travel. When using the SPOTS card in this manner, limit the charges to lodging and taxes only.

c. Hotel reservations to hold a room for traveling staff. When making a reservation for traveling staff, the SPOTS cardholder takes responsibility for the staff person’s reservation. If the traveler’s plans change, the SPOTS cardholder must cancel reservations in a timely manner. SPOTS cardholders may not use their SPOTS card to secure their own reservations unless they will travel as part of a group of state employees. Because payment has not been made with the reservation, the traveler is responsible for payment at time of check out. It is not permissible to pay hotel charges using a SPOTS card at the time of check out. However, it is permissible for the SPOTS card reservation costs (for lodging and taxes only) to remain on the SPOTS card as long as the card was used to hold the reservation. In this case, employees should not include lodging and tax expenses on their travel reimbursement. Employees should also be sure to submit their travel reimbursements within 60 days in order to avoid costs added to their W-2 as taxable wages.

d. Non-state individual travel expenses. Examples of non-state individuals include but are not limited to members of a state advisory committee, agency volunteers, job applicants or students traveling on official state business. Authorized purchases include agency-sponsored conferences, housing, lodging, recruitment, training, baggage fees and other airline charges.
e. Repair or maintenance parts or services.
f. Office supplies.
g. On rare occasion, Airline tickets are authorized if the travel management contractor provides a written release with respect to their contract with the State. Please contact the Procurement Manager for authorization.
h. Designated small peripheral electronics such as cables, keyboards, mice, thumb drives, power strips and digital cameras. Current details and contract information can be found on the ISD page.
i. Dues and subscriptions.
j. Fuel for state-owned non-fleet vehicles (and other gas powered equipment such as lawn mowers, leaf blowers, etc.) when no Voyager card is available.
k. Purchase of employee clothing against an employee's clothing reimbursement. Uniform items must list each employee and the amount utilized.

M. Unauthorized Uses of the SPOTS Card (Not all inclusive)

a. All personal or non-business related expenses.
b. Most computer hardware or software must be coordinated and purchased through the Information Systems Division (ISD). Refer to ISD Policy ISD 610 01.
c. Travel-related expenses that benefit only the traveling employee and are incurred while employee is on travel status. Examples include meals, lodging, ground transportation, parking baggage fees, etc. Prepaid lodging and lodging reservations are allowed. Employee travel expenses must be incurred using either the State travel card, with a cash advance or travel reimbursement form provided by the Fiscal Services Section.
d. Cash advances from an ATM machine or other method.
e. Purchases from vendors who are not on a State price agreement when one exists for those goods or services.
f. Purchase of airline tickets (except as noted in L(d)).
g. Cash refunds for a returned purchase if the transaction was initially charged to a SPOTS Card.
h. Firearms of any kind. Firearm purchases are to be made using a purchase order.
i. Back orders.

N. Misuse and Abuse of SPOTS card.

The Approving Officer is responsible for monitoring the use of SPOTS cards and when abuse or fraud is detected or suspected must initiate appropriate action, including
notifying the Financial Business Systems section of DAS, DAS Risk Management Division, Secretary of State Audits Division, the Department of Justice. If it is documented, and an investigation concludes, that the employee deliberately abused, fraudulently used, or disregarded the cardholder agreement the card will be forfeited and cancelled. If an investigation concludes that the SPOTS card was fraudulently used, the employee will not be eligible to receive another SPOTS card and may be subject to disciplinary action up to and including dismissal. Willful, fraudulent use of the card may result in criminal action being taken against the employee. The cardholder may be required to reimburse the Agency for all inappropriate expenditures incurred with the card. The Questionable Purchase Procedures and flowchart are attached as Attachment B.

**SPOTS Card Misuse** – Misuse of the SPOTS card may be more serious than a simple error on the part of the cardholder the first time it occurs. The first offense generally is not considered an act of negligence. If the same or similar purchases take place after training is provided, the card may be forfeited and cancelled. Examples of SPOTS card misuse are as follows:

- a. The cardholder does not fully understand the related state purchasing requirements and fails to use a state price agreement.
- b. The cardholder does not fully understand the related state accounting policy or procedure.
- c. The cardholder is not aware of the specific administrative expenditure restrictions of the Agency or DAS.

