



## **State Purchasing Provides Assistance in Obtaining Credit Checks for P-Card Holders**

As many of you are aware, HB 1113 brought about the requirement to have credit checks run on all Purchasing Card (P-Card) holders. Many of you have been asking for assistance with obtaining credit reports. As a result, State Purchasing (SPD) has secured special pricing through Equifax for access to run credit reports. Beginning immediately, Equifax will waive the \$500 set up fee for State agencies setting up service in order to meet the requirements of HB 1113.

Simply call Equifax's Government Sales specialist, Marianne Poelvoorde (pronounced *pole-vor-dee*) at 1-800-453-1807 and identify as a state agency required to participate in the legislative mandate for credit reports. Marianne will walk you through the enrollment process and waive the set-up fee. After that, credit reports will cost just \$1.50 per report and can be purchased with your P-Card. Access is fast and secured via the internet.

Please note that because the credit check requirement is a component of State Law, the Department of Administrative Services is unable to assist with creation of internal policies and procedures for interpreting credit report information. During audits, SPD's Process Improvement team will ensure that the law is followed and that credit checks are obtained for cardholders, however creation of specific policy is being left up to each individual agency/entity. Please consult your Legal and HR teams for assistance.

For more information, please contact State Cards Program Manager Paul Kurtz at 404-656-5344 or [pcard@doas.ga.gov](mailto:pcard@doas.ga.gov).