



General Assembly

**Amendment**

January Session, 2025

LCO No. 9623



Offered by:

SEN. GADKAR-WILCOX, 22<sup>nd</sup> Dist.

REP. DATHAN, 142<sup>nd</sup> Dist.

SEN. SAMPSON, 16<sup>th</sup> Dist.

To: Subst. Senate Bill No. 1468

File No. 496

Cal. No. 290

**"AN ACT CONCERNING GOVERNMENT ACCOUNTABILITY  
REGARDING AGENCY PURCHASE CARD USE AND  
REGISTRATION OF HOMEMAKER-COMPANION AGENCIES AND  
TRAINING REQUIREMENTS FOR THEIR EMPLOYEES."**

1 Strike everything after the enacting clause and substitute the  
2 following in lieu thereof:

3 "Section 1. Section 4-98 of the general statutes is repealed and the  
4 following is substituted in lieu thereof (*Effective October 1, 2025*):

5 (a) Except for such emergency purchases as are made by a budgeted  
6 agency under regulations adopted by the Commissioner of  
7 Administrative Services, no budgeted agency or any agent thereof shall  
8 incur any obligation, by order, contract or otherwise, except by the issue  
9 of a purchase order or any other documentation approved by the  
10 Comptroller, necessary to process the transaction transmitted by the  
11 budgeted agency or its agents to the commissioner and the Comptroller,  
12 provided the amount to be charged against the appropriation for a

13 budgeted agency in any year for a purchase order for a current  
14 expenditure shall be the amount anticipated to be spent in such year.  
15 The amount to be charged against the appropriation for any budgeted  
16 agency in any year for a capital expenditure, including an installment  
17 purchase, shall be the state's total cost for such capital expenditure  
18 unless otherwise authorized by the General Assembly or approved by  
19 the Finance Advisory Committee. Upon the receipt of any such  
20 purchase order or any other documentation approved by the  
21 Comptroller necessary to process the transaction, the Comptroller shall  
22 immediately charge the same to the specific appropriation of the  
23 budgeted agency issuing the same and certify on the face of the  
24 purchase order or approve such other documentation that the purchase  
25 is approved and recorded, if the proposed purchase is within the  
26 applicable specific appropriation and the budgeted agency has  
27 unencumbered funds sufficient to defray such expenditure. In  
28 transactions requiring purchase orders, the Comptroller shall promptly  
29 transmit such certified purchase order to the vendor named in the  
30 purchase order.

31 (b) Notwithstanding the provisions of subsection (a) of this section,  
32 the Comptroller may delegate to any budgeted agency the certification  
33 and transmission requirements of purchase orders using authorized  
34 electronic methods, provided such agency transmits the information  
35 contained in such purchase orders to the Comptroller. Upon receipt of  
36 any such electronic transmission, the Comptroller shall immediately  
37 charge the same to the specific appropriation of the budgeted agency  
38 issuing the same and shall electronically certify that the purchase is  
39 approved and recorded, if the proposed purchase is within the  
40 applicable specific appropriation and the budgeted agency has  
41 unencumbered funds sufficient to defray such expenditure. Upon  
42 receipt of the Comptroller's certification, the budgeted agency shall  
43 transmit the purchase order to the vendor named in the purchase order.

44 (c) Notwithstanding the provisions of subsection (a) or (b) of this  
45 section, the Comptroller may allow budgeted agencies to use

46 purchasing cards for purchases not exceeding two hundred fifty  
47 thousand dollars, unless such agency receives written approval from the  
48 Comptroller and the Commissioner of Administrative Services to  
49 exceed such amount. No budgeted agency, or any official, employee or  
50 agent of a budgeted agency, shall incur any obligation using such a card,  
51 except in accordance with the most recent procedures established by the  
52 Comptroller. Any such procedures established on or after October 1,  
53 2025, shall include, but need not be limited to, (1) prescribing which  
54 employees are eligible to use such card and limitations concerning such  
55 use, (2) the types of transactions that are authorized to be charged on  
56 the card, (3) limitations on the amounts authorized to be charged for  
57 travel, meals and entertainment purposes, (4) the timing of submission  
58 of receipts or other reporting concerning the use of such card, (5) a  
59 requirement for the digitization of all such receipts or other reporting in  
60 CORE-CT or other applicable system, (6) the process for agency  
61 approval of reports concerning the use of such card, and (7) specific  
62 remedies for noncompliance. Each budgeted agency shall implement  
63 such procedures, except a budgeted agency may adopt policies that are  
64 more stringent than the requirements of this section or the procedures  
65 adopted thereunder.

66 (d) Each budgeted agency shall appoint an employee to serve as its  
67 purchase card coordinator, who shall be responsible for ensuring the  
68 agency's compliance with the procedures adopted under this section  
69 and such agency shall inform the Comptroller of such appointment.  
70 Such coordinator shall (1) authorize the issuance of purchase cards to an  
71 employee upon the determination by such employee's supervisor that  
72 such employee should have such authorization, (2) review receipts or  
73 other documentation of transactions made using the card by agency  
74 employees and ensure such receipts or documentation are entered into  
75 CORE-CT or other applicable system, (3) establish, in accordance with  
76 procedures of the Comptroller, dollar limits for the use of such card by  
77 agency employees, and (4) deauthorize any employee from using the  
78 card who is not providing receipts or other documentation of  
79 transactions within the time period established by the agency

80 procedures or who is otherwise not complying with the procedures.

81 (e) Not later than August 1, 2026, and annually thereafter, each  
82 budgeted agency that paid for an expense using a purchasing card  
83 during the immediately preceding fiscal year shall report to the  
84 Comptroller, on a form prescribed by the Comptroller, concerning its  
85 usage of such cards during the preceding fiscal year, and any  
86 enforcement of violations of the policies of this section."

This act shall take effect as follows and shall amend the following sections:		
Section 1	October 1, 2025	4-98