**SPOTS Card Abuse** – Any of the following actions may result in disciplinary measures up to and including dismissal. Willful or fraudulent use of the card may result in the immediate forfeiture and cancellation of the card and may ultimately result in criminal proceedings against the cardholder. Abuse of purchase card usage includes, but is not limited to the following:

- a. Personal Purchases.
- b. Charging unallowable travel expenses.
- c. Purchasing goods or services from other than Price Agreement vendor when Price Agreement exists.
- d. Intentional Fragmenting or segmenting purchases (split transactions) for purposes of circumventing single purchase limits.
- e. Failure to submit the Monthly Activity Log by the 15th day following the month in which the expenses occurred or failure to consistently show proper documentation.
- f. Not retaining proper records for purchases or purchase card use.
- g. Allowing someone other than the cardholder to use the card.
h. Not keeping purchase card secure.

i. Accepting a cash refund for a returned purchase if the original purchase was made with the card.

j. Obtaining a cash advance with the purchase card.

k. Making unauthorized purchases as defined in this Policy.

l. Deliberately disregards the Cardholder Agreement.

**SPOTS Card Inactivity** – Not using the card for a period exceeding 270 days, without approved justification from the SPOTS card Approving Officer, may result in deactivation of the card.

**SPOTS Card Procedures:**

<table>
<thead>
<tr>
<th>SPOTS Card Applicant</th>
<th>Obtain, review and complete Purchase Card Application and Agreement Form (Attachment A).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td>Determine if issuance of a SPOTS card is necessary to carry out the duties assigned to the employee. If so, approve form and submit to Fiscal Services Section for processing.</td>
</tr>
<tr>
<td>Approving Officer</td>
<td>Review and approve application for SPOTS Card. Notify the applicant and their supervisor of the approval/denial.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPOTS Card Coordinator</th>
<th>Establish cardholder file, work with Bank to establish the account in the name of the cardholder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOTS Cardholder</td>
<td>Successfully completes initial SPOTS Card training and follows up with a refresher course every two years. Receives SPOTS card at the address listed on the application.</td>
</tr>
</tbody>
</table>

Maintains a record of each credit card transaction as they take place on the Monthly Activity Log. The documentation must be sufficient to demonstrate what the purchase represents.

Maintains a file of all documentation associated with the purchases, which include the credit card receipt, invoice, cash register receipt and any other documentation that demonstrates what was purchased and the individual cost of the purchase.

Catalog phone order purchases should include a copy of the appropriate page in the catalog or brochure that shows the cost. Internet purchases should include a screen print of the item purchased or a shopping basket summary. The receipt/purchase confirmation should include vendor name, item purchased, price per unit, date of purchase and approximate delivery date. For proper segregation of duties, receipt of the
goods or services should be signed for by an employee other than the SPOTS cardholder who made the purchase.

If the cardholder has misplaced or otherwise lost the original documentation for a purchase, a written statement to that effect must be included with the monthly report using a Missing Receipt form.

When the Bank sends the monthly statement to the cardholder, the cardholder must match the purchases on the statement with the Monthly Activity Log to ensure there are no unauthorized charges to the credit card.

If there are unauthorized charges on the statement, the cardholder is responsible for working with the Bank to resolve the problem.

When the statement is matched to the Monthly Activity Log and all purchase documentation is accounted for and approved, submit the Monthly Activity Log and all required documentation to:

Department of Fish and Wildlife
Administrative Services Division
Fiscal Services Section
Attention: Accounts Payable Unit
3406 Cherry Avenue NE
Salem OR 97303

The log is required to be submitted by the 15th day following the month in which the expenses were incurred. If the report is consistently (three consecutive months) submitted beyond the time allowed, unless there are sufficient reasons why the timeframe could not be met, the cardholder’s privileges will be forfeited and the card will be cancelled. The cardholder and supervisor must sign the monthly cardholder activity log before it is submitted.

**Immediate Supervisor**

Successfully completes initial SPOTS card training and, if a cardholder, follows up with a refresher course every two years. May be required to complete SPOTS card training any time there is a substantial revision to the policy, depending on the nature and extent of the revision.

Review cardholder’s statement and supporting documentation each month. For proper segregation of duties, receipt of the goods or services should be signed for by an employee other than the SPOTS cardholder who made the purchase. Check for signature on itemized receipt and that the order was delivered. Determines whether charges were made to the appropriate grant.

