



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin #FY04-18

SUBJECT: State Agency Use of Unapproved Credit Cards

DATE: June 18, 2004
TO: All Departments and Agencies
FROM: Edward Karass, State Controller

Our internal review process has revealed that various State agencies have opened departmental credit card accounts with Staples, Home Depot, and others. Please be advised that the **ONLY** credit card approved for use by Maine State Government is the JP Morgan Chase procurement card program administered through the Division of Purchases. Agencies must immediately close out any credit card agreements or other credit arrangement and make a final settlement with the credit provider at the close of the current billing cycle. Beginning on July 1st, the Office of the State Controller will reject payment requests for any unauthorized credit arrangement made by agencies.

In addition, since these transactions have not been picked as open market purchases, the division of Purchases has asked for an accounting of all purchases made via these arrangements.