



# Prince George County P-card Journey

BOA P-Card Summit  
March 16, 2017  
Jami Engel

# All about me



- ◉ Jami Engel,
  - > Accounting Supervisor
  - > Prince George County – Almost 6 years
- ◉ Project lead for P-Card Program
- ◉ Have issued over 275 cards and provided employee training

# Running our program

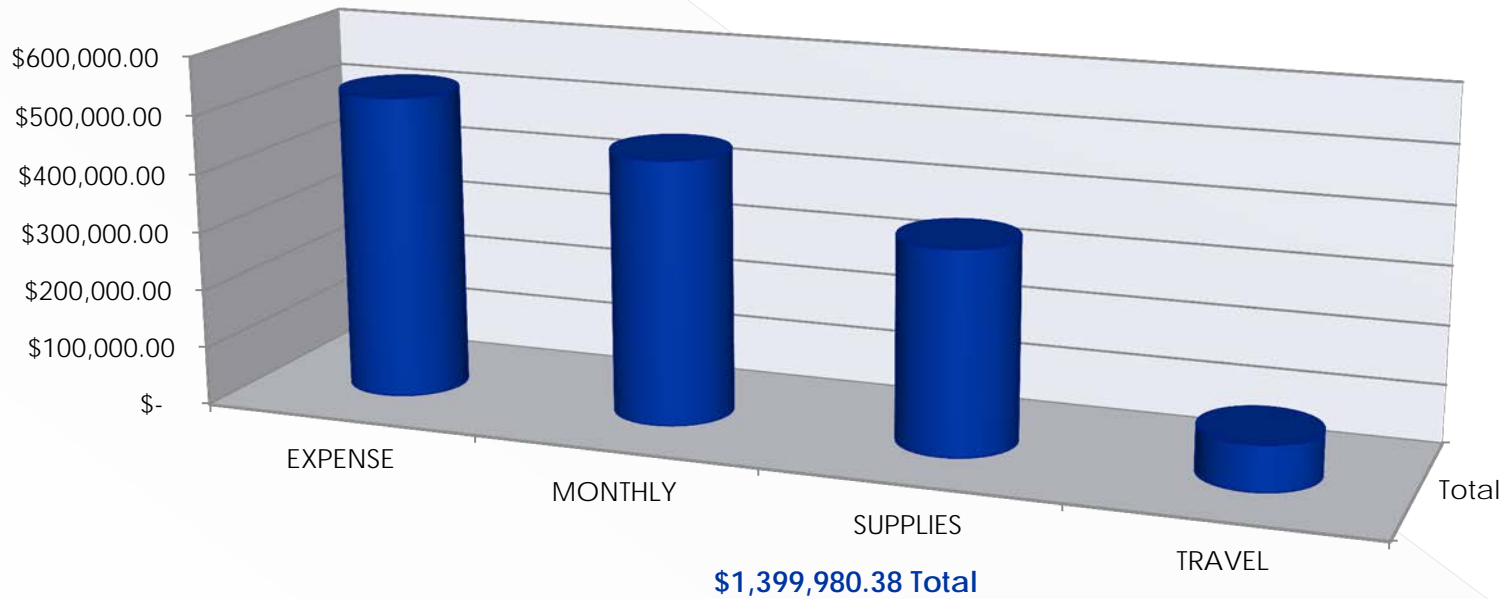
- Training for every employee that is issued a P-card
  - › Re-training for expired cards
- Card limits are based on department need and usage
- Reinforce policy and procedures
  - › Included procurement and internal controls





# What do we put on our Cards?

## By Type



**For 2016**



# How does it breakdown?



- Expenses - 37%
  - > Invoices, repairs, etc.
- Monthly Bills – 32%
  - > Verizon Wireless, Cable bills, Electric bills
- Supplies – 25%
  - > Daily operating, Auto parts, Office Supplies
- Travel – 6%
  - > Conference fees, meals, lodging, transportation

