

Policy & Procedure Sharing

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Agenda & Objectives

Agenda:

Continue our sharing & collaboration session and discuss policy & procedures.

Objectives:

Learn from each other

Session Rules:

When you ask a question or share information, please tell us your name, where you work and your accounting system

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- ❑ What is your single transaction limit?
 - ❑ Have you ever looked at increasing the single transaction limit?
 - ❑ What are some of the challenges and successes you have had with your program?
 - ❑ What types of transactions are you putting on PCard?
 - ❑ What is your emergency plan: Works profiles, credit limits, action plan incorporating card?
 - ❑ Does your Organization have a plan to eliminate paper and how successful have you been in moving to electronic forms of payment?
Receipt Imaging?

- ❑ Do you set and monitor goal?
 - ❑ Share some goals that you have
 - ❑ “2017 Purchasing Card Benchmark Survey Results” by RPMG Research Corporation:

Exhibit 36: Key Purchasing Card Program Statistics, Small, Mid-Size, and Large Cities and Counties

	Small	Mid-Size	Large
Organizational Statistics			
Number of employees	78	484	3,665
Age of p-card program (in years)	7.64	9.21	12.02
Tenure with current card issuer (in years)	5.55	7.65	8.95
Program Performance Measures			
Number of plastic purchasing cards	24	146	475
Card-to-employee ratio	31.5%	30.1%	12.8%
Average monthly p-card spending	\$20,586	\$216,505	\$888,166
Median monthly p-card spending	\$12,000	\$135,000	\$560,000
Transactions \$2,500 or less paid by p-card	36%	50%	55%
Transactions \$2,501 to \$10,000 paid by p-card	16%	28%	31%
Transactions \$10,001 to \$100,000 paid by p-card	5%	8%	10%
Monthly spending per employee	\$265	\$447	\$242
Cardholder Activity Measures			
Monthly spending per card	\$840	\$1,484	\$1,890
Monthly transactions per card	3.92	4.40	5.30
Spending per transaction	\$215	\$337	\$357
Percentage of active cards in a typical month	71%	72%	75%

- ❑ How is rebate calculated?
 - ❑ Cycle and Grace Period
- ❑ Rebate details are emailed to the PA's from DOA.
 - ❑ Typically sent in September
 - ❑ Please share the rebate email with your fiscal team or anyone else who needs to know that funds are being deposited to your account
 - ❑ Rebate payment is sent via EDI
- ❑ Rebate spend between 07/01 to 06/30
- ❑ Rebate multiplier is based on the spend for the whole contract
- ❑ Two types of Transactions
 - ❑ Standard Transactions
 - ❑ Large Ticket Transactions

Questions & Wrap Up

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