

**STATE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM**

Procedure for State Agency to establish initial R*STARS account codes when first setting up their Purchasing Card Program

The Cardholder Information Form(s) and related R*STARS coding for the Account Code Number will have been completed as follows:

- a. **FAC - Financial Agency Code** is a three (3) character code assigned to each major organization in State government. FAC's are assigned by the State Comptroller's Office and normally begin with an alpha character followed by two numeric digits. All State organizations have been assigned FAC's. FAC's are not to be confused with agency codes since agency codes, or lower levels of the organization structure, in R*STARS are identified by using the FAC and PCA to look up additional organization levels.
- b. **PCA - Program Cost Account** is a five (5) character code assigned by each State Financial Agency. This code when combined with the FAC will be used to look up additional levels of codes in R*STARS. This code will look up the Appropriation Number and Fund Code required by the State Comptroller to record an entry in R*STARS. Each agency has complete latitude to set up PCA's provided a Comptroller's approved appropriation number and fund is looked up from the PCA. If, at time of posting in R*STARS, the PCA used is not in the R*STARS S026 profile or the appropriation and fund looked up from the PCA does not have available budget balance, the Default PCA will be used. See item (f) below.
 - a) **Object Code Flag** - This one (1) character code will be used to indicate whether a Comptroller 'C' or Agency 'A' object code will be used in combination with the FAC and PCA. The actual value will be in the next field, item (d) below.
 - b) **Comptroller/Agency Object Code** - This four (4) character code will identify either a Comptroller or Agency Object code based on item (c) above. Codes will be defaulted to '0999' agency or comptroller object code.
 - c) **Special Agency Use Code** - This seven (7) character code will be assigned optionally by each agency. The code will be ignored by the Comptroller's posting programs; however, the information will be recorded in the bank database.
 - d) **Default PCA** - This PCA will also be assigned by each agency following the requirements (*set forth below*) of the State Comptroller. GAD will verify that this code and the corresponding R*STARS profiles have been set up correctly and will not authorize the use of a charge card if this code is incorrect. Each agency will be permitted to communicate the twenty-three (23) digit Account Code Number (adds, changes and deletes) for each card directly to the bank. GAD will also receive reports directly from on all Account Code Number changes. State Agencies will not be authorized to hand out or use cards

EXHIBIT F

having changes to the default PCA that have been disapproved by GAD. GAD will identify cards not approved for use. The default PCA shall be set up by each State Agency in R*STARS to link to the following:

Appropriation Numbers are assigned by GAD. For example, the Agency Appropriation numbers are: Military Dept. (D50) 'H0150'; Department of General Services (H00) 'A0150'; Department of the Environment (U00) 'A0150'; Department of Transportation, Motor Vehicle Administration; (J04) 'E0050'; University of Maryland at Baltimore (R31) 'B2150'; and Towson State University (R24) 'B2450'. The fifth and sixth character appropriation code will equal '50' for the purchasing card clearing account. The **Comptroller's Fund Code** will be '07'; and the **first two characters of the default PCA will be 'PC'** followed by an additional three characters assigned by the agency.

In order for GAD to set up the **Appropriation Number** for each agency, each agency shall identify and set up the **Program Code** and **Program Level** prior to completing an account registration with the bank. This information shall be provided to GAD Administrative Services Section at 410-260-7458 or 7520 prior to registration of any account with the bank. Agencies will not be authorized to proceed with registering accounts with the bank until GAD has established an Appropriation Number in R*STARS.