

## **Attachment C**

### **Nebraska Department of Transportation**

#### **Rules and Guidelines**

#### **Request for Proposal Number 5791 Z1**

1. The program receives a weekly file from the contractor. The program reconcilers have one week to code the transactions on the individual cardholders for the weekly file.
2. The program makes a weekly payment to the contractor.
3. The program uses different expiration dates on the purchasing cards (so they do not all expire at the same time).
4. Each cardholder gets a paper statement that they reconcile and sign off on the charges.
5. The program's single purchase limit is not to exceed \$2,000.
6. We have the following roles (individuals) that are involved in the program purchasing card process: Cardholder, reconciler, approving official, manager, and Purchasing Card Administrator.
7. Cardholders go through a training session before they can receive their purchasing card. Cardholders are also required to sign an agreement that they will follow the rules and guidelines and not misuse the purchasing card. Refresher training is required when the cardholder is issued a renewal card.
8. The program Purchasing Card Administrator completes random audits on the weekly files.
9. Once the reconciler codes the transactions for a cardholder, they print a form of the transactions and staple the receipts behind this form. The Approving Official signs the form which approves the purchases made. The paperwork of the transactions stay in the Department or Division and is filed by cardholder name by the reconciler.