

NO RED CARD HERE

THE HISTORY OF DOCUMENTATION IN MONTANA
AND BEST PRACTICES FOR PROCUREMENT CARDS

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Blueprint to Belief: Today's Goals

 Rules of the Game:

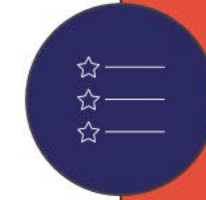
History of Documentation Requirements (including State laws and transparency)

 Working as a Team:

Procurement Card Documentation: Building trust and accountability.



DOCUMENTATION = GAME FILM & STAT TRACKING



Documentation is a Procurement Officer's best friend, or we like to think it is.
For the next 45 minutes, I challenge each of you to think about documentation in a different way.

Documentation = Game stats tracking.

Documentation = Game film for game prep.

Consider: If your work were handed to a new team member, would they be able to understand the solicitation, contract, or the moving parts? Or would they be walking into a match with no knowledge of the players they will be facing?



State of Montana History

The State of Montana has one of the strongest constitutional right to-know provisions in the nation due to this right being enshrined in the state's constitution rather than being in statute.

In 1972, 100 citizens were elected to the Constitutional Convention, who then met, wrote, and submitted a final version of a new state constitution for formal ratification. A public vote held on June 6, 1972, passed by a margin of only 2,532 votes. This ratified constitution included sections 8, 9, and 10.



Section 8
Right of Participation



Section 9
Right to Know



Section 10
Right of Privacy

Playbook Meets Constitution



SECTION 8. RIGHT OF PARTICIPATION

The public has the right to expect governmental agencies to afford such reasonable opportunity for citizen participation in the operation of the agencies prior to the final decision as may be provided by law.



SECTION 9. RIGHT TO KNOW

No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure.



SECTION 10. RIGHT OF PRIVACY

The right of individual privacy is essential to the well-being of a free society and shall not be infringed without the showing of a compelling state interest.

Leveling the Playing Field: When the Rules need an Update



Why did the citizens of Montana feel that sections 8, 9, and 10 were imperative to include? The original constitution, written in 1889, did not include any public right to know regarding the state's governance. This omission led to widespread corruption across the state, ultimately resulting in the passage of the Corrupt Practices Act of 1912. This was the state's first ban on corporate spending in elections.

The Copper Kings – One Example

William A. Clark – 1900 Senate Bribery Investigation

Clark spent an estimated \$431,000 in bribes to buy a Montana Senate seat. According to the Bureau of Labor Statistics, \$431,000 in 1914 is equivalent to \$14,248,332.24 in 2025.

Marcus Daly – Political Manipulation and Rivalry

As one of Clark's main rivals, Daly spent vast amounts trying to block Clark's political ambitions. Most litigation focused on corporate fraud, asset mismanagement, and antitrust issues.

Challenges to the 1972 Constitution

- 1984: Concluded that high-level public employees have a reasonable expectation in their confidential job performance evaluations.
- 1992: The Supreme Court upheld the decision that, as an elected official, the mayor did not have a right to privacy and was accountable to the public after a sexual harassment complaint was filed against him while he was performing duties as the mayor. This made the investigative report into the complaint publicly accessible.
- 2025: The Supreme Court ruled that “junque files” are not subject to legislative privilege.



