



## OFFICE OF PLANNING AND BUDGET

Nathan Deal  
Governor

Teresa A. MacCartney  
Director

April 17, 2017

### MEMORANDUM

TO: Chief Financial Officers

FROM: Teresa A. MacCartney, State CFO and Director of OPB *TAM*  
Office of Planning and Budget

Greg S. Griffin, State Auditor *GG*  
Department of Audits and Accounts

G. Christopher Nunn, Commissioner *GCN*  
Department of Administrative Services

SUBJECT: Transparency in Government Act (TIGA) Reporting Requirements

The TIGA reporting requirements for all payments made through the Bank of America (BoA) Purchasing Card Program (PCard) are changing effective for the fiscal year 2017 reporting cycle and beyond. This previously communicated change is being made to increase transparency and promote consistency in payment records presented on the Open Georgia website.

Under the current structure PCard payment records are reported showing only BoA as the vendor and payment amount. All other non-PCard payment records reported under Open Georgia are described in much more detail. The new requirement will include vendor name, payment amount, purchase description, transaction date and transaction number.

To help reduce the impact on your agency my staff have worked directly with BoA to develop a report entitled "Works Open Georgia". This report has been created to include all required detail and is available through the BoA Works Application.

#### **What does my agency need to do?**

Your designee will simply access the BoA Works Application and run the report for the fiscal year 2017 submission period beginning August 1<sup>st</sup> and ending October 15<sup>th</sup> of this year.

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Details regarding this change will be discussed at the upcoming 2017 Georgia Procurement Conference being held April 25<sup>th</sup> through April 27<sup>th</sup> in Jekyll Island. In addition, procedural documents will be posted to the DOAA website in May 2017.

Please share this information with relevant staff in your agency. If you have any questions please contact Roger Boyd, Director IT Services, by email at [boyd@audits.ga.gov](mailto:boyd@audits.ga.gov) or phone at 404-657-5116.

TAM:GG:CN/rbg