

COLORADO JUDICIAL DEPARTMENT FINANCIAL SERVICES DIVISION	FISCAL RULES AND PROCEDURES ISSUED: NOVEMBER 2, 2020	
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1. Definitions

- A. Administrative Authority – As defined in Chief Justice Directive 95-01, the Chief Justice has delegated administrative authority to each chief judge, who serves as the administrative head of all district and county courts within a judicial district. The chief judge of the Court of Appeals is the administrative head of the Court of Appeals. Each chief judge may delegate authority to the court executive, clerk(s) of court, chief probation officer, and other judges, as deemed appropriate. The State Court Administrator is the administrative head of the State Court Administrator’s Office. The State Court Administrator may delegate authority to a division director(s) or others, as deemed appropriate.
- B. Approving Official – Department Staff responsible for reviewing and approving purchases of designated Cardholders. This includes verifying that purchases are reasonable, in compliance with fiscal rules, and within budget spending authority.
- C. Budget Authority – Department Staff who have the authority for managing and monitoring a specific budget.
- D. Cardholder – Department Staff expressly designated by the Administrative Authority and Program Administrator to receive a Commercial Card.
- E. Cardholder Statement – The statement listing all credit card transactions for the Cardholder within the billing cycle.
- F. Commercial Cards – State issued payment cards used for the purchase of general merchandise, services, and travel-related purchases.
- G. Commercial Card Liaison – Department Staff who serves as the primary local administrative contact responsible for the coordination of the Commercial Card program with the Procurement and Accounting Units.
- H. Default Account Code – The account selected by the Department for a Cardholder to whom all purchases are charged. The default account code is included in the Cardholder’s setup information and appears as the default during reallocation of charges.
- I. Department Card – A Commercial Card not held in the name of an individual, intended to be used by Department Staff for purchases.
- J. Department Card Custodian – An individual assigned to administer and control the use of Department Cards by authorized Department Staff within the Card Custodian’s workgroup.
- K. Department Card Designee – Department Staff authorized by the Administrative Authority to use a Department Card.
- L. Department Staff – The appropriate individuals who are authorized and knowledgeable to complete the tasks and functions described in these fiscal rules. The Administrative Authority shall identify such individuals in accordance with relevant job classifications.
- M. Individual Card – A card that is assigned to an individual. The individual to whom the card is assigned is the only person who may use the card.

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- N. Merchant Category Codes (MCC) – A system of four-digit codes used to identify a merchant's principal trade, profession or line of business. Certain MCCs may be prohibited for purchases by Department Staff and will be declined.
- O. Memo Statement – Card account activity statement which includes posted transactions during each billing cycle and a zero balance in the payment due section of the statement. This is used by the Cardholder or Program Administrator to reconcile transactions.
- P. Public Funds – All monies, including, but not limited to, General Fund appropriations, Cash Fund appropriations, Federal funds, and other grant funds, that are authorized to be expended by the Department.
- Q. Reallocation – The process used to change the default account code string to the appropriate Chart of Accounts coding in Citibank or CORE.
- R. Split Transaction – When a Cardholder deliberately separates (splits) a single transaction into more than one authorized transaction in order to circumvent individual transaction limits, single transaction limits, or Fiscal Rules.

2. General Policies

- A. The Department has elected to participate in the State's Commercial Card Program through the use of Individual Cards and Department Cards.
- B. The use of the State's Commercial Card is a privilege for authorized Department staff and is intended for official Department purposes only. The use of the Commercial Card is based on the determination of the Administrative Authority in an attempt to create efficiency in procuring goods and services for the Department.
- C. Use of the Commercial Card shall comply with all applicable fiscal rules, the Department's Code of Conduct, and the Colorado Code of Judicial Conduct.
- D. All transactions made using the Commercial Card are the liability of the Department, however individuals may be responsible for inappropriate use under these Rules.
- E. Department Staff shall not enroll in other credit or debit card program agreements or other extensions of credit, including store credit.
- F. Commercial Cards may be used to pay for goods and services. Under Internal Revenue Service guidelines (6050W), it is the responsibility of the banking institution and not the Department to fulfill 1099 reporting requirements.
- G. Commercial Cards shall only be issued to permanent State employees and shall not be issued to contractors, temporary State employees, volunteers or interns.

