




STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**Memorandum**

To: All State Agencies, Boards and Commissions, and Institutions of Higher Education

From: Richard Weiss, Director 

Date: November 7, 2005

Subject: State Purchasing Card Program

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Effective April 1, 2006 authorization for all credit cards other than the State Purchase card, travel card and fleet fuel cards currently under agency contract will be withdrawn. Over the coming months the Office of State Procurement will assist agencies in implementing the final phase of consolidating all credit cards into the State Purchasing Card program. Details of the State purchase card program may be found at [http://www.arkansas.gov/dfa/procurement/pro\\_purchcard.html](http://www.arkansas.gov/dfa/procurement/pro_purchcard.html)

The State purchase card program provides the State with increased capabilities for tracking and auditing expenditures, efficiencies in processing purchases and increasing rebates which are returned to State agencies based on card volume and timely payment of charges.

If this withdrawal of authorization for credit cards creates an undue hardship for the agency, the agency Director may request a delay in the implementation date providing substantial justification through the Office of State Procurement.

The point of contact in the Office of State Procurement is [joc.giddis@dfa.state.ar.us](mailto:joc.giddis@dfa.state.ar.us) or [Gerald.congleton@dfa.state.ar.us](mailto:Gerald.congleton@dfa.state.ar.us)

CC:  
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