1984; The Missoulain



1992; Citizens to Recall Whitlock v. Whitlock



2025; Saslav v. Howe



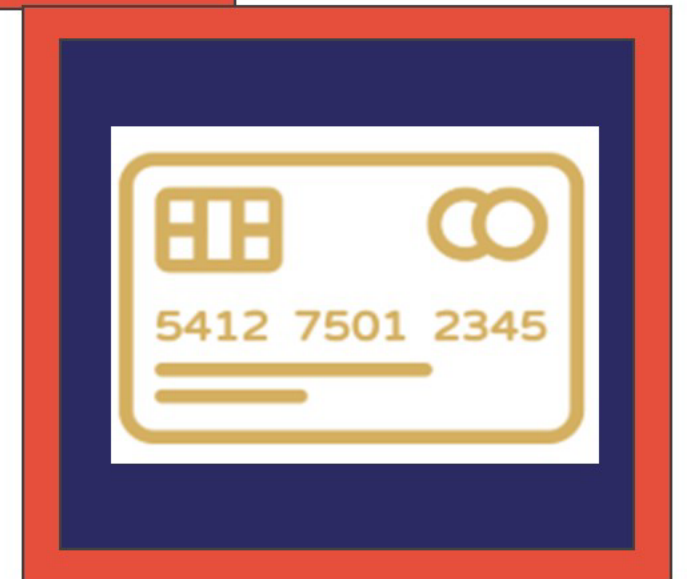
MIDFIELD BREAK; CHANGING THE GAME PLAN

SPSD MONTHLY WEBINAR OCTOBER:
OCTOBER 30 – 1 PM
DOCUMENTATION REQUIREMENTS
FOR SOLICITATIONS AND CONTRACTS

PIVOT TO PROCUREMENT CARDS & MONTANA BEST PRACTICES:

PROCUREMENT CARD – WHO? WHAT? WHEN?
DOCUMENTATION RECOMMENDATIONS / GOALS

PROCUREMENT CARD UPDATES



PROCUREMENT CARDS (PCARDS)

- reduce the amount and number of petty cash funds;
- better identify the actual cost to make such purchases;
- reduce the audits and administration of small purchases; and
- enhance the reporting of purchases made.



WHO IS ELIGIBLE FOR A PROCUREMENT CARD?



STATE EMPLOYEES

With a justifiable business need to carry out their job duties such as governmental purchases & travel expenses.

Eligible employees include seasonal workers.

INELIGIBLE?

Contractors for the State

DOCUMENTATION GOALS

The overall goal for documentation included with transactions is:

SUPERVISOR, ACCOUNTING STAFF, AUDITORS ARE ABLE TO REVIEW A CARDHOLDER'S PURCHASES AND HAVE NO DOUBTS OR QUESTIONS ON WHY SOMETHING WAS PURCHASED.

THE DOCUMENTATION IS EASY TO REVIEW AND UNDERSTAND WITHOUT THE NEED TO SEARCH FURTHER FOR JUSTIFIABLE INFORMATION.



SUPPORTING DOCUMENTATION



*WHAT IS THE STRANGEST
ITEM YOU HAVE EVER
PURCHASED OR SEEN
PURCHASED ON A PCARD?*

HAVE A PURCHASE THAT
WOULD MAKE SOMEONE
QUESTION YOUR
INTENTIONS OR SANITY?
INCLUDE THE REASON
FOR THE PURCHASE
WITH TRANSACTION
DOCUMENTATION

REQUIRED DOCUMENTATION

All transactions should include the following:



ITEMIZED RECEIPT



**BRIEF EXPLANATION FOR
PURCHASE**



**SUPPORTING DOCUMENTATION
(WHEN NECESSARY)**

ITEMIZED RECEIPT EXAMPLE

ITEMIZED RECEIPT IS A DETAILED PROOF OF PURCHASE

Vendor Name

Date of Purchase

Each item, quantity, and amount

Total for purchase

Method of Payment



LOST RECEIPT



**IF A RECEIPT CANNOT
BE REPRODUCED BY
THE MERCHANT A
CARDHOLDER
SHOULD COMPLETE A
“CARDHOLDER
MISSING RECEIPT”
FORM FOUND IN MINE**

MISSING RECEIPT

DEPARTMENT OF ADMINISTRATION
STATE FINANCIAL SERVICES
DIVISION
STATE PROCUREMENT BUREAU
<http://sfsd.mt.gov/>
STATE OF MONTANA



PROCUREMENT CARD MISSING RECEIPT FORM

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt form should be completed. This form should be retained by department accounting with all other procard receipts and documentation.

I am missing a receipt for:

Description of Transaction

Vendor: Transaction Date: Amount: \$

Receipt was (Check One)

☐ Lost ☐ Never Received ☐ Other

Business Purpose of Transaction:

SUPPORTING DOCUMENTATION

- TRAVEL JUSTIFICATION FORM
- AGENCIES IN TRAVEL & EXPENSE CAN ATTACH TRAVEL AUTHORIZATION TO MY WALLET

TRAVEL PURCHASES

- WORK WITH YOUR AGENCY CIO
- WORK WITH AGENCY IT
- DOCUMENT CONVERSATIONS FOR RECORDS

IT PURCHASES

- MEETING AGENDA
- CONFERENCE SCHEDULE
- ATTENDEE LIST

CONFERENCE RENTALS OR MEETING MEALS



OFFICE SUPPLY PURCHASES

Purchases made outside of statewide contracts for office supplies

- **18-4-302 (3), MCA STATES THAT OFFICE SUPPLIES MAY ONLY BE PURCHASED OUTSIDE OF STATE CONTRACTS IF THE COST IS LESS AND IDENTICAL IN QUALITY**

