NYSAC P-Card Program

Procurement Cards: Streamlining Purchasing and Generating Revenue

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Procurement Card Programs

A widely accepted part of today’s electronic payments environment is the acceptance of P-Cards. P-Cards help County’s and Municipalities to optimize their cash flow, streamline processing, reduce expenses and safeguard your County or Municipality from fraud. In addition, P-Card programs can enable you to track expenses, take advantage of supplier discounts and revenue in the form of rebates, and increase efficiencies in the accounts payable department.

NYSAC Payment Solutions - Program Highlights

- CASH Rebates paid once calendar year spend hits 100K (Sept 1st – Aug 31st)
- No Annual Card Fee
- Credit limit & Card controls set by Program Administrator
- MasterCard® accepted at over 9M locations in the US
- Dedicated support teams
- 24/7/365 access to accounts for Administrators and Cardholder via Web based program, Coding App available
- Vendor is paid within 24-48 hours
- 1099’s requirement is eliminated when paying by P-Card
- Central Billing/Corporate Liability Program
- One Billing cut-off date 27th of the month paid 7 calendar days later
- Lost or Stolen Liability- $0
- $100,000.00 coverage per cardholder- Employee Misuse for organizations that have 5 cards or over. $25,000.00 coverage for 2 – 4 cards
P-Card Program Highlights Continued

Card Types

**Traditional Cards**
Plastic cards issued to a specific employee. Credit line replenishes each month after bill is paid.

**Budget Cards**
Plastic cards issued to a specific employee or can be in the name of a project. This card has a balance that is fixed which is depleted as purchases are made. The balance can be modified up or down as needed.

**Ghost or Cardless Cards**
No plastic is issued. Credit line replenishes each month after bill is paid. Can be in an individual name, department or specific supplier

**Department Cards**
Plastic cards issued without a specific employee’s name. Credit line replenishes each month after bill is paid. **Not recommended as Best Practice.**
P-Card Program Highlights Continued

Entities use Card Account Limits, Merchant Category Codes, and Vendors to direct or block spending

- How much your cardholders can spend on their cards
- How often they can make purchases
- Who they buy from
- What they buy

All controls are implemented and deployed only by authorized personnel which the Entity designates.
Strategies to Grow your Program

And

Streamline your Processes
Seek support for your P-Card initiative
Change the Way You PAY!
Identify and Target Transactions Continued

**Top Spend Vendors**

- Barrett Ny Region
- Motorola Solutions
- Morton Salt
- Recycle America
- Renzi Food Service
- Cherryroad Technologies
- In Health Merch, LLC
- Chemung Supply Corp
- AT&T
- Verizon Wireless
- The Trane Company
- Amazon
- Health Direct Pharmacy
- Phoenix Graphics Inc
- Atlantic Testing
Identify and Target Transactions Continued

Discover your Spend Opportunities by performing a Vendor Scrub

Merchant Matched Data: Targeted

<table>
<thead>
<tr>
<th>Category</th>
<th>Supplier Count</th>
<th>Supplier Spend</th>
<th>% Supplier</th>
<th>% Spend</th>
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<tbody>
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<td>High</td>
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<td>GRAND TOTAL</td>
<td>335</td>
<td>$9,793,379</td>
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<td>100%</td>
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System Integration with your accounting package and program accessibility

Card Transaction

Export from the banks system transactions either in an Excel, CSV, Txt., PDF
Making it Work!
Alex Mazzotta
Purchasing Director
Purchasing Department
Putnam County
County of Putnam

Spend and Rebate History

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Spending</th>
<th>Total Rebate</th>
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<tr>
<td>15-16</td>
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<td>19-20</td>
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Implementing a P-Card Program

A great P-Card program comes from doing good research beforehand.

- Do your homework – Evaluate your options and know what the various programs are offering the County’s or Municipalities so you can make a fair assessment.
- Support – Make sure that your initiative is supported by the leadership.
- Develop - A strong policies and procedures manual for your cardholders.
- Integrate – the process with your accounting system
Thank you!

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