STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	**946B**	**Travel Card Program**
Bid Number	801082	
Contract Term	December 5, 2008 through December 31, 2016	
Administrator	Margaret Serapin	
Phone	(919) 807-4529	
Fax	(919) 807-4510	
E-Mail	Margaret.Serapin@doa.nc.gov	

1. GENERAL INFORMATION

Travel Cards enable individual employees, that work for the State of North Carolina, use for official state travel and travel related expenses. The cards will be available to state employees of all state agencies departments and universities. The purpose of the travel card plan is to minimize or eliminate the need for travel cost advances, simplify reimbursement, and make official travel smoother for those who must travel on business for the State. Reports on travel patterns and total expenditures also support better fiscal management for participating agencies or universities.

Users, accounts payable, and purchasing can all benefit from the cards' streamlined process. The contractor will charge no fees for issuance or maintenance of the cards. Cards will be issued only at the direction of participating agencies. Applications not approved/requested by such agencies are to be returned.

Credit approval of an individual employee by the contractor will be limited and the cognizant agency will be notified when/if this happens. They will also have the responsibility to notify the requesting employee.

Once approved, monthly billings will be sent to the individual cardholder or employee.

The contractor will provide each participating agency reports (in hard copy or electronically as requested) showing at least the following information:

- Monthly account activity listing all credits, charges to individual account numbers, and previous balance.
- Monthly individual charge activity identifying expenses by category with current period and year to date totals.
- Monthly aging analysis listing any account past due, sorted by 60, 90, and 120+ day history.
- Quarterly consolidated supplier analysis by industry type and major suppliers.

The contractor will provide to the division, at least quarterly, consolidated supplier analysis by industry type and major supplier plus a listing of all participating agencies and the number of cards issued for each.

Under P&C's contract with UMB Financial Corporation, there is no charge for issuance or maintenance of the cards. (Costs for special programming and related services are shown on https://www.umb.com/Commercial/LoansCredit/CommercialCards/NorthCarolinaTravelCard/index.html

Control of the program is with the purchasing officer or chief fiscal officer, who determines who may use the cards and for what types of purchases.

Rebates based on total statewide annual volume will be paid to participating agencies. See http://umbcms.intranet.umb.com/qa/Commercial/LoansCredit/CommercialCards/NorthCarolinaTravelCard/index.html for details.

A summary of services offered by UMB Financial under this contract is available at: (http://umbcms.intranet.umb.com/qa/Commercial/LoansCredit/CommercialCards/NorthCarolinaTravelCard/index.htmlhttp:/

2. CONTRACT TERM

The term of this contract is from December 5, 2008 through December 31, 2016.

3. CONTRACT ADMINISTRATOR

The Contract Administrator for this contract is **Margaret Serapin (919) 807-4529 or** Margaret.Serapin@doa.nc.gov **at the Department of Administration's, Division of Purchase & Contract.**

4. SCOPE OF CONTRACT

The cards are for official use only. Improper use of a card must be dealt with by the agency in the same way it would handle wrongful use of any purchasing process (petty cash, local pick-up authorization, or purchase order). Agencies are strongly advised to make signed acknowledgment of all procedures, regulations, etc., prerequisite to receipt of a card.

Travel Cards do not change *WHAT* you can buy; they offer another means to process the purchase.
Term contract items will still be bought from vendors on contract but you may be able to process small orders with the card. Competition is to be sought on open-market items as you would for other small purchases.

Each transaction on the travel must be in compliance with the agency's policy and procedures and applicable local, state and federal laws.

Agencies may set the limits either for all purchases or specific cases, as they think best. Purchases can be limited by amount per transaction, total per time period, number of purchases per period, and in many other ways. Each card can have specific controls unique to that cardholder's responsibilities.

Choose cardholders carefully. The most likely candidates are those employees who have frequent need to travel and who have demonstrated that they are responsible and will follow proper procedures. In exchange for other travel arrangement/vehicles, cardholders must be willing and able to keep good records for accounting/reporting purposes. (This may be as simple as a receipt envelope and log sheet, but is very important.)