- **TRANSACTION DOCUMENTATION SHOULD INCLUDE: SCREENSHOT OF THE ITEM ON A CONTRACT'S PRICING IN COMPARISON TO WHAT WAS PURCHASED**



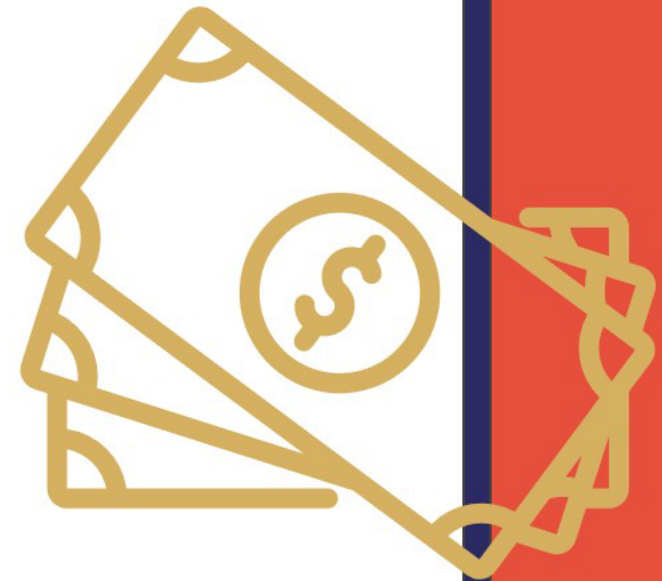
PURCHASES OVER \$10,000

- IF LIMITED SOLICITATION METHOD IS USED,
DOCUMENTATION OF THE THREE QUOTES SHOULD BE
INCLUDED

- FOR PURCHASES COMPLETED THROUGH EMACS,
TRANSACTION DOCUMENTATION INCLUDES CONTRACT
NUMBER OR PARTICIPATING ADDENDUM NUMBER

REMINDER

Avoid Artificially Dividing! Statue 2.5.603 (5)



EXIGENCY

2.5.605, ARM Emergent purchases over \$10,000 should not be done in place of procurement planning!



EXIGENCY IS DETERMINED BY AN AGENCY AND REASONING MUST BE IN WRITING TO JUSTIFY THE PROCUREMENT & THE SELECTED VENDOR

TRANSACTION RECORD SHOULD INCLUDE:

- **VENDOR'S NAME**
- **AMOUNT & TYPE OF CONTRACT**
- **LISTING OF SUPPLIES OR SERVICES PROCURED UNDER THE CONTRACT**
- **WRITTEN DOCUMENTATION FOR EXIGENCY JUSTIFICATION**

REMINDER

Exigency procurement should never be a substitute for proper procurement planning and contract management!

STRATEGIES FOR REVIEWING APPROPRIATE DOCUMENTATION PRACTICES

AGENCY PCARD STAFF

For new PCard holders:

- Review three random purchases & their documentation.
- Re-educate as needed

For whole agency:

- Pull three random PCard transactions from your monthly Card Integrity report
- Review documentation



WHAT IS NEW AND COMING WITH PROCUREMENT CARDS?



MINE SITE PCARD UPDATES:

Forms:

- Procurement Card Application Form
- Procurement Card Limit Change Form

Cardholders:

- FAQ Cardholders
- Accessing/Using US Bank

All Agency Coordinators:

- How to Handle Card Declines
- PCard Application Tips & Account Set Up

UPDATED FORMS & RESOURCES

- **CLARIFYING INFORMATION ON COMMON APPLICATION ERRORS:**
- ID NUMBER IS NOT YOUR C#
- SIGNATURES SHOULD BE PHYSICAL OR SIGNED WITH AN ADVANCED ELECTRONIC SIGNATURE