3. Commercial Card Options and Functionalities

- A. Individual Cards shall contain the District, Division, or Unit name as well as the name of the individual cardholder.
 - 1. The individual to whom the card is assigned shall provide a signature on the back of the card.
 - 2. Individual Cards shall only be used by the person to whom the card has been assigned.
 - 3. Individual cards may be used to purchase the following items:

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- a. Operating supplies, equipment, and authorized services.
 - b. Food for approved meals and functions.
 - c. Travel-related expenditures including airfare, hotel, conference registration, and car rental. Meals shall not be purchased with the Commercial Card.
 - d. Goods and services to support offender treatment specifically authorized by a case management plan, Department policy, or program.
- B. Department Cards shall contain the District, Division, or Unit name and shall not have individual employee names on the face of the card.
- 1. Department Cards shall be issued to a Card Custodian on behalf of a Court, Probation Department, or Division at the State Court Administrator’s Office.
 - 2. Department Cards shall not be signed by an individual. The Card Custodian shall write either the District, Division, or Unit name as listed on the front of the card or “See Employee Identification” on the space provided.
 - 3. The Card Custodian may allow Department Staff authorized by the Administrative Authority to check out Department Cards for approved purchases.
 - 4. The Administrative Authority shall complete a *Department Card Authorized User Form* for all Department Cards.
 - 5. As Department Cards are used by Department Staff, the Card Custodian shall complete the *Department Card Transaction Log* for each transaction.
 - 6. Department Cards have reduced transaction dispute rights as compared to transaction dispute rights for Individually Assigned cards. All transaction disputes not covered by Citibank shall be the responsibility of the District or Division and shall be paid for using the District’s or Division’s operating budget.
 - 7. Department cards may be used to purchase the following items:
 - a. Operating supplies, equipment, and authorized services.
 - b. Food for approved meals and functions.
 - c. Travel-related expenditures including airfare, hotel, conference registration, and car rental. Meals shall not be purchased with the Commercial Card.
 - d. Goods and services to support offender treatment specifically authorized by a case management plan, Department policy, or program.

4. Roles and Responsibilities

- A. The Procurement Manager is the Program Administrator of the Department’s Commercial Card Program and shall:
- 1. Coordinate the overall implementation and monitoring of the Commercial Card Program to ensure compliance with the guidance from the Department of Personnel and Administration.
 - 2. Provide training to Department Staff on the management and use of Commercial Cards.

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3. Interface with the card issuing bank on all program matters.
 4. Maintain current documentation of signed cardholder agreements, card custodian agreements, and approving official agreements.
 5. Assist Cardholders with transaction disputes.
 6. Ensure cardholder records and other information are maintained in a secure manner.
 7. Terminate Cardholder accounts due to job changes such as transfer, termination, or lack of need or use.
 8. Develop and issue periodic management reports to monitor the development of the program.
 9. Report all incidents of Commercial Card misuse that are recurring, significant, or in excess of \$500 to the State Controller annually by November 1st of each year. This report shall include results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences. Additional reports may be provided to the State Controller.
 10. Report issues of noncompliance to the Director of Financial Services and State Court Administrator.
 11. The Program Administrator may delegate any function and responsibility to an appropriate Department Staff.
 12. Parameters and procedures related to the Commercial Card Program may be updated or changed at any time. The Program Administrator will promptly notify all Cardholders of these changes.
- B. The Administrative Authority shall be the Approving Official and shall:
1. Review, sign, and date the monthly Cardholder or Memo Statement for each Cardholder and Card Custodian indicating approval of transactions.
 2. Ensure all statement reconciliation documentation is received and retained in accordance with this Rule.
 3. Monitor Cardholder activity for unusual patterns of use.
 4. Notify the Program Administrator of possible violations in accordance with this Rule.
 5. Notify the Program Administrator of changes in employment status for all Cardholders and Department Card Custodians.
 6. Ensure compliance with cardholder agreements, monitor proper usage of cards, and provide direction to Department staff on proper use of the card.
- C. Commercial Card Liaisons shall:
1. Coordinate the process for the Organization Unit to reallocate transactions from the default chart of accounts coding to the appropriate chart of accounts coding in accordance with the schedule established by the Department Controller.
 2. Ensure all supporting documentation is received and retained in accordance with this Rule.