By designating cardholders, the participating agency shall represent and warrant that:

(1) Each Cardholder is a current employee or agent of Agency or State; and
(2) The identification information relating to the Cardholder is accurate and consistent with the information contained in Agency's employment records.

The full balance is to be paid at least once a month, as specified in our contract with UMB. Payment of interest goes against the State's Cash Management Plan. You can choose the best billing date for your accounting cycle when your agency's card program is established with UMB. If there is a questionable transaction on the statement, it can be coded as "disputed" (Ask your account representative for more information.).

The card program does not change existing reporting requirements. You still must account for taxes (both in-state and out-of-state), report HUB expenditures, and maintain sufficient budget information to comply with the Executive Budget Act and related statutes. Your Chief Fiscal Officer must certify annually that your agency is in compliance. Start planning how your agency will handle these requirements before the first card is issued! Bank of America can provide a variety of reports to assist you. In addition, there are several automated models created by state agencies and university campuses, who are willing to share them. If you are unsure how to handle a particular category of purchases, prohibit or block that.

Note: many agencies require their cardholders to get an itemized receipt at time of purchase so expenses can be assigned to the correct account code. This is easier than receiving separate invoices later from the merchant, but still provides necessary information.

Maintain control of your program. Purchasing and accounting must work together on a regular basis to monitor card use and make any changes needed. Make full use of UMB's reporting mechanisms as management tools. Report lost or stolen cards immediately. Be sure cardholders return their cards when they leave or change jobs.

5. TRAVEL CARD VIOLATION REPORTING

Any serious violation involving suspected theft, fraud, or similar misuse of a travel card, which has been reported to and/or investigated by the State Bureau of Investigation or other law enforcement agency, shall be reported by the local card program administrator to the Division of Purchase and Contract (P&C) within not more than thirty (30) calendar days after referral to the law enforcement agency. A follow-up report describing resolution of each case is due to P&C within thirty (30) calendar days after final resolution.

Specific identifying information, especially that related to an investigation, is not needed and should not be included in your report to P&C. Follow the law enforcement agency's guidelines on confidentiality.

NOTE: Local card program administrators are encouraged (though not required) to provide P&C with information on less serious violations and how these were resolved. This will assist in ongoing program administration and enhancement.

6. TRAVEL CARD CANCELLATION

Lost or stolen card shall be reported to the Travel card issuer immediately, and that account number cancelled. (A new account number/card can be requested if needed.)
As part of review of possible misuse of a card, the program administrator shall consider cancellation if warranted.
Each participating agency shall have policies/procedures to ensure Travel cards are turned in prior to departure of a terminated or retiring employee, so the account can be closed.

If an employee transfers to another section or to different responsibilities, review to determine whether the travel card is still needed shall be conducted (by travel card program administrator, local contact, etc.)

At least annually, the card program administrator at each location shall review account activity and determine whether inactive cards should be cancelled.

7. IMPLEMENTATION

The chief purchasing or fiscal officer of the requesting agency shall send a letter to the P&C contract administrator requesting the travel card and identifying the agency's local card program administrator. After confirmation that the agency's compliance review (if applicable) is current and favorable, a welcome letter will be sent to the agency with a copy to the contractor. Agency and contractor can then begin to plan implementation.

8. CONTRACTOR INFORMATION

Contractor Name	Address City, State, Zip	Contact
UMB Bank	928 Grand Boulevard, Suite 501 Kansas City, Missouri 64106	Ron Sager Senior Vice President; Card Sales Consultant 816/843-2261 816/843-2485 (fax) Ron.Sager@umb.com (see below for specialized contacts)

9. ADDENDA

Addenda Number	Change	Effective Date
1	Changed expiration date to January 31, 2014	1/1/2014
2	Changed expiration date to September 30, 2014	9/30/2014
3	Changed expiration date to June 30, 2015	12/22/2014
4	Changed expiration date to October 31, 2015	6/29/2015
5	Contract Administrator change	9/24/15
6	Contract extended to December 31, 2016	10/31/15