PCARD APPLICATION

- **CLARIFIES IF THE LIMIT CHANGE IS TEMPORARY OR PERMANENT**
- **FIELDS FOR DATE RANGE IF TEMPORARY**

LIMIT CHANGE FORM

EXPANDED:

- **HOW TO ACTIVATE CARD**
- **HOW TO WORK THROUGH DECLINES, FRAUD, EXPIRED CARD, NAME CHANGE, LIMIT CHANGES, PCARD VS WEX CARD**

**FAQ
CARDHOLDERS**



UPDATED FORMS & RESOURCES

- HOW A CARDHOLDER CAN SET UP A PROFILE TO REVIEW BALANCE, TRANSACTIONS, AND CARD STATEMENT
- HOW TO SET UP FRAUD NOTIFICATIONS

**ACCESSING/USING
US BANK**

CARD COORDINATOR GUIDE:

- WHAT TO CHECK
- HOW TO RUN A DECLINED TRANSACTIONS REPORT
- DECLINED REASONS & WORKTHROUGH

**HOW TO TROUBLESHOOT
DECLINES**

CARD COORDINATOR GUIDE:

- APPLICATION REVIEW & REQUIRED INFO
- HOW TO PROCESS THE APPLICATION IN US BANK
- HOW TO CORRECT ERRONOUS INFORMATION

**APPLICATION TIPS
& ACCOUNT SET UP**

WHAT IS COMING WITH PROCUREMENT CARDS?

PCARD UPDATES AHEAD:

General:

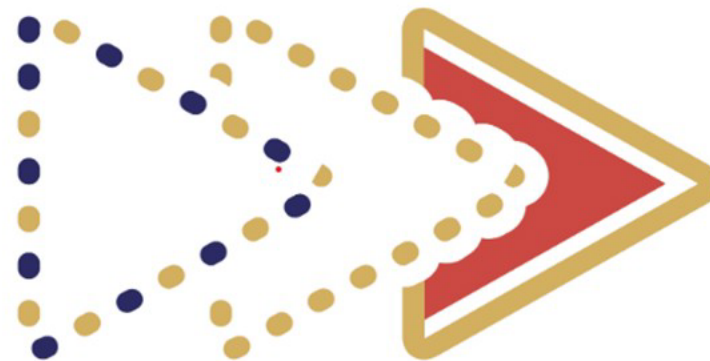
- Procurement Card Policy
- Procurement Card Processes
- Procurement Card Manual
- Updated Procurement Cardholder Training

All Agency Coordinators:

- FAQ Coordinators

US Bank:

- Coordinators & US Bank Rep Email Communication



UPDATED FORMS & RESOURCES

- BEGINNING OCTOBER 31ST PCARD REPS WILL NO LONGER BE ABLE TO COMMUNICATE WITH US BANK REPS VIA EMAIL

**US BANK
COMMUNICATION**

- UPDATES WILL BE AN EASIER TO READ VISUAL
- UPDATES WILL ADD CLARIFIERS TO STEPS

**PROCUREMENT CARD
PROCESSES**

- UPDATE & EXPANDED TOPICS AND INFORMATION FOR PCARD STAFF

FAQ COORDINATORS



UPDATED PCARD POLICY

ADDING ADDITIONAL & CLARIFYING INFORMATION AROUND:

- HOW TO CONTACT US BANK & INFORMATION REQUIRED
- REASONS THAT CARDHOLDERS MAY CONTACT US BANK
- REQUIRED DOCUMENTATION FOR PURCHASES OVER \$10,000 (3 QUOTES, CONTRACT #/PARTICIPATING ADD. #)
- ADDITION OF TRAVEL POLICY LANGUAGE & PCARD USE
- REASONS THAT MAY BE CONSIDERED CARD MISUSE
- HOW TO ANONYMOUSLY REPORT FRAUD/THEFT
- TIPPING

PROCUREMENT CARD MANUAL & UPDATED TRAINING

BOTH HAVE THE GOAL OF PROVIDING
MORE KNOWLEDGE, EDUCATION, AND
TO BE A VALUABLE RESOURCE FOR
BOTH COORDINATORS &
CARDHOLDERS TO REFERENCE



CONCLUSION

USING PROCUREMENT CARD
RESOURCES ALONG WITH GOOD
DOCUMENTATION PRACTICES
RESULT IN YOUR AGENCY
AVOIDING THE RED CARD!



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