

# August 2015 P-Card Newsletter



## Happy Trails

Happy August! We here at the P-Card Team hope everyone is enjoying their last weeks of summer. We continue to have staffing changes within our team. **Michelle So** has moved on to a new adventure as a Buyer with the Goods and Services, Procurement and Payables section. With that move **Tina Shields** is moving back to our team...**Sarah Dawson** has also come back to the team, and we welcome our newest member **Teresa Davis!** With all these changes we know it can be difficult to know just who to contact.

Good News Cardholders/Coordinators! You can now direct all your questions, concerns or any other P-Card related support needs to our shared inbox at: [P-CardTeam@kingcounty.gov](mailto:P-CardTeam@kingcounty.gov). Now everyone on the P-Card team will receive your email and respond to your inquiries or support needs in a timely manner.



## Checks are a thing of the Past!

Since iExpense is an employee reimbursement program we have an unnecessary “Cash and Other Expenses” screen in both our P-Card and Travel Card templates.

Seasoned Cardholders know to just skip over this screen, why? Because it would generate a check that was sent to the Cardholder’s home address creating audit work for both AP and the P-Card team, and extra work for you as well.

Now the report will reflect as “Pending Your Resolution” and will not be sent to approvers until the lines on the superfluous screen are removed. The reason will appear under your notifications section (just as it would if your approver requested more information.)

Track Submitted Expense Reports		
The following expense reports are either outstanding or have been paid		
Report Number	Report Submit Date	Report Status
KCIE845805	29-Jul-2015	Pending Your Resolution
Select From	Subject	
<input type="checkbox"/> NO Approver, iExp	Expense KCIE845805 (1,991.83 USD) Reimbursement lines entered on card-related report. Please delete all lines on the Cash and Other