



# STATE OF MONTANA LEGISLATIVE BRANCH POLICY DIRECTIVE

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Chapter: 1 FINANCIAL OFFICE	Pages: 3
Section: 9 PROCARD POLICY	Effective Date: October 6, 2025
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## 1. POLICY

- 1.1. The Legislative Branch, in conjunction with the Legislative Administrative Manual, has adopted the guidelines established in the Montana Operations Manual (MOM), "Procurement Card Program."

## 2. APPLICABILITY

- 2.1. All Legislative Branch cardholders, including:
  - 2.1.1. Legislative Audit Division
  - 2.1.2. Legislative Fiscal Division
  - 2.1.3. Legislative Services Division
  - 2.1.4. House of Representatives
  - 2.1.5. Senate

## 3. DEFINITIONS

- 3.1. Agency Pcard Coordinator: Agency employee who manages the procurement card program on behalf of an agency.
- 3.2. Dispute: Disagreement on a charge between the merchant and the cardholder.
- 3.3. Employee Misuse: Accidental or intentional misuse by the cardholder.
- 3.4. Fraud: A third-party unauthorized use of a card.
- 3.5. Procurement Card (Pcard): Credit card utilized to purchase supplies and services for government business.
- 3.6. Supplies: means all property except as otherwise provided by law, including but not limited to equipment, materials, printing, and commodities ([18-4-123 \(19\), MCA](#)).

## 4. BRANCH DIRECTIVES

- 4.1. General Requirements
  - 4.1.1. A Pcard will be issued to an employee when [Pcard Application Form](#) has been authorized by their supervisor, and employee has completed "Procurement Card Cardholder Training" located at the [Department of Administration's Procurement Card Program page](#). Employee shall provide proof that training has been completed successfully at time of application submission.
  - 4.1.2. The card is issued in the individual name; however it is the property of the State and can only be used for State of Montana purchases.
  - 4.1.3. In most cases the Pcard is used for travel related expenses. Refer to the [State Travel Policy](#) and Legislative Financial Office Policy No LEG FIN 1.7.01 for requirements.
  - 4.1.4. The cardholder is responsible for obtaining and submitting:
    - 4.1.4.1. An itemized receipt for each transaction; *Invoices, vendor statements, confirmation emails/statements, credit card statements, bank statements, or credit card machine printouts are not acceptable*
    - 4.1.4.2. An explanation if purchase seems unusual or the business need is not apparent
  - 4.1.5. Cardholder is responsible for submitting all logs and required documentation per the schedule located: <https://mine.mt.gov/Programs/FY26-PCard-Cycle2.pdf>

- 4.1.6. Purchases made outside of the State's exclusive statewide contracts (eMACS) for office supplies require written documentation (submitted with the monthly log) showing that purchase meets the exception under [18-4-302\(3\) MCA](#). Acceptable documentation must show that EMACS Marketplace was checked for item availability and pricing prior to purchase elsewhere.
  - 4.1.6.1. This includes purchasing from Amazon (even when Amazon business is used), Costco, or any other purchases not made in eMACS.
- 4.1.7. Travel related purchases require documentation of the business need for travel. Example of this would be attaching an out-of-state travel justification form to the Pcard log.
- 4.1.8. Gift cards may need to be purchased based on business needs. If a gift card is needed then documentation of business need, the recipient of the gift card and justification in writing must be included with the Pcard log.
- 4.1.9. If you purchase from a foreign vendor using the Pcard, an updated [W-8](#) must be filled out by vendor prior to purchase, and must be submitted with log. NOTE: this is a federal requirement.
- 4.1.10. If buying for another division, approval to purchase must be in writing and included with Pcard transaction documentation.
- 4.1.11. Receipts and Pcard log must be approved by supervisor.
- 4.1.12. With prior supervisor approval, personal meals may be charged only while in approved travel status and in accordance with State Travel Policy. A copy of the itemized receipt and Supervisor approval must be attached to the travel voucher.
- 4.1.13. Recurring Subscriptions payments to periodicals do not need receipts.
- 4.1.14. If receipt was not received or missing, the cardholder must submit a [Cardholder Missing Receipt Form](#) with the Pcard log.
- 4.1.15. All receipts and supporting documentation must be submitted to the [legfinservices@legmt.gov](mailto:legfinservices@legmt.gov) using the following:
  - 4.1.15.1. Combine all receipts and documents into one pdf file.
  - 4.1.15.2. Name file, "LAST NAME."
  - 4.1.15.3. Subject line for email, "LAST NAME, MONTH, PROCARD."
- 4.1.16. Cardholders must access online banking system to monitor credit card transactions. Instructions for setting up an online account are available at: <https://mine.mt.gov/Programs/procard>.
- 4.2. MONTHLY REPORTING
  - 4.2.1. EMPLOYEES WILL HAVE TO PROVIDE JUSTIFICATION FOR ALERTS ON NON-COMPLIANT ITEMS FROM MONTHLY REPORTS FROM SPB.
    - 4.2.1.1. Legislative Financial Office will send these to the PCard holder monthly to fill out.
- 4.3. Fraud, Disputes, Employees Misuse, and Lost or Stolen cards
  - 4.3.1. When fraud is suspected, the cardholder must contact US Bank cardmember services at 800-344-5696 and request to speak with the fraud department. Cardholder will be instructed of any necessary steps to take. Most likely the card will be cancelled and a new card issued.
  - 4.3.2. For dispute charges, the cardholder needs to first try to resolve the dispute with the merchant before contacting US Bank. Make sure to document merchant name, date of transaction, and correspondence with merchant along with who you spoke with and when. If dispute cannot be resolved with the merchant, then contact US Bank cardmember service within 60 days of the date of the purchase to initiate the dispute case.
  - 4.3.3. Employee misuse can be classified as either intentional or accidental.
    - 4.3.3.1. If a personal charge is inadvertently charged to the State Pcard, the cardholder must contact their agency Pcard coordinator and/or accounting department to arrange repayment.
    - 4.3.3.2. In cases of unintentional employee misuse, employee must fill out and submit to [legfinservices@mt.gov](mailto:legfinservices@mt.gov) (with their procard log) an [Unusual Charge Form](#).
    - 4.3.3.3. In cases of intentional employee misuse, the employee must complete a [Pcard Employee Misuse form](#) and submit it to [legfinservices@mt.gov](mailto:legfinservices@mt.gov). The Legislative Financial Office must then submit it to the Department of Administration.