# How does it break down for 2016?

- In 2016 we spent **\$1,399,980.38** with our p-cards

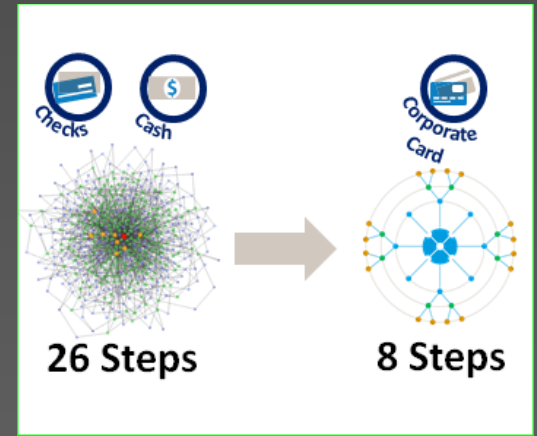


- Almost 6,000 transactions

- With over 275 employees using cards (99% of our Fulltime employees have cards)

# Why do we use our cards?

- Faster and more simple
  - > Less steps



- Saves Money

Using our cards resulted in a savings of about \$418,920

	Cost per transaction	Cycle time	Process simplification
Traditional paper-based PO format	\$90.20 per transaction	11.4 days	2.3 manager approvals
Plastic purchasing card	\$20.38 per transaction	3.4 days	1.3 manager approvals
<b>SAVINGS</b>	<b>\$69.82</b> per transaction	<b>8.0</b> days	<b>1</b> manager approval

**Rebate of \$26,000 for 2016**

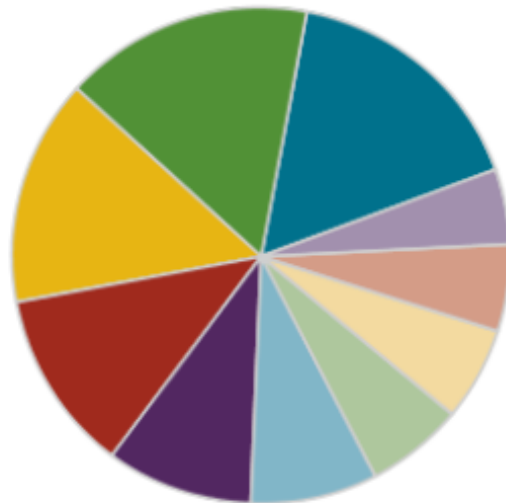


# Top 10 Vendors

Dates: 01/01/2012 - 02/07/2017



Top 10 Vendors



■ VERIZON ONETIMEPAYMENT		248,101.05
■ VZWRLSS APOCC VISB		244,940.83
■ OFFICE DEPOT #1099		222,106.48
■ ALLIED AUTO PARTS INC		177,506.70
■ PRINCE GEORGE ELECTRIC C		143,629.65
■ WOODFIN SERVICE ONLINE		125,021.84
■ LEETE TIRE & AUTO CENTER		94,318.63
■ FORTILINE-RICHMOND		91,944.21
■ CDW GOVERNMENT		86,291.67
■ LOWES #02918		71,859.35

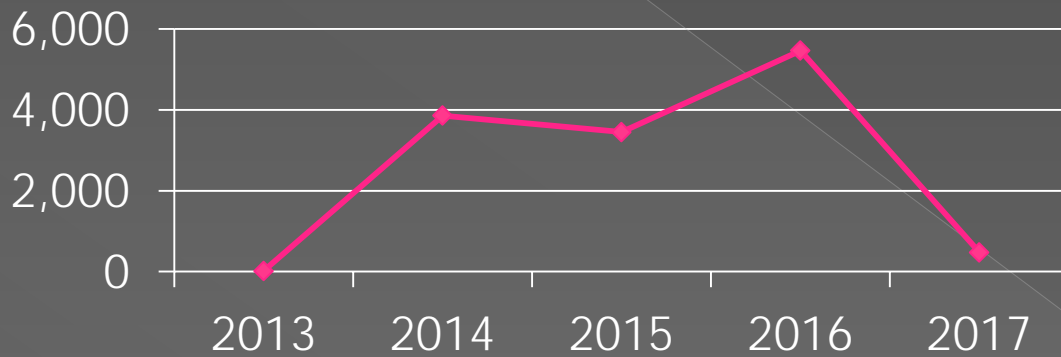
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Total for All Vendors: 3,731,984.87

