



Chapter 45 - Purchase Cards

45.10 Purchase Card Programs

45.10.10	Purpose of this chapter	Oct. 1, 2007
45.10.20	Authority for these policies	June 1, 2004
45.10.30	Applicability	May 1, 1999
45.10.40	Acceptable use of purchase cards	July 1, 2009
45.10.50	Unacceptable use of purchase cards	July 1, 2009
45.10.60	Agency responsibilities	Oct. 1, 2007
45.10.65	Individually assigned cards and department cards	July 1, 2009
45.10.70	Roles and responsibilities	July 1, 2009

45.20 Required Procedures for Purchase Card Programs

45.20.10	Minimum requirements	Oct. 1, 2007
45.20.15	Card issuance, changes and cancellation	Oct. 1, 2007
45.20.20	Controls	July 1, 2008
45.20.25	Purchase card misuse	Oct. 1, 2007
45.20.30	Transaction log	July 1, 2008
45.20.35	Payment for purchase card transactions	July 1, 2008
45.20.40	Rebate/incentive programs	Oct. 1, 2007
45.20.45	Disputed items	July 1, 2008
45.20.50	Reconciliation, documentation and records retention	Oct. 1, 2007
45.20.55	Lost or stolen cards	Oct. 1, 2007
45.20.60	Post audit	Oct. 1, 2007