**SPOTS Card Coordinator**

Run quarterly reports to identify inactivity of SPOTS cards and submit to Approving Officer for review. Coordinate with Approving Officer to send inactivity letter to any cardholder that has not used their card for 90 consecutive days. Not using the card for a period exceeding 270 days (for three quarterly reports), without approved justification from the SPOTS card Approving Officer, may result in deactivation of the card.
Approving Officer
Review inactivity justification from SPOTS Cardholder.

If, after the third report (270 days), the cardholder has not used the card, inform the cardholder that the card may be canceled.

SPOTS Cardholder
Cardholder must provide justification to the Approving Officer to substantiate why the card should not be canceled after 90 or more consecutive days of inactivity.
OREGON DEPARTMENT OF FISH AND WILDLIFE
Administrative Services Division
Fiscal Services Section

INTER-OFFICE MEMORANDUM

To: Agency SPOTS (VISA) Card Applicant

From: Agency Spots Card Coordinator

Subject: SPOTS VISA Card Program and Application

Please Read Conditions on the Attached Application Below.
If You Agree To The Terms Then Complete The Application Form Provided.

The State of Oregon has a price agreement with US Bank to provide purchase cards in ODFW’s name. The program is called SPOTS (Small Purchase Order Transaction System).

We have included an Application Form Packet for you to obtain a SPOTS (VISA) credit card. The application requires that you and your supervisor sign the form agreeing to the terms of the agreement.

Please mail or fax it to Catherine Perard (Catherine.Perard@state.or.us). Her direct telephone number is 503-947-6184 if you have any questions or concerns. The FAX number is 503-947-6140.

Once the application is accepted, the supervisor will be notified and the cardholder will be required to complete the ODFW SPOTS Card training. Once training is successfully completed, the supervisor will be notified and the cardholder will be sent a complete information packet with the new credit card which includes the Policy and Procedures governing the authorization of certain purchases, the consequences of misuse and abuse of the card, and other important policy issues.

The SPOTS credit card has the following credit limits:

- The monthly spending limit for the card is fixed at $10,000. The single purchase limit is set at $5,000. If you attempt to purchase goods or services during the month beyond either limit it will be considered abuse of the card and action may be taken to forfeit the card privileges. There is no daily spending limit for the card. The cardholder is expected to manage the card to the monthly $10,000 limit.
SPOTS credit card has the following reporting requirements:

- The cardholder must retain the receipts and maintain the log.

- The bank will send the monthly bank statements directly to the cardholder. Do not pay from these statements. The cardholder must reconcile their monthly bank statement to the SPOTS card Monthly Activity Log.

- If there were no purchases during the month, the Monthly Activity Log does not need to be submitted.
STATE OF OREGON
SMALL PURCHASE ORDER TRANSACTION SYSTEM (SPOTS)
PURCHASE CARD APPLICATION AND AGREEMENT
(FOR ISSUE TO A SPECIFIC EMPLOYEE ONLY)

Department of Fish and Wildlife
Administrative Services Division
Fiscal Services Section

1. By signing this agreement, I apply for a State of Oregon purchase card and agree to abide by all the
guidelines specified below and those in applicable Department of Administrative Services and
Agency policies and procedures.

2. Agency: Oregon Department of Fish and Wildlife (ODFW - Agency #635)
The Approving Officer is: Sandra Fisxen (503-947-6182) sandra.l.fisxen@state.or.us
SPOTS Card Coordinator: Catherine Perard (503-947-6184) catherine.perard@state.or.us
SPOTS Card Technician: Shirley Obritschkwitsch (503-947-6181)
shirley.m.obritschkwitsch@state.or.us
FAX number 503-947-6140

For lost or stolen cards, call US Bank Customer Service at 1-800-344-5696 immediately.

3. I agree to be the only person to sign for purchases using this card. I understand that I do not have
the authority to allow anyone else to make purchases with this card. All purchases I make will be
within the established credit limit. I agree to pay all costs and charges associated with this card from
my agency's approved budget based on detail coding provided by me.

The card will only be used for authorized purchases of the State and ODFW. Authorized purchases
are defined as purchases which further the business of the state. The definition of "further the
business of the state" is (1) authorized by statute and by Department of Administrative Services rule
or policy or agency rule or procedure; (2) will promote or support the lawful operation of the state
agency on whose behalf the purchase is made; and (3) may be paid by public funds that are currently
available to the agency, by appropriation, expenditure limitation or other legislative authority (and
where applicable, by Department of Administrative Services allotment) for the purpose of the
purchase.

