

DATE: September 19, 2017

TO: Agency Addressed (No. 10 2017-2018)

FROM: Rachael Lieblick, Interim Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: PCard – POLICY REMINDERS FOR EMERGENCIES

During Governor-declared emergencies, it may be necessary for State Agencies to make adjustments to State Purchasing Cards (PCards) in order to expedite the procurement of goods and services that would not normally be procured during non-emergencies. These adjustments may include changes to the merchant category code groups (MCCGs) and credit limits. The Department of Financial Services recognizes this need and is providing guidance as to these adjustments.

MCCGs are a tool available to help agencies prevent PCards from being used at restricted merchants. State Agencies may authorize the temporary removal of specific MCCGs, which will enable cardholders greater flexibility when selecting a vendor.

PCard credit limits may be increased; however, they cannot exceed the following:

- Single Transaction Limits - \$99,999
- Daily and Monthly Limits - \$999,999

To make changes to card limits, agency personnel will need to contact their PCard Administrators.

Also, each agency has an overall credit limit that restricts the spend of all PCards in the agency. If the total of an agency's unpaid PCard transactions exceeds the agency's credit limit, transactions for all PCards in the agency will be declined until payments are made to reduce the credit balance. Credit will be replenished as PCard charges are paid in the FLAIR PCard module. Inability to make timely payments, even if due to budget constraints, will cause transactions to be declined.

Each agency is responsible for managing its PCard use and credit availability.

When possible, an agency may opt to issue MyFloridaMarketPlace (MFMP) purchase orders to avoid a reduction of available credit on the agency's issued PCards.

Please call the Bureau of Auditing at 850-413-5512 if you have questions.