- 4.3.3.4. The misuse must be reported in accordance with [5-13-309, MCA](#) which requires that the head of the entity immediately notify, in writing, both the Attorney General and the Legislative Auditor.
- 4.3.4. A cardholder must notify US Bank Immediately regarding lost or stolen cards by calling 800-344-5696. Additionally, the cardholder must notify the Pcard coordinator by emailing [legfinservices@legmt.gov](mailto:legfinservices@legmt.gov).

## **5. DUTIES AND RESPONSIBILITIES OF THE LEGISLATIVE FINANCIAL OFFICE**

- 5.1. The Legislative Financial Office shall:
  - 5.1.1. Ensure cards are cancelled upon cardholder terminations/transfer;
  - 5.1.2. Manage spending limits;
  - 5.1.3. Verify all forms and documentation are submitted;
    - 5.1.3.1. One monthly reminder email will be sent to cardholders. If cardholder doesn't submit their Pcard logs according to the schedule referenced in Section [4.1.5](#) of this document, provisions in Section [5.2](#) of this document will be enforced;
  - 5.1.4. Ensure that submitted forms comply with Section [4.1.15](#) of this document;
    - 5.1.4.1. If it's deemed that submissions are non-compliant, the form will be returned to the Pcard holder to correct;
  - 5.1.5. Approved by supervisor or authorized person;
    - 5.1.5.1. Email approval is acceptable;
  - 5.1.6. Correct coding is being used for the purchase;
  - 5.1.7. Authorized by law
  - 5.1.8. Within budget authority of the Legislative office, division, or entity, submitting the Pcard forms;
  - 5.1.9. Consistent with Legislative Branch policies.
- 5.2. The Legislative Financial Office consequences for violations of the Pcard Program policy;
  - 5.2.1. Cancellation of Pcard privileges;
  - 5.2.2. Collection from employee for any improper use;
- 5.3. The Legislative Branch and the State of Montana consequences for violations of the Pcard Program policy;
  - 5.3.1. Disciplinary action up to and including termination;
  - 5.3.2. Possible criminal charges

## **6. CLOSING**

- 6.1. Questions concerning this policy shall be directed to the Legislative Branch Financial Office by sending an email to [legfinservices@legmt.gov](mailto:legfinservices@legmt.gov).

## **7. REFERENCES**

- 7.1. [18-4-123 \(15\)\(a\), MCA](#)
- 7.2. [18-4-123 \(19\), MCA](#)
- 7.3. [18-4-302\(3\) MCA](#)
- 7.4. [5-13-309, MCA](#)
- 7.5. Montana Operations Manual, Procurement Card Program