**Section 1130.50 Duties of State Agencies**

a) State agencies may participate in the purchasing card program in accordance with this Part and the procedures established by CMS.

b) A participating agency may use purchasing cards to pay for purchases of goods in accordance with this Part. A single purchasing card transaction shall not be greater than $500. Purchasing cards shall not be used for the procurement of services or travel expenses.

c) Each participating agency shall process payments to the purchasing card vendor as provided in the uniform accounting system developed by the Comptroller.

d) Each participating agency shall develop and implement internal standards and procedures that will permit full compliance with the provisions of this Part, the Comptroller's uniform accounting system, and procedures established by CMS under this Part.

e) Each participating agency shall maintain detailed documentation regarding its purchasing card transactions in accordance with the State Records Act [5 ILCS 160].