

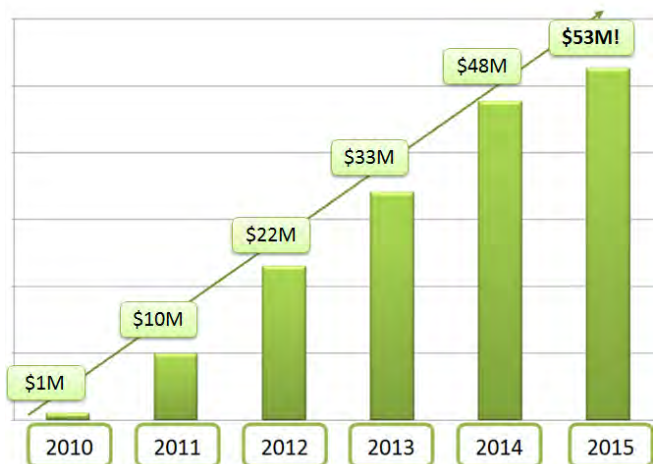
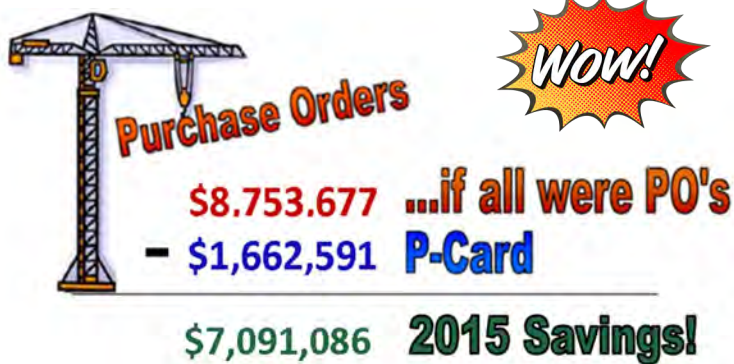


January 2016 P-Card Newsletter

HAPPY NEW YEAR!

With a soft cost savings of over \$70 for each and every P-Card card transaction (instead of a PO) the savings really add up! **But just how much have we saved year over year?**

2012 - 44,000 transactions - 3 Million \$!
2013 - 67,000 transactions - 5 Million \$!
2014 - 91,000 transactions - 6.6 Million \$!
2015 - 96,000 transactions - **OVER 7 Million \$!**



Don't forget the "Gimme 5" in the justification field on your iExpense report - 2 of these points are SUPER important to ensure we pay the right amount of Sales Tax to the State. And they are...

1. CPA
2. Invoice #
3. What and Why
4. Amount of Sales Tax
5. Mailstop



GIFT CARDS

Since gift cards have cash value, provide details in the justification field of each cardholder's expense report. Be sure to keep a record of gift cards purchased to track recipients and above all safe-guarding them from theft or loss. The P-Card program requires approver's written consent detailing nature of purchase, quantity of cards and who is responsible for gift-card disbursement by memo or email and include Coordinator in correspondence.

Next P-Card Training February 2nd

Dahlia Room
3rd Floor
Chinook Bldg
1:30—3:30



Need to reach us?

P-CardTeam@kingcounty.gov