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3. Obtain approval of the Budget Authority and Administrative Authority for all purchases.
4. Serve as the primary point of contact with the Program Administrator for Commercial Cards.

D. Individual Cardholders shall:

1. Maintain security and custody of the card and account number.
2. Cooperate with and respond to the Commercial Card Liaison to acknowledge transactions, reconcile, sign, and date the Cardholder or Memo Statement.
3. Immediately report a lost or stolen card to Citibank and the Administrative Authority.
4. Obtain and submit adequate and detailed supporting documentation for each purchase.
5. Subject to the limitations provided in Section 11 of this Rule, complete a *Lost or Missing Receipt Form* if detailed supporting documentation for a purchase is not available.
6. Contact vendors and/or Citibank to resolve disputes and complete the *Citibank Transaction Dispute Form*, when necessary.
7. Ensure refunds/credits are posted to the same card that was originally charged.

E. Department Card Custodians shall:

1. Maintain a list of individuals who are authorized by the Administrative Authority to use the Department Card (Designees).
2. Instruct and train Designees on use of the Card.
3. Track Designee transactions using the *Department Card Transaction Log*.
4. Collect and maintain required detailed supporting documentation for each purchase made.
5. Cooperate with and respond to the Commercial Card Liaison to acknowledge transactions, reconcile, sign, and date the Cardholder or Memo Statement.
6. Contact vendors and/or Citibank to resolve disputes and complete the *Citibank Transaction Dispute Form*, when necessary.
7. Ensure refunds/credits are posted to the same card that was originally charged.
8. Maintain security and custody of the card and account number.
9. Immediately report a lost or stolen card to Citibank and the Administrative Authority.
10. Monitor Department Card transactions for appropriate use and potentially fraudulent activity.
11. The Administrative Authority should determine the necessary and appropriate Department Staff to serve as a Department Card Custodian. An Organization Unit may have more than one Department Card Custodian with access to the Department Cards.

F. Department Card Designees may be authorized to use a Department Card and shall:

1. Maintain security and custody of the card and account number when the card is in his or her possession.
2. Immediately return the card and required detailed receipt(s) to the Card Custodian.

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3. Cooperate with and respond to the Commercial Card Liaison to acknowledge transactions, reconcile, sign, and date the Cardholder or Memo Statement.
4. Subject to the limitations provided in Section 11 of this Rule, complete a *Lost or Missing Receipt Form* if detailed supporting documentation for a purchase is not available.
5. Assist the Card Custodian in contacting vendors and/or Citibank to resolve disputes and complete the *Citibank Transaction Dispute Form*, when necessary.
6. Immediately report a lost or stolen card to the Card Custodian.
7. Complete the required transaction information and sign the *Department Card Transaction Log*.

