

Human Services Merchant Account and Business Membership
Procedures

03-006.00

Effective Date: October 18, 2011

Revised: October 18, 2011

Department of Human Services
Merchant Account and Business Membership Procedures

- I. Department employees may not participate as an agent of the Department in obtaining or using merchant or business accounts (credit cards, debit cards, or store accounts) without obtaining authorization through the Office of Fiscal Operations, Bureau of Finance.
- II. The Bureau of Finance may authorize merchant or business accounts that have been made available through State Department of Administrative Service such as the purchasing card program, or a travel card. See other Department procedure or State policy for applicable requirements.
- III. Funds processed through the Department may not be used to obtain membership to an organization such as Costco or Sam's Club for procurement purposes.