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Department of Administrative Services
Statewide Business Services
Hugh M. Farley, Director

Roy E. Barnes
Governor

Dana R. Russell
Commissioner

June 1, 2000

Ms. Annette M. Evans
Procurement Officer
University of Georgia
424 East Broad Street
Athens, Georgia 30602-4223

Dear Ms. Evans:

This letter is in response to your request to use the State of Georgia Purchasing Card to pay for Study Abroad and Field Trip Program expenses. We have reviewed the request and under the circumstances feel it to be an appropriate use of the card. It will reduce the need to establish foreign bank accounts as well as the exposure created by carrying large sums of petty cash. At the same time it will provide the electronic control and accountability afforded Purchasing Card transactions, resulting in a better audit tracking capability.

Therefore, effective immediately, the Purchasing Card may be used by the program director(s) traveling with the students to pay for the following Study Abroad and Field Trip Program expenses:

1. Student food, lodging, and travel which are specifically allowed under the program.
2. Entrance fees to tourist venues that are of an educational nature and are set forth under the program.
3. Operating expenses and supplies, including utilities.
4. Fuel for rental vehicles that are specifically allowed under the program.

However, as we have previously discussed the following restrictions apply. A list of all program director cardholders must be provided to the State Purchasing Card Coordinator prior to issuance of the card so that the necessary Merchant Category Codes (MCC) may be authorized for use on an individual cardholder basis.

The travel related expenses allowed on the card apply only to students. The Purchasing Card shall not be used to pay for the travel expenses of any faculty member or other University employee. Those expenses would continue to be paid and submitted for reimbursement in accordance with established State and University guidelines.

State Purchasing Office

200 Piedmont Avenue SE, Suite 1308, West Tower, Atlanta, Georgia 30334-9010
404-657-6000 Fax 404-657-1580 www.doas.state.ga.us

Ms. Annette M. Evans

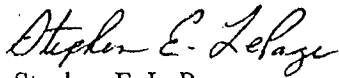
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Fuel purchases are limited to only those rental vehicles specifically allowed under the program. No fuel is to be purchased for any State owned or leased vehicles which are covered under the State's Fleet Card Program.

We hope that by expanding the Purchasing Card Program to include these Study Abroad and Field Trip Program expenses, DOAS is providing a valuable service that will assist the University of Georgia accomplish its mission. Please let us know if we may be of further assistance.

Sincerely,



Stephen E. LePage

Purchasing Card Coordinator

State of Georgia

cc: Hugh M. Farley, Director
David M. Candler, Manager, Contracts Administration
George Stafford, UGA Controller
Holly Schramski, UGA Banking and Trust
Harvey Vollrath, UGA Expenditure Control
Bob Wallace, UGA Accounting