

DATE: September 23, 2016

TO: Agency Addressed (No. 14, 2016-2017)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: STATE OF FLORIDA PURCHASING CARD PROGRAM – ELIGIBLE USER AGREEMENTS

In accordance with State Term Contract No. 84121500-15-01, state agencies (each an “Eligible User”) may utilize the State of Florida Purchasing Card Program as the basis for establishing a purchasing card program.

Agencies were initially required to file an application with Bank of America to establish a PCard program. Under the current contract, an Eligible User Agreement is required for continued participation. The Eligible User Agreement is Exhibit F of the State Term Contract, located at: http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/purchasing_card_services.

Agency Purchasing Card Administrators may contact the Statewide Purchasing Card Administrator’s Office for a copy of the agency’s original application and an electronic version of the Eligible User Agreement. The Statewide Purchasing Card Administrator’s office can be reached at PCardReporting@myfloridaCFO.com.

Agencies should submit the Eligible User Agreements to the Statewide Purchasing Card Administrator’s office by Friday, October 28th, 2016. The Statewide Purchasing Card Administrator’s Office is working with Bank of America’s Card Account Manager to ensure that state agencies’ agreements are executed timely.