

April 2014



# P-Card Newsletter

## Credits & Returns

There are times when the vendor may want to issue you cash, a refund check or gift card if you need to return something you purchased with your P-Card.

***This is a no-no!***



**Always** ensure that your return is reflected by having your card credited. This shows proper reconciliation in Oracle, and makes accounting overall much cleaner.

*Yep, we're bean counters,  
matching up those debits  
and credits!*

## Outstanding Job!



We love to highlight specific departments each month for their efforts in using the P-Card, and getting those transactions processed on time. This month, we celebrate ALL OF YOU! We track both weekly and monthly metrics and we just reached two all time highs:

Last week we were at **96%** overall compliance!

The month of March marked our highest month of compliance to date at **87%**!

Now that's something to celebrate! Keep using your P-Card and be proud of the fact you're contributing to saving the County **big bucks!**

## A Helping Hand...

Processing a P-Card transaction and can't quite remember all the steps? Or want to confirm that you do? Here's a link to the [User Productivity Kit \(UPK\)](#). This is a tutorial for all KC employees to use on the intranet to see, try, and print how to process a P-Card transaction in iExpense.

Or...anyone is always welcome to take **refresher training!**

## Give us Five!

There are five required pieces of information in the Justification field:

1. the Contract Number (or "No CPA");
2. what was purchased, and why;
3. the exact amount of Sales Tax paid;
4. the Deliver-to mailstop, and;
5. the invoice number.

## New Team Member

Joining us on the P-Card Team is **Cami Flake**. Cami comes to us from within the Procurement family, where she has worked as an Assistant Buyer. She has been an active participant in the Annual EGP campaign, serving as Ambassador for the last 3 years. She's also volunteered at the Goat Hill Giving Garden. We're so excited to have Cami (and her festive nature) join us!



Our next **P-Card/iExpense training** will be on **April 25, 2014** in the Chinook Bidding Room, 3<sup>rd</sup> Floor from 10am—Noon.

[Contact us](#) if you would like to attend.