

Administrative Policy No.: 13.20

Subject: Purchase Card Rebates

Information Contact: Chief, Management Services Office

Authorizing Source: Assistant Secretary, Facilities, Finance, and Analytics Administration

Effective Date: November 1, 2005

Revised: May 7, 2024

Approved By: Original signed by Pearlette J. Ramos
Senior Director, Office of Justice and Civil Rights

Purpose

This policy establishes the Department of Social and Health Services' (DSHS) guidance for accounting for purchase card (P-Card) rebates.

Scope

This policy applies to all DSHS programs that use a purchase card.

Definitions

Access online means the website the card company provides DSHS employees to track card use, payment status, file disputes, and perform other accounting and reporting activities.

Card company means the vendor(s) the Department of Enterprise Services (DES) authorizes to issue purchase or travel cards to DSHS.

Fiscal manager is the employee responsible for providing rebate account coding to the facilities, finance, and analytics administration management services office.

CPU P-Card administrator means DSHS purchase card program administrator within the headquarters central purchasing unit. This person is responsible for providing training, advice, direction, consultation, and assistance related to purchase cards.

Management Services Office means the Facilities, Finance, and Analytics Administration unit responsible for preparing journal vouchers to allocate the purchase card rebate.

Purchase card is a credit card issued to make authorized purchases on behalf of DSHS.

Purchase card rebate means the amount of money DSHS receives as an incentive from the card company. The rebate is paid quarterly and based on the total purchases made during the quarter and the average speed DSHS pays credit card billing statements.

Policy Requirements

- A. Fiscal manager:
 - a. Respond to the management services office request for rebate account coding within 30 days.
- B. The management services office must:
 - a. Distribute rebates within 60 days after the rebate is received from the card company.
 - b. Distribute rebates to each DSHS program based on a percentage of total dollars spent by the program using the purchase card.
 - c. Apply rebates pro-rata against expenditure lines of account coding as provided by the program.
 - d. Assign sub-object and sub-sub-object coding.
- C. CPU P-Card administrator must:
 - a. Provide transaction detail reports from access online covering the rebate period within 3 business days of receiving notification that the rebate has been received.