



# NYSAC P-Card Program

**Procurement Cards: Streamlining  
Purchasing and Generating Revenue**

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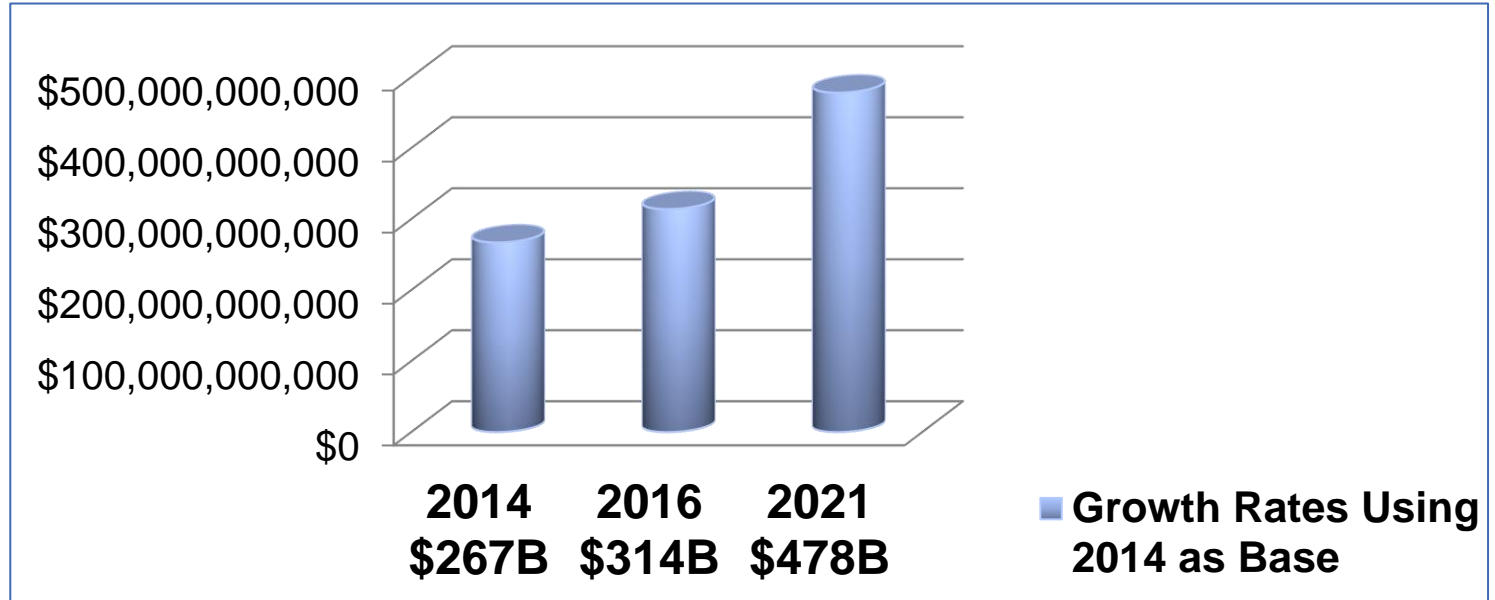
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# Procurement Card Programs

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.



Source: 2017 Purchasing Card Benchmark Survey Report, R. Palmer & M. Gupta (RPMG)



# NYSAC Payment Solutions - Program Highlights

- **CASH Rebates paid once calendar year spend hits 100K (Sept 1<sup>st</sup> – Aug 31<sup>st</sup>)**
- **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**  
**27<sup>th</sup> 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**



