New Website

OMB launched a new website on January 6th. The website link for the State Purchasing Card Program is https://www.nd.gov/omb/agency/procurement/state-purchasing-card-program-p-card.

Compromised Cards

In the event of a merchant security breach, a list of compromised accounts will be sent to the processor so that the accounts can be flagged and replacement accounts can be generated.

Cardholders can continue to use compromised accounts until the replacement accounts are activated. The account balance and transaction information will transfer when the replacement account is activated, and the status of the compromised account will be changed to Lost/Stolen at that time. If the replacement account is not activated within 14 days, the compromised account will be marked as Lost/Stolen and the replacement account will be blocked until it is activated. The replacement card will include a letter explaining why the card was sent.

Card administrators can generate the Cardholder Status report to view any accounts marked as compromised.

Exempt or Not Exempt?

If an employee uses cash, a personal credit card or personal checking account to pay for accommodations while traveling on official business, and is reimbursed by your office for those expenses, the accommodations are subject to sales tax.

If an employee uses an issued purchasing card or makes arrangements for your agency to pay directly for accommodations while traveling on official business, the accommodations are exempt from sales tax.

For more information please see the Sales Tax Hotels & Motels Guideline.