



State of North Carolina


Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

January 23, 2009

MEMORANDUM NO. SAD 09-07

TO: Chief Fiscal Officers
Vice Chancellors

FROM: David T. McCoy 

SUBJECT: Procurement Card Rebates and Federal Remittance Responsibilities

Recently agencies and universities received the 2008 rebate for the use of procurement cards provided under the State's contract with the Bank of America (for the fiscal period September 1- August 31). The policy and procedure for agencies to process procurement card rebates is located on OSC's website at: http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/RebatePP.pdf.

Noteworthy mandates of the procurement card policy and procedure include:

- Rebates shall be deposited to the budget code from which the original expenditure was made using the specific revenue account established in the Statewide Chart of Accounts.
- **The federal government must be allocated their portion of any rebate received.**

The federal portion is based on the participation by the federal government in the particular program that generated the rebate. Each agency and university will be responsible for calculating the federal share of the rebate received. The federal portion will be remitted by agencies and universities to OSC which shall remit the fund share to the federal government.

Please contact Amber Young at 919-981-5481 or by email at amber.young@osc.nc.gov or Shirley Trollinger at 919-981-5426 or email at shirley.trollinger@osc.nc.gov with any questions concerning this policy.

I appreciate your attention to this very important matter.

DM:ag:cw

cc: Charles Perusse, OSBM