• I agree not to use the purchase card for any employee travel expenses other than those
  specifically approved in Policy 55.30.00 of the Oregon Accounting Manual.
• I agree not to use the purchase card for cash advances of any kind.
• I agree not to use the purchase card for any personal purposes. Personal purposes are non-
  employment related purposes, purchases that do not "further the business of the state" as
defined above and purchases that benefit me or another person individually rather than to
facilitate the discharge of the official functions or duties of my agency.
• I agree to protect and secure the purchase card at all times.
• I agree to not give the purchase card number to anyone except authorized agency personnel
  or when making an authorized agency purchase.
• I agree to notify the bank immediately and the SPOTS Card Coordinator if the card is lost or
  stolen.
I agree to immediately surrender my purchase card to the Approving Officer, SPOTS Coordinator or Supervisor when I leave agency employment or if I am no longer authorized by management to use the purchase card.

I understand the bank owns the purchase card and I must surrender it immediately when asked. The Approving Officer must make a reasonable attempt to recover the purchase card from me if I am an unauthorized or terminated employee. I agree that I am responsible for any costs in that effort and agree to pay them from any funds owed me by the State of Oregon, subject to due process. The Approving Officer may assist in efforts to prevent any unauthorized card use and in any legal action against me.

I agree I am responsible to assure total charges made on the purchase card do not exceed the authorized credit limit. Any charge made by the bank for exceeding the limit will be charged to my agency and may be charged to me personally.

A pattern of credit limit abuse will be cause for loss of my purchase card privileges.

The Fiscal Services Section will pay all purchase card statements for ODFW within 14 days of the bank billing date.

The Bank Memo Statement for the card assigned to me will be sent to me for any necessary processing (as required in agency procedures).

I agree to keep all receipts and other required documentation for all purchases made on the purchase card. These include, but are not limited to, the credit card receipt, invoice, cash register receipt and any other documentation that demonstrates what was purchased and the individual cost of the purchase.

Once each month when my statement arrives, I agree to attach the documentation to the statement, and, after reconciling and verifying all charges, will sign and date the statement indicating approval. I understand that the monthly activity log is due by the 15th of the month following receipt of the statement.

If the original charge slip is lost, I agree to circle the charge on the memo statement, attach a written statement identifying what was purchased, date, time and place of purchase and retain the additional support with the approved statement.

I understand that a pattern of missing original charge slips may result in the loss of my purchase card privileges.

I agree to perform the following duties each month:

I will indicate the appropriate expenditure code to be charged for each purchase listed on the memo statement. I will forward the approved Bank Memo Statement to the Fiscal Services Section by the 15th day following the month in which the expenses were incurred.

In the case of a billing conflict, I agree to be responsible for initiating the necessary communication with the bank. The Fiscal Services Section and I will work directly with the bank and/or the merchant to make needed adjustments.

I agree to not delay payments to the bank where a conflict exists.

If a credit is due, I will instruct the merchant to issue a credit memo back to the purchase card. I will not request or accept cash directly from the merchant when an item is returned or a credit is due.

I understand and accept my responsibility to comply with ORS 293.295 which requires the following four criteria for payment of a claim against money held by the State Treasurer:

- The claim must be supported by the approval of the state agency that incurred the obligation or made the expenditure on which the claim is based. (Approval is evidenced by an authorized signature or approval.)
- Law and appropriation must make provision for payment of the claim. (The agency must have adequate budget resources available to pay the claim when incurred.)
Attachment A

- The obligation or expenditure on which the claim is based must be authorized as provided by law.
- (The claim is based on agency action required or allowed by statute.) The claim otherwise satisfies requirements as provided by law. (The claim is not otherwise prohibited by rule or statute.)

I acknowledge that I have read this agreement and all associated Policies and Procedures.

I understand that I am subject to a Criminal History Background Check to be conducted upon receiving my initial application and annually by our Human Resources Division.

I understand and agree that any violation of these guidelines will be grounds for my immediate surrender of the purchase card and permanent loss of my purchase card privileges.

