



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES



JEB BUSH
Governor

WILLIAM S. SIMON
Secretary

STATE PURCHASING MEMORANDUM

Memorandum No. 01 (2003-04)

FROM: State Purchasing

DATE: July 1, 2003

RE: MyFloridaMarketPlace - Purchasing Card Usage

The State is poised to realize many efficiencies through implementation of the new eProcurement system, MyFloridaMarketPlace. As we move forward, we are mindful of conserving efficiencies achieved through past initiatives, including the purchasing card (P-card) program. Toward this end, we have addressed P-card usage in the new MyFloridaMarketPlace rules. This memorandum provides further guidance and constitutes the written delegation of authority contemplated by rule 60A-1.030(3)(b), F.A.C.

(1) P-Card Usage and Vendor Registration

New rule 60A-1.030 generally requires agencies to do business only with vendors registered in MyFloridaMarketPlace. Sections (3)(a) and (b) of the rule contain P-card related exceptions to the registration requirement. Under either scenario, until further written notice an agency may continue to register the vendor in SPURS so the P-card transaction can be completed.

Section (3)(a) allows an agency to do business with an unregistered vendor if the “transaction can be consummated only through use of the State purchasing card (e.g., when a state employee is away from the office and needs to make a field purchase).” As a further example, if a vendor cannot accept a purchase order, then the transaction cannot be consummated through MyFloridaMarketPlace; if there is no other alternative, then this may be a transaction that can be consummated only through use of the P-card, and an agency may enter into it with an unregistered vendor. These examples are not intended to be exhaustive.

Section (3)(b) allows an agency to do business with an unregistered vendor if “the transaction, though capable of being consummated through the system, involves commodities or contractual services concerning which the Department has delegated to agencies written permission to purchase through use of the State purchasing card (e.g., travel arrangements).” The Department hereby delegates to agencies permission to purchase the following from vendors not registered in MyFloridaMarketPlace:

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- Travel related expenditures, including but not limited to:
 - Rental cars
 - Airline tickets
 - Hotels
 - Parking fees
 - Toll
 - Taxis, trains, busses
 - Lodging
 - Conference rooms
- Subscriptions
- Conferences
- Dues and membership fees
- Sponsorships
- Transactions via web-enabled procurement systems other than MyFloridaMarketPlace, for commodities or services that are both (a) not available on state term contract and (b) valued at less than \$2,500

(2) P-Card Usage within MyFloridaMarketPlace

An agency may use the P-card as a means of payment for purchases made within MyFloridaMarketPlace. Since the purchase is within MyFloridaMarketPlace, it is necessarily true that the vendor is already registered. Unless otherwise exempted from the transaction fee pursuant to rule 60A-1.032, these transactions are subject to the 1% transaction fee in addition to fees associated with the P-card program.

(3) Existing P-Card Practices

The Department will work together with agencies, the Department of Financial Services, and the Bank of America to determine the best long-range plan for maximizing benefits of the P-Card program and MyFloridaMarketPlace. Until this plan is developed and implemented, the Department does not intend to unreasonably disrupt agencies' existing P-card practices, so long as such practices are consistent with the goals of MyFloridaMarketPlace (e.g., spend visibility and strategic sourcing). Accordingly, until further written guidance is provided, an agency may elect to use the P-card to conduct transactions without using the MyFloridaMarketPlace requisition tool, provided that the vendor is registered in MyFloridaMarketPlace. Unless otherwise exempted from the transaction fee pursuant to rule 60A-1.032, these transactions are subject to the 1% transaction fee in addition to fees associated with the P-card program.

All agency usage of the P-card shall be consistent with the most current edition of the P-card program Administrator's Manual, issued by the Department of Financial Services.

If you have any questions, please contact David Bennett at (850) 921-4072 or via e-mail Bennetd@dms.state.fl.us.