

POLICY NO. 23-01

Nebraska State Purchasing Bureau Announces Policy Change Regarding P-Card and Purchases Under \$5,000

Recently, State Accounting, Department of Administrative Services (DAS) revised the Purchasing Card (P-Card) Program Manual to permit purchases with a P-Card up to \$5,000 for a single transaction, with a monthly limit of \$25,000. Accordingly, the Materiel Division has revised its policy for P-Card purchases and purchases requiring a Purchase Order as follows:

1. Non-Contract: A P-card may be used for purchases of non-IT commodities \$5,000 or less, provided the item(s) is not on contract. A purchase order is required for a purchase over \$5,000 and cannot be paid for with a P-card.
2. Contracted Items: Unless otherwise authorized in writing by the DAS-Materiel Administrator, a P card cannot be used to pay for contract purchases. Agency Directors may request authority to utilize a P-card for contracted commodity items available on contract by requesting such authority in writing directed to the DAS-Materiel Administrator.

A Purchasing Card Program letter of agreement between DAS-Materiel Division and the requesting agency must be completed and signed, which will specify the contracts available for use by the requesting agency with a P-card. The letter of agreement requires the agency to track all purchases made within the program and report such purchases by contract number to DAS-Materiel Division on a monthly basis using a provided P-Card Program Spreadsheet. The authorization will need to be reaffirmed annually. Authorization will remain in effect as long as the requirements are followed. The program can be terminated at any time by DAS-Materiel Division.

This policy amends and supersedes the applicable provision (pg. 12) in the Procurement Manual. To the extent this policy is inconsistent or conflicts with any other Materiel Division policy, this policy shall control.

Note: All exception items as noted in the Open Market Purchase Authority Letter still apply.