

Debit Card (Petty Cash)

Standard Operating Procedures Debit Card Process

The Debit Card Custodian will be issued funds in the format of a debit card for the purchase of incidental expenses for which payment by check or Government Purchase Card is not feasible. The debit card is limited to use for small purchases under \$200.00 for a single transaction. **Debit cards may not be used to circumvent normal procurement procedures.**

The following policies/documents should be referred to:

- MCCS Letter of Instruction 7010.5A Cash Handling Procedures for MCCS Activities
- Debit Card Appointment Letter
- Debit Card Log
- Monthly Debit Card Transactions Worksheet

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1. Debit cards are limited to approved activities within the MCCS Division. In order to be authorized a debit card the Branch Director must send a request in writing to the Director of Finance. Upon approval, the activity will be added to the approved list. Each Debit Card Custodian and/or alternate must sign a debit card appointment letter issued by the Director, Finance Branch. The original appointment letter will be kept by the Debit Card Custodian in the activity safe. Copies of the debit card letter shall be maintained by the MCCS Finance Branch and the Internal Review office for auditing purposes. The letter will be renewed at least annually or when there is a change of custodian or alternate.
 2. The Debit Card Custodian is responsible for the debit card, its backup documentation and its security. When not in use, the debit card must be stored and locked in the activity safe or other location approved by the Director, Finance Branch.
 3. A completely filled out Debit Card Request form must be presented to the Debit Card Custodian before the debit card will be issued out.
 4. When the debit card is used, the activity manager or responsible person must sign for the receipt and use of the activity's debit card. The activity manager shall maintain a "Debit Card Log" book that will indicate the date, printed name of person receiving the debit card, reason for use, authorized purchase amount, signature of person receiving the debit card and signature of person issuing the debit card, date of return and initials of person receiving the returned debit card.
 5. After the purchase is made, receipts from the purchase and the debit card will be immediately **(same day)** returned to the Debit Card Custodian.
 6. All receipts will be kept in the activity safe until they are turned in for reimbursement.

7. Items authorized for purchase include, but are not limited to; postage, safety shoes, small items needed (for maintenance, construction, or display), having keys made, car washes or office supplies not available from prepaid supply. The Debit Card Custodian shall ensure that personal expenditures are not commingled with activity purchases.
8. On the last working day of each month, or earlier if needed, and just prior to the end of each accounting period, the Debit Card Custodian shall recap debit card expenditures on the monthly debit card transactions worksheet. Receipts/worksheet will be **scanned and emailed** to the MCCS Finance Branch at hendersonhallaccountspayable@usmc-mccs.org for reloading of the debit card at the end of each month and at any other time funds are low. At no time will there be receipts maintained at the activity which are greater than 30 days old that need to be submitted for reimbursement. After monthly submission to MCCS Finance Branch, the original receipts will be maintained at the activity for a period of 6 months.
9. You are authorized to create an online account to view your balance and recent transactions. Go to: www.bankofamerica.com/commercialprepaidcard. You will see a box like this:

Manage your card

To activate or manage your card, enter the first 6 digits of your card number.

Report a lost or stolen card:
1.866.213.8564

- Enter the first 6 digits of your card number and click go.
- Enter the full card number in the Username field. In the password field, enter the last 6 digits of the card and click sign in.

▶ Activate My Card

Sign In

Username or Card #

Password

SIGN IN

[Forgot Password?](#)

[First Time Visitor?](#)

- On the next screen enter your 3-digit security code found on the back of the card and click sign in:

- Enter the current password (last 6 of card number) and then enter a new password and click submit.

- For future log in attempts, you can go to: <https://prepaid.bankofamerica.com/CommercialPrepaidCard/Business/Pages/Home.aspx> and enter your 16-digit card number as the username and enter your password that you created.

10. The Internal Review office will review the “Debit Card Log” book and original receipts during quarterly unannounced activity cash counts.