

## SAM—TRANSPORTATION SERVICES

### GENERAL SERVICES CHARGE CARD

4108.1

(New 10/06)

It is the responsibility of agencies/departments to execute proper management and oversight of General Services Charge Cards under their jurisdiction and shall:

- Report the loss, theft or discontinuance of all General Services Charge Cards, in writing, to the OFA.
- Establish and implement internal procedures to ensure accountability of charge cards.
- Present the General Services Charge Card and obtain a receipt from commercial car rentals and taxi services.
- Provide oversight and guidelines to ensure cards are properly safeguarded, assigned, and used for official state business only.
- Establish and implement procedures that provide for the performance of periodic inventory and reconciliation activities with reporting to OFA.