

DATE: February 5, 2004

TO: Agency Fiscal Officers and CPC Program Administrators

FROM: John D. Kenney
Director, General Accounting Division

SUBJECT: Notification of Purchasing Card Transaction Review

Attached is the final format of the Corporate Purchasing Card (CPC) Notification to be used to inform GAD that all the agency charges are valid and in compliance with state regulations. You are to begin using this form with the January 2004 CPC Transactions. The notification will be due no later than 45 days after the cycle-end date. For example, notifications for charges on January 2004 statements will be due no later than March 10, 2004. Failure to submit a CPC Notification may result in CPC privileges being suspended until you submit the required notification.

Requirements:

- PCPA or Fiscal Officer will complete the required information on the attached form using Microsoft Word.
- Completed form will be emailed as an attachment (MSWord Format) to both gmueller@comp.state.md.us and gwhite-moore@comp.state.md.us.
- Form is due no later than 45 days after the end of the cycle starting with the January 25, 2004 cycle-end date.
- CPC Cards may be suspended for any agency that fails to provide the required notification to GAD. The CPC cards will not be reinstated until your agency is in compliance.

Should you have any questions or require any assistance, please contact Gerard Mueller on 410-260-7520 or email gmueller@comp.state.md.us.

Your cooperation is greatly appreciated.

JDK/gm

Att.