



THE DIVISION OF
PROCUREMENT SERVICES

P-CARD MANUAL UPDATES

P-CARD MANUAL UPDATES

- ▶ **Distributed to Finance & Procurement Directors – 9/26/19**
- ▶ **Comment Period Ends 11/1/19**
- ▶ **Available for immediate use**
- ▶ **Mandatory after 1/1/20**



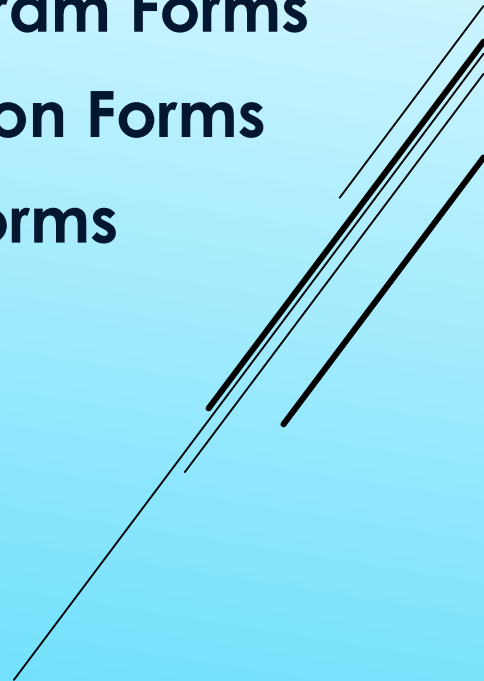
INFORMATION

- ▶ **P-Card Manual**
- ▶ **MCC Codes**
- ▶ **New Program Forms**
- ▶ **Certification Forms**
- ▶ **Dispute Forms**

www.procurement.sc.gov

Resources & Forms

Procurement Card



How to find

The screenshot shows the SFAA Procurement Services website. The browser address bar displays 'procurement.sc.gov'. The navigation bar includes links for 'Apps', 'MSN | Outlook, Offi...', 'Procurement Services', 'SRM', 'SCEIS Central HR', 'SCEIS Gateway', and 'ASI Flex Websites'. The main header features the SFAA logo and the text 'PROCUREMENT SERVICES' with a search bar. A left sidebar contains a list of links: 'Interim Regulations', 'NOTICE: S. 530 Changes to Procurement Code', 'Energy Independence & Sustainable Construction Advisory Committee', 'DisPatchS Newsletter', 'Office of State Engineer', 'SCBO', 'New Vendor Info', 'Statewide Contracts', 'Newest Content', 'About Us', 'Contact Us', and 'Disclaimer'. Below these links is contact information for Procurement Services and a logo for the Inspector General's Fraud Hotline. The main content area is organized into six category tiles: 'Agency Users', 'Vendors/Contractors', 'Political Subdivisions', 'General Information', 'Training Opportunities', and 'Legal'. A red arrow points to the 'Resources & Forms' link in the Agency Users tile.

procurement.sc.gov

Apps MSN | Outlook, Offi... Procurement Services SRM SCEIS Central HR SCEIS Gateway ASI Flex Websites

SFAA PROCUREMENT SERVICES
State Fiscal Accountability Authority

Search

Agency Users

- Contract Search
- Submit Requisition
- Construction
- Resources & Forms
- Vendor / Contractor Data
- Audits
- Green Purchasing

Vendors/Contractors

- Doing Business with State Government
- Vendor Registration
- Contracting Opportunities
- Submitting Offers
- Awarded Solicitations
- Protest & Dispute Decisions
- Construction
- Resources

Political Subdivisions

- Using Statewide Contracts
- School Districts
- Cities, Counties, etc.
- Resources

General Information

- Procurement Policy
- Public Meeting Notices
- Procurement Offices & Officers
- Reference Room
- Related Links

Training Opportunities

- Training Program
- Courses & Registration
- Webinars
- Purchase Procurement Code Books

Legal

- Procurement Law
- Standard Clauses & Provisions
- General Information - Legal
- Administrative & Judicial Decisions
- Research Resources

Interim Regulations
NOTICE: S. 530 Changes to Procurement Code
Energy Independence & Sustainable Construction Advisory Committee
DisPatchS Newsletter
Office of State Engineer
SCBO
New Vendor Info
Statewide Contracts
Newest Content
About Us
Contact Us
Disclaimer

Procurement Services
1201 Main St., Suite 600
Columbia, SC 29201
803.737.0600
FAX:803.737.0639

INSPECTOR GENERAL'S FRAUD HOTLINE
(STATE AGENCY FRAUD ONLY)

South Carolina
State Fiscal Accountability Authority
Procurement Services
1201 Main Street, Suite 600 | Columbia, SC 29201

Changes

Purchase

**Cards may be issued to permanent,
part-time or full-time State employees**

Allow for Ghost Card Accounts

**Allow for Lodging Purchasing Card
Program**

Incorporated Liaisons



Limit Changes

Allows the Single Transaction Limit to be raised to Small Purchase “no competition” limit in the Procurement Code.

Currently, the “no competition” limit is \$10,000

The Agency Head or Governing Board must approve a STL over \$2,500

A STL over the “no competition” limit must be approved by the Chief Procurement Officer



Purchase



- QUESTIONS
- COMMENTS
- FEEDBACK

pcard@mmo.sc.gov