



OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title:	SPOTS Purchase Card Program	ASD_220_PO
Supersedes:	SPOTS Purchase Card Program June 1, 2018	
Applicability:	All employees, volunteers and contract service providers	
Reference:	OAM 55.30.00 ; OAM 10.15.00.po OAR Chapter 166 ; ORS Chapter 192, 291-293 ;	
Effective Date:	June 5, 2020	Approved: <i>Quica Klunen</i>

I. PURPOSE

The purpose of this document is to outline the minimum standards for processing purchasing transactions using the State P-Card of Oregon Transactions System (SPOTS) card at the Oregon Department of Fish and Wildlife (ODFW).

II. DEFINITIONS

See Statewide SPOTS Purchase Card Program Policy – [OAM 55.30.00](#)

III. POLICY

ODFW follows the Oregon Accounting Manual Statewide SPOTS Purchase Card Program policy. Exceptions and clarifications to this policy can be found in the ODFW SPOTS Purchase Card Program Procedure ASD_220_01PR

This document is to be used in conjunction with Oregon statutes, administrative rules, policies, manuals, and professional standards. This policy and any related procedures will be revised periodically to reflect changes in the SPOTS program operations and processes.

The Director appoints the Disbursements Manager as the Approving Officer. The Approving Officer delegates approval authority to Division Administrators and Region Managers to determine if issuance of a SPOTS card is necessary to carry out the duties assigned to the employee. Division Administrators and Region Managers are authorized to further delegate to their subordinate managers. The Approving Officer has the authority to revoke delegated authority as determined necessary.

The SPOTS card is a state-sponsored credit card that agencies may use to procure and pay for goods and services. Cardholders, card custodians or designated card users and their managers are required to ensure compliance with the legal and administrative provisions governed by DAS. Managers are required to use appropriate discretion to establish the use and spending limit based on each employee's classification and responsibilities.

A criminal history check is required for individuals being considered for employment in a position that requires a SPOTS card.