

Deactivate as Follows:

1. Call the banking institution that issued the card
2. Notify the Division of Financial Operations, Bureau of Finance (BOF)
3. Cardholder cuts card in half
4. Cardholder forwards cut card to BOF

4.3.2 Payment Controls

(a) A spreadsheet or similar method should be used by the cardholder to maintain a record or log of card usage as it occurs. Please see Exhibit J–page 89 for an illustrative Procurement Card Usage Log that cardholders may adapt as needed.

The log should include enough information to enable the cardholder to match card transactions with the banking institution's month end statement. Such information may include:

- Dates of purchase;
- Vendor name;
- Brief description of the purchase;
- Dollar amount;
- Receipt of goods/service;
- The name of the individual purchaser/buyer.

Note: For audit purposes, receipts and signed charge slips must be attached to the site-based record or log.