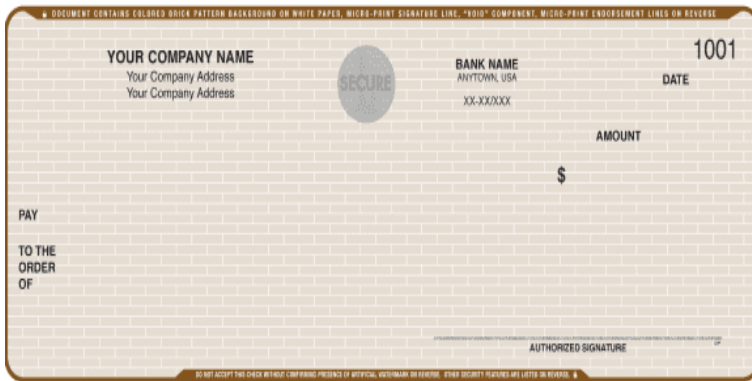


# Seek support for your P-Card initiative





# Change the Way You PAY!



⑈001001⑈ ⑆123456789⑆ 1234567890⑈





# Identify and Target Transactions Continued

## Top Spend Vendors

**Barrett Ny Region**

**Morton Salt**

**Recycle America**

**Motorola Solutions**

**Renzi Food Service**

**Cherryroad Technologies**

**In Health Merch, LLC**

**AT&T**

**Chemung Supply Corp**

**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



SUPPLIER COUNT  
**335**

SUPPLIER SPEND  
**\$9,793,379**

Category		Supplier Count	Supplier Spend	% Supplier	% Spend	MATCHED %
High	3	50	\$914,363	15%	9%	
	2	131	\$6,406,474	39%	65%	
	1					
TOTAL		<b>181</b>	<b>\$7,320,837</b>	<b>54%</b>	<b>75%</b>	
Medium	3	39	\$425,328	12%	4%	
	2	54	\$762,115	16%	8%	
	1					
TOTAL		<b>93</b>	<b>\$1,187,443</b>	<b>28%</b>	<b>12%</b>	
Low	3	10	\$27,676	16%	0%	
	2	45	\$1,176,394	13%	12%	
	1	6	\$81,029	2%	1%	
TOTAL		<b>61</b>	<b>\$1,285,099</b>	<b>18%</b>	<b>13%</b>	
<b>GRAND TOTAL</b>		<b>335</b>	<b>\$9,793,379</b>	<b>100%</b>	<b>100%</b>	



# 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!



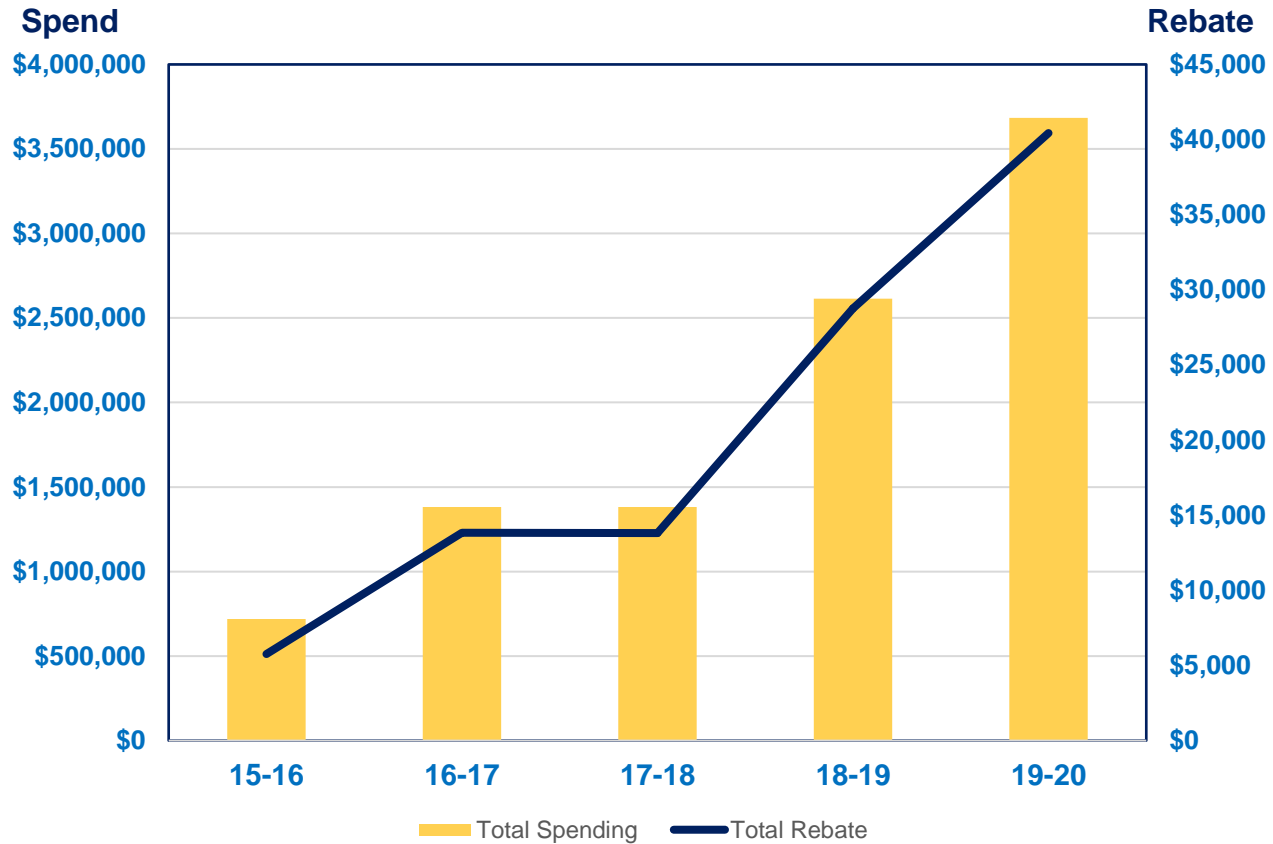
# Alex Mazzotta

Purchasing Director  
Purchasing Department  
Putnam County



# County of Putnam

## Spend and Rebate History







# 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



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*Thank you!*