**\$3.73 Million Dollars 1/1/2012 – 2/7/2017**

# Comparison over the years

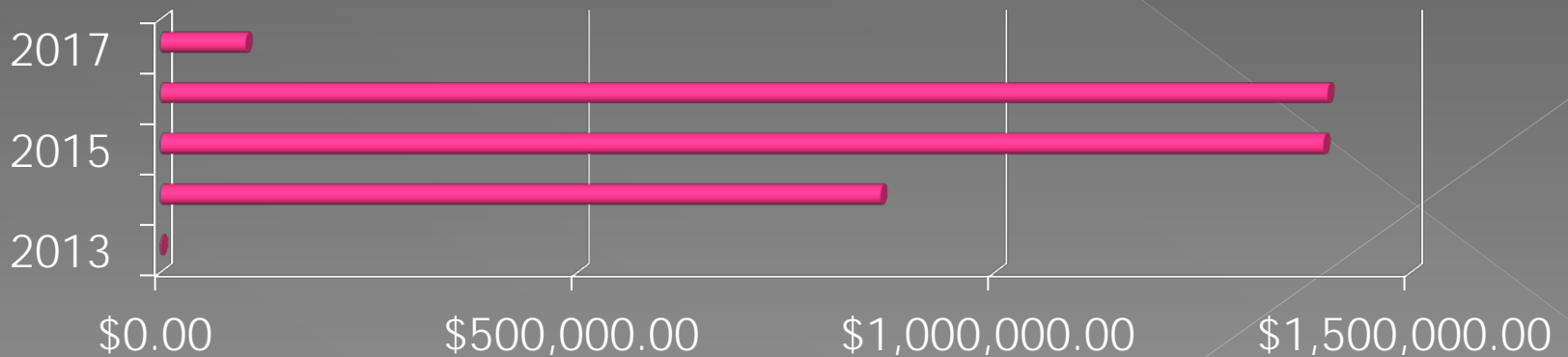
## Transactions



## Rebate

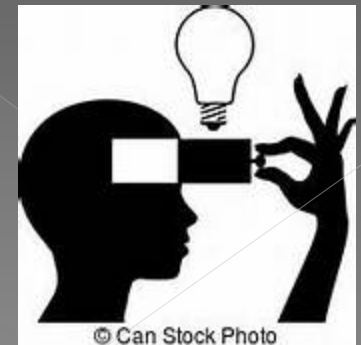


## In Dollars



# What have we learned?

- Vendors are willing to work with us, especially with good communication upfront
- Pin & Chip cards have been a learning process with vendors
- It is easier, and more efficient to have employees turn in receipts, instead of scanning them into Works
- On a rare occasion we are willing to pay a transaction charge, if a late fee is larger
- More accountability with individual cards



# What we could put on our cards...

- ◉ Equipment Leasing
- ◉ Fleet Cost (outside of travel)
- ◉ Maintenance Contracts
- ◉ Medical Exams
- ◉ Pest Control
- ◉ Printing
- ◉ Uniforms



- Still working on this...It takes time

# Some of our policies

## 100.7 Reimbursements

In the event of a purchase card malfunction, the county will reimburse the employee expenses related to travel based on this policy.

The following are non-reimbursable items:

- a. Loss of funds or personal belongings
- b. Alcoholic beverages
- c. Damage to personal vehicles, clothing or other items
- d. Service to gain entry to a locked vehicle
- e. Entertainment expenses
- f. Expenses related to the personal negligence of a traveler such as fines
- g. Personal expenses incurred while the traveler is on annual leave when business travel and personal travel are combined.
- h. Expenses of family members or traveling companions

Cash advances on County purchase cards or credit cards are strictly forbidden.  
Cash refunds or in-store credits for returned items are also strictly forbidden.  
Such amounts must be credited to the purchase card account.

Separate purchases should be made for personal items, alcoholic beverages and expenses for family members or travel companions. These items should be purchased on a separate credit card and not be combined on the county p-card or credit card.

Under no circumstances shall County purchase cards or purchase accounts be used to circumvent the County's procurement or travel policies. The documentation requirements for purchases on the purchase card are the same as those for expense reports listed above. Employees should print order confirmations for Internet purchases made by purchase card. Department Directors assume responsibility for ensuring that proper documentation is provided and that charges are proper and the correct amounts have been charged.

# FAQ

- Why doesn't everyone have the same limit?
- What if the vendor charges a fee?
- How do you determine per diem meal rates?
- What if I use my card on accident?
- What do I do if I suspect fraud?

Questions for me?

