

Administrative Policy No: 13.20

Subject: Purchase Card Rebates

Contact: Chief, Fiscal Services Office
(360) 902-7641

Authorizing Source: Deputy Secretary, Financial Services Administration

Resources: Department of Enterprise Services Western States Contracting Alliance (WSCA) contract [00612](#)

Effective Date: November 1, 2005

Revised: May 17, 2017 ⁱ Housekeeping 6/22/18

Approved By: Original signed by Sharon Swanson
Senior Director, Policy & External Relations

Purpose

This policy establishes the Department of Social and Health Services (DSHS) guidance for accounting for Purchase 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 Financial Services Administration Fiscal Service 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.

Fiscal Services Office means the Financial Services 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

A. **Fiscal Manager:**

1. Respond to the Fiscal Services Office request for rebate account coding within 30 days.

B. **The Fiscal Services Office must:**

1. Distribute rebates within 60 days after the rebate check is received from the Card Company.
2. Distribute rebates to each DSHS program based on a percentage of total dollars spent by the program using the Purchase Card.
3. Apply rebates pro-rata against expenditure lines of account coding as provided by the program.
4. Assign Sub-Object and Sub-Sub-Object coding.

C. **CPU P-Card Administrator must:**

Provide transaction detail reports from Access Online covering the rebate period within 3 business days of receiving notification that the rebate has been received.

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- Remove links to repealed WACs and rescinded policies – SAAM Chapter 45, AP 13.22
- Add link to new DES purchase card policy
- Fix broken links to forms, bank contract
- Add new alternate version of p-card log for ghost travel cards
- Remove references to individual travel cards