I understand and agree that violations may also result in personal liability; disciplinary action, up to and including dismissal; and criminal sanctions. Willful fraudulent abuse will be cause for immediate termination and reimbursement of any inappropriate uses of the card.

I understand and agree that any inappropriate or personal purchases become my personal liability for which I will make immediate and complete reimbursement (including any accrued interest) to the agency. I understand that if this occurrence happens more than once my credit card privileges may be forfeited.

I understand and agree that amounts not properly reimbursed by me can be withheld (in total) from my next paycheck. I agree that my acceptance of the purchase card authorizes the State to withhold automatically any amount due to me by the State, subject to due process.

DATA Entry Form: The following Purchase Card Account Information Record (PCAIR) form must be completed by the originating office with the authorized manager’s signature and sent to ODFW Headquarters to the SPOTS Card Coordinator.
SIGNATURES: My signature below indicates that I understand and agree to accept the terms of the Purchase Card Agreement and any subsequent amendments.

PURCHASE CARD ACCOUNT INFORMATION RECORD (PCAIR) FORM

Authorized Card Holder (Print or Type Name as it should appear on the card):

______________________________________

Card Holder Signature: ______________________ Date: ______________

Official Work Station: _________________________________________

Address: __________________________________________

________________________________________

Work Telephone #: ____________________________

Classification Number: __________ Position #: ____________________

Oregon Employee #: ___________________________

Default Program Cost Code: _______________________

(May be used if the activity log is not submitted timely. The manager will be notified.)

Cardholder’s Immediate Supervisor (Print or Type Name) __________________________

Signature: ______________________ Date: ______________

☐ SPOTS card language is included in employee’s Position Description.

Approving Officer or Designee (Print or Type Name): __________________________

Signature: ______________________ Date: ______________
**SPOTS Questionable Purchase Procedure:**

<table>
<thead>
<tr>
<th>Fiscal Services</th>
<th>Discovers questionable purchase or purchase that appears to be inappropriate or inconsistent with policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Services</td>
<td>Makes inquiry to SPOTS cardholder supervisor through Questionable Purchase memo.</td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td>Works with employee to determine if usage is appropriate. Responds to Approving Officer with information clarifying questionable purchase within ten days.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Completes additional SPOTS training if issue was deemed misuse (for first issue).</td>
</tr>
<tr>
<td>Fiscal Services</td>
<td>Reviews response from Cardholder Supervisor. Works with Cardholder Supervisor and/or Human Resources as needed.</td>
</tr>
<tr>
<td></td>
<td>Notifies Human Resources if questionable purchase is second instance within a given timeframe or at anytime the purchase gives the appearance of abuse or fraud.</td>
</tr>
<tr>
<td></td>
<td>If the purchase represents misuse, warn the cardholder and the cardholder’s immediate supervisor that if it happens a second time the card may be forfeited. Assign additional SPOTS training for both cardholder and cardholder's immediate supervisor.</td>
</tr>
<tr>
<td></td>
<td>If the purchase represents a willful or deliberate attempt to circumvent the established SPOTS card policy, inform the cardholder and the cardholder’s immediate supervisor that the card will be forfeited and privileges cancelled. The appropriate authorities will be notified.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Review purchase when notified by Fiscal Services or cardholder’s immediate supervisor for second or subsequent issues.</td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td>Develop a corrective action plan for cardholder if misuse is second instance within a given timeframe. Request Fiscal Services cancel Cardholder’s SPOTS card if instance of misuse is within six months of previous instance or if instance of misuse is third instance of misuse within three years. Immediate Supervisor will work with Human Resources to consider discipline if card was canceled and SPOTS card use is a requirement of the position. Notify Approving Officer of action taken.</td>
</tr>
<tr>
<td>Fiscal Services</td>
<td>File and log appropriate documentation.</td>
</tr>
</tbody>
</table>

**Misuse Examples:**
- Cardholder unintentionally fails to use a state price agreement
- Cardholder is not aware of expenditure restrictions issued by DAS

**Abuse Examples:**
- Personal purchase
- Allowing someone other than the cardholder to use the card
• Intentional fragmenting or segmenting purchases for purposes of circumventing single purchase limits of $5,000
• Not submitting the Monthly Activity Log in a timely manner or consistently unable to provide adequate documentation for purchases

**Fraud Examples:**
• Willful misuse
• Illegal use