

OFFICE OF LEGISLATIVE RESEARCH  
PUBLIC ACT SUMMARY



**PA 25-156**—sSB 1468

*Government Oversight Committee*

**AN ACT CONCERNING GOVERNMENT ACCOUNTABILITY  
REGARDING AGENCY PURCHASE CARD USE**

**SUMMARY:** This act requires any new procedures on state agency purchasing card (P-card) use to include certain provisions, such as specifying the types of transactions allowed, limits on certain types of purchases, and deadlines for submitting receipts. It also requires each state agency to appoint an employee as its P-card coordinator, with certain responsibilities, such as issuing P-cards to authorized employees and reviewing receipts and other documentation related to their use.

By law, the comptroller may allow state budgeted agencies (see BACKGROUND) to use P-cards for purchases up to \$250,000 (unless the agency has approval to exceed that amount from the comptroller and the Department of Administrative Services commissioner). The law requires the agencies, including any of their officials, employees, or agents, to use the cards under procedures established by the comptroller.

Under the act, each budgeted agency that paid for an expense with a P-card during the immediately preceding fiscal year must, starting by August 1, 2026, annually report to the comptroller on its P-card usage during the preceding fiscal year and any enforcement of violations of the act's required policies. The report must be on a form set by the comptroller.

EFFECTIVE DATE: October 1, 2025

**P-CARD PROCEDURES**

The act requires any P-card procedures established on or after October 1, 2025, to at least do the following:

1. prescribe which employees may use the card and limitations on its use;
2. specify the types of transactions that may be charged on the card;
3. limit authorized charges for travel, meals, and entertainment;
4. specify timing for submitting receipts or other reports on the card's usage;
5. require the receipts or reports to be digitized in CORE-CT (the state's payroll and financial tracking system) or another applicable system;
6. specify the agency approval process for reports about card usage; and
7. include specific remedies for noncompliance.

The act requires each budgeted agency to implement these procedures unless it adopts more stringent policies.

**P-CARD COORDINATORS**

## OLR PUBLIC ACT SUMMARY

The act also requires each budgeted agency to appoint an employee as its P-card coordinator and inform the comptroller about the appointment. Under the act, the P-card coordinator is responsible for ensuring the agency's compliance with the above procedures and must do the following:

1. authorize issuing a P-card to an employee once the employee's supervisor determines he or she should be authorized for one;
2. review receipts or other documentation for P-card transactions made by agency employees and ensure that they are entered into CORE-CT or another applicable system;
3. establish dollar limits, according to the comptroller's procedures, for agency employees using the card; and
4. deauthorize an employee from using the card due to (a) not timely providing receipts or other documentation for P-card transactions or (b) not complying with the procedures.

### BACKGROUND

#### *Budgeted Agencies*

By law, a "budgeted agency" is generally every (1) executive branch department, board, council, commission, institution, or other agency; (2) judicial branch court, council, division, and other agency financed by the state; (3) full-time permanent department or agency of the legislative branch; and (4) public and private institution, organization, association, or other agency receiving financial aid from the state (CGS § 4-69).