5. Applying for a Commercial Card

- A. To apply for an Individual or Department Commercial Card, Department Staff shall complete the *Commercial Card Application*. The Application shall be signed by the requestor and approved and signed by the Administrative Authority.
- B. Prior to requesting a Commercial Card, Department Staff shall complete mandatory training provided by Program Administrator.
- C. Prior to requesting a Commercial Card, Department Staff shall sign all appropriate agreements listed below. All agreements shall be completed and retained for the duration of activity of the card by the Program Administrator.
 1. *Cardholder/Designee Agreement* – shall be signed by all Individual Cardholders, Department Card Designees, and Department Card Custodians who will use a card.
 2. *Card Custodian Agreement* – shall be signed by all individuals who will have custody of Department Cards.
 3. *Approving Official Agreement* – shall be signed by all individuals approving transactions on Individual and/or Department Cards.
- D. Department Staff shall forward the Commercial Card Application and a copy of all required agreements to the Program Administrator. The Program Administrator shall not issue a Commercial Card prior to obtaining all required documentation.
- E. The Program Administrator shall notify the bank to issue a Commercial Card within three days of receiving all required documentation.
- F. The Program Administrator shall set the following standard limits and restrictions for each Individual Card unless a lower amount is requested by the Administrative Authority:
 1. Single Purchase Limit: \$1,000 – The maximum dollar amount for a single purchase.
 2. Amount Per Cycle: \$5,000 – The maximum credit limit in a 30-day period.
 3. Transactions Per Day: Five (5) – The maximum number of transactions authorized in one day.
 4. Transactions Per Cycle: Thirty (30) – The maximum number of transactions that may be posted in one cycle.

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- G. The Program Administrator shall set the following standard limits and restrictions for each Department Card unless a lower amount is requested by the Administrative Authority:
 - 1. Single Purchase Limit: \$2,500 – The maximum dollar amount for a single purchase.
 - 2. Amount Per Cycle: \$10,000 – The maximum credit limit in a 30-day period.
 - 3. Transactions Per Day: Five (5) – The maximum number of transactions authorized in one day.
 - 4. Transactions Per Cycle: Thirty (30) – The maximum number of transactions that may be posted in one cycle.
- H. The Administrative Authority shall submit an *Increase Request Form* to the Program Administrator for either temporary or permanent requests to increase the limits identified above and/or if additional MCC codes are needed. However, in the event of a more urgent transaction, the Administrative Authority (or approved designee) may call or email the Program Administrator to request an increase. Depending on the circumstances of the request by the Administrative Authority, the Program Administrator shall review and respond as soon as possible based on the following:
 - 1. The Program Administrator shall be authorized to approve a cycle or single transaction limit increase up to \$10,000.
 - 2. The Director of Financial Services shall review cycle or single transaction limits in excess of \$10,000.
 - 3. Temporary limit changes shall expire and revert to prior limits after three days, unless otherwise requested.
- I. The Program Administrator shall set standard MCC codes in order to categorize, track, and restrict certain types of purchases based on the needs of the Organization Unit and/or card use.
- J. The Cardholder or Card Custodian shall notify the Administrative Authority if a legal name change is needed and provide the necessary supporting documentation (e.g., marriage certificate, divorce decree, etc.). The Administrative Authority shall provide the new name and supporting documentation to the Program Administrator when requesting the issuance of a new card.

6. Safeguarding of Commercial Cards

- A. Individual Cardholders shall safeguard the card by signing the back of the card immediately upon receipt.
- B. Department Card Custodians shall safeguard the card by writing either the District or Unit name as listed on the front of the card or “See Employee Identification” on the space provided on the back of the card.
- C. When appropriate and necessary, Commercial Cards shall be kept in a locked, secure location for protection from loss, misuse, and theft.
- D. Individual Cardholders are responsible for the security of their card and therefore shall:
 - 1. Never display the card account number around their work area.
 - 2. Never give the card account number to co-workers.

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3. Never email or fax full account numbers under any circumstances.
- E. Department Card Custodians and Designees are responsible for the security of the Department Card and therefore shall:
1. Never display the card account number around their work area.
 2. Never give the card account number to co-workers that are not authorized users of the card.
 3. Never email or fax full account numbers unless required by a hotel authorization form. To limit risk to the Department, hotel costs shall be paid via direct billing arrangements, when feasible.
- F. The full account number printed on the front of a commercial card shall not be entered into CORE or stored throughout Department documentation in any capacity.

7. Card Usage

- A. Orders or purchases may be made in person, by phone, fax, e-mail, internet or mail. The Cardholder or Department Card Designee shall ensure that the method of purchase does not present an undue risk to the Department.
- B. Cardholders and Department Card Designees shall obtain valid supporting documentation for all purchases. Valid supporting documentation may include:
1. A detailed itemized receipt from the vendor;
 2. A signed delivery packing slip;
 3. Order forms for dues, subscriptions, registrations, or similar documents;
 4. Detailed invoice showing credit card payment;
 5. Detailed, itemized email receipt;
 6. Purchase Order (with approval of the Procurement Manager); and
 7. Contract (with approval of the Procurement Manager).
- C. The signed receipt authorizing the credit card charge is not an acceptable substitute for the detailed receipt unless it lists each item that was purchased.
- D. A confirmation email for a commercial lodging reservation is not a sufficient itemized receipt.
- E. Information contained in supporting documents shall include:
1. Vendor Name;
 2. Date of Purchase;
 3. Description, price, and quantity of each item purchased;
 4. Total cost of the order or purchase;
 5. Signature of Cardholder or Designee demonstrating acknowledgment of receipt; and
 6. Explanation of the reason for the purchase, if it appears unusual or is not self-explanatory.

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- F. The Cardholder or Department Card Designee shall contact the vendor directly if the original supporting documentation is lost, is not sufficient, or was not provided by the vendor. If the vendor is unable to provide documentation, the Cardholder or Card Designee shall complete the *Lost or Missing Receipt Form*. Any correspondence with the vendor to obtain the supporting documentation shall be attached to the form. The form and any available correspondence shall be retained with the payment documentation and Cardholder Statement.
- G. The Department is exempt only from Colorado state sales tax and should not be charged sales tax on transactions using the Commercial Card. The Department is not exempt from local or special district sales tax (except for the City and County of Denver). State tax-exempt numbers are stamped on the face of the Commercial Card. Vendors may require a copy of the State tax-exempt certificate to document the state tax-exempt status of the qualified card.
 - 1. Cardholders should notify the vendor of the tax-exempt status of the purchase. However, if the vendor proceeds with charging state sales tax, it is not a disputable charge with the bank and the Department is obligated to make the payment. The Department and cardholders should make a reasonable effort to avoid paying state sales tax.
 - 2. Though not a Colorado vendor, Amazon honors Colorado sales tax exemptions. Cardholders shall ensure that tax is not charged on Amazon purchases, or that a credit is received for the Colorado sales tax.
- H. If a transaction declines due to a vendor's MCC code, and there is a reasonable justification for the purchase, the Administrative Authority shall contact the Program Administrator and request temporary use of the MCC code.
- I. The Commercial Card shall not be used for the following purposes:
 - 1. Purchase of goods and/or services for personal use or for the personal benefit of another individual. If the card is determined to be used for a personal purchase, the employee shall immediately reimburse the Department and include proof of reimbursement in the supporting documentation attached to the Cardholder Statement.
 - 2. To split a purchase to circumvent single purchase dollar limits, cardholder credit limits, or Procurement Fiscal Rules.
 - 3. Cash advances, cash back with a purchase, cash refunds for returns, traveler's checks, money orders, or ATM transactions.

8. Disputed Transactions

- A. The Cardholder or Department Card Custodian shall attempt to address any disputed transactions directly with the vendor. If the matter cannot be resolved before the end of the billing cycle, the Cardholder or Card Custodian shall complete a *Citibank Transaction Dispute Form* and submit it to Citibank. A copy of the form shall be retained with the Cardholder Statement.
- B. The Department has 60 calendar days from the date of purchase to dispute the transaction in accordance with contract terms. Therefore, any dispute not resolved with the vendor within 30 days of the transaction shall be formally disputed with the bank. Examples of transactions that should be disputed include:
 - 1. Unauthorized charges;

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2. Differences between the amount authorized and the amount charged;
 3. Duplicate charges;
 4. Non-receipt of goods;
 5. Returned goods that were not credited; and
 6. Unrecognized charges.
- C. In the event fraudulent activity is identified, the Cardholder shall immediately notify Citibank and the Administrative Authority. The Administrative Authority or Commercial Card Liaison shall also notify the Program Administrator when fraudulent activity is identified on an Individually Assigned or Department Card.

9. Commercial Card Transaction Reallocation

- A. Commercial card payments shall be made within 30 calendar days of the cycle end date to avoid all late fees and finance charges and to ensure rebates are received under the State's program.
- B. Cardholders, Card Custodians, or Commercial Card Liaisons shall review transactions listed on the Cardholder or Memo Statement and complete the following steps:
 1. Verify each listed charge and credit is valid and matches the supporting documentation.
 2. Identify any charges to be disputed. Forward the completed *Citibank Transaction Dispute Form* to Citibank for any dispute that cannot be resolved directly with the vendor. Attach a copy of the *Citibank Transaction Dispute Form* to the statement.
 3. Attach all supporting documentation (receipts, invoices, etc.) and a copy of the *Department Card Transaction Log*, if applicable, to the statement.
 4. Allocate transactions from the default accounting code to the appropriate accounting code, if assigned this responsibility.
 5. If the Cardholder or Card Custodian allocates his or her own transactions, the Cardholder or Card Custodian shall sign the statement and forward the statement and supporting documentation to the Budgetary Authority and Administrative Authority for approval.
 6. If the Cardholder does not allocate his or her own transactions, the Cardholder shall sign the statement and forward the statement and supporting documentation to the Commercial Card Liaison responsible for allocating the transactions in Citibank.
 - a. To make the reallocation and payment process more efficient, Cardholders should provide supporting documentation to Commercial Card Liaisons as soon as possible after making a purchase.
 - b. Commercial Card Liaisons may reallocate transactions throughout the billing cycle.
 - c. If the Cardholder has provided the supporting documentation to the Commercial Card Liaison prior to the end of the statement period, the Cardholder shall sign the statement and forward it to the Commercial Card Liaison to attach the supporting documentation.
 7. If the Cardholder or Card Custodian is responsible for allocating his or her own transactions and fails to do so by the allocation deadline in Citibank, he or she shall notify the Commercial

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Card Liaison within two (2) days so that the payment may be entered into CORE timely. For Commercial Cards in the State Court Administrator's Office, the Accounting Unit shall also be notified within two (2) days to ensure timely payment in CORE.

8. Failure to meet the allocation deadline in Citibank may result in possible corrective action up to termination of card privileges.
- C. The Commercial Card Liaison responsible for allocating transactions in Citibank shall review the signed monthly statement and supporting documentation provided by the Cardholder or Card Custodian and complete the following steps:
1. Ensure that all supporting documentation was provided by the Cardholder or Card Custodian. If the Cardholder or Card Custodian provided supporting documentation throughout the statement period, Administrative Staff shall attach that supporting documentation to the signed statement.
 2. Allocate transactions from the default accounting code to the appropriate accounting code.
 3. Sign the statement acknowledging that all transactions have been allocated in Citibank and forward the statement and supporting documentation to the Budgetary Authority and Administrative Authority for approval.
 4. If the Commercial Card Liaison is responsible for allocating transactions and fails to do so by the allocation deadline in Citibank, he or she shall enter the payment directly into CORE, if he or she has the proper access, or shall notify the Administrative Authority or Accounting Unit within two (2) days so that the payment may be entered into CORE timely. If the failure to reallocate is the result of action by Cardholders or Department Card Custodians, the actions outlined above shall be followed.
 5. Failure of the Commercial Card Liaison to meet the allocation deadline in Citibank may result in corrective action taken by the Administrative Authority or Program Administrator.
- D. The Budgetary Authority shall review and sign the monthly statement acknowledging all transactions allocated to their respective budget(s) are approved.
- E. The Administrative Authority, or delegated Approving Official, shall review the monthly statement and supporting documentation and complete the following steps:
1. Ensure that all required supporting documentation is attached for each transaction including the *Citibank Transaction Dispute Form* or *Lost or Missing Receipt Form*, when necessary.
 2. Ensure that transactions comply with Fiscal Rules.
 3. Sign the monthly account statement acknowledging that all transactions are approved.
 4. The *Statement Review Checklist Form* may be used to assist the approving authority.
 5. If the Administrative Authority is responsible for approving payments in CORE, he or she shall reconcile all transactions against what interfaces into CORE and approve the payment in a timely manner.
 6. If the Administrative Authority is not responsible for approving payments in CORE, he or she shall forward the statement and supporting documentation to the Accounting Unit within five (5) days in order for the payment to be made timely.

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- F. The Accounting Unit shall reconcile all transactions listed on the statement against what interfaces with CORE and approve the payment.
- G. Commercial Card statements and supporting documentation shall be retained in accordance with the Judicial Department Records Retention Manual or as defined by grant requirements.

10. Terminating and Replacing a Commercial Card

- A. Upon termination of employment or transfer, the Administrative Authority shall obtain the Commercial Card. A *Returned/Closed Card Form* shall be completed and signed by the Cardholder and Administrative Authority acknowledging that the card has been returned and destroyed. The Administrative Authority shall immediately forward the form to the Procurement Unit for cancellation of the card. The card/account shall be closed by the Program Administrator or Procurement Unit as soon as notification is received or upon the employee’s termination or transfer date.
- B. If an employee is terminated and there is suspected or actual card misuse, the Administrative Authority shall contact Citibank and the Program Administrator.
- C. There is no liability protection for the Department for the employee’s misuse if the Administrative Authority fails to notify the bank and retrieve or cancel a terminated employee’s credit card. In the event of extended leave by an Individual Cardholder, the Administrative Authority shall notify the Program Administrator to temporarily close the card and retain the Commercial Card for the duration of the leave of absence. After the leave of absence, the Administrative Authority shall request in writing that the card be reinstated.
- D. In the event of extended leave by a Department Card Custodian, the Administrative Authority shall appoint a temporary Custodian for the duration of the leave of absence. The temporary Card Custodian shall complete all required training and agreements as required by this Rule.

11. Violations of Commercial Card Program

- A. Commercial Card transactions shall not be deliberately split into more than one transaction in order to circumvent individual transaction limits, single transaction limits, or the Procurement Fiscal Rules. If card limits are insufficient, the Administrative Authority shall submit a request for a temporary or permanent limit increase to the Program Administrator.
- B. Any unauthorized purchase, such as for personal purposes, on a Commercial Card may result in an employee being held personally responsible for the purchase and/or removal of card privileges.
- C. Cardholders shall not receive a cash refund or store credit for returned merchandise. All credits or refunds shall be applied to the Commercial Card that was used for the original purchase.
- D. Goods purchased with Commercial Cards shall only be shipped and delivered to Department locations. Goods shall not be shipped or delivered to an employee’s home. Any shipment to a non-Department address shall be justified in writing and included with the supporting documentation for the purchase.
- E. Any intentional abuse or fraudulent activity by an Individual Cardholder shall result in the immediate termination of the Commercial Card. The employee may be subject to additional actions in accordance with the Judicial System Personnel Rules and possible criminal prosecution.

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The employee shall not be eligible to reapply for an Individual Card and shall not be authorized to use any Department Cards for the duration of his or her employment.

- F. Any intentional abuse or fraudulent activity by a Department Card Custodian or Designee shall result in the immediate removal as an authorized user of all Department cards. The employee may be subject to additional actions in accordance with the Judicial System Personnel Rules and possible criminal prosecution. The employee shall not be eligible to apply for an Individual Card and shall not be authorized to use any Department Cards for the duration of his or her employment.
- G. The Program Administrator shall notify the Administrative Authority of noncompliance with this Rule and coordinate the appropriate level of action needed to address the issue. Conversely, the Administrative Authority shall notify the Program Administrator of noncompliance as soon as they become aware.
- H. The Administrative Authority shall complete the Commercial Card Violation form upon identifying a transaction that is prohibited by the Commercial Card Program or these Rules. The Form shall be provided to the Program Administrator.
- I. Nothing in this Rule shall prohibit an Administrative Authority from revoking card privileges of an Individual Cardholder or Department Card Designee at any time.