MEMORANDUM

TO: Agency P-Card Administrators
FROM: Margaret Serapin, Division of Purchase & Contract Category Manager
DATE: September 18, 2018
SUBJECT: Payment and Usage Clarifications – STC 946A

If you are a Bank of America Card Administrator, the Division of Purchase & Contract (P&C) requests your attention regarding the use of the mobile payment and cash advance functionalities offered by Bank of America. At this time, State Agencies, Universities and Community Colleges are prohibited from using payment methods; such as, Mobile Wallet or receiving cash advances against any issued State Procurement Card. Please communicate this information to all cardholders and make any necessary changes to your current PCard Policies and Procedures.

As a reminder, State Agencies whose Vendors are maintained in the North Carolina Accounting System (NCAS), the Office of the State Controller (OSC) does not have a business process with the commercial card Vendor bank to accommodate payments using a payment card instead of paper check or direct deposit. See the enclosed link for the complete OSC Policy 500.12.

NC OSC Policy 500.12 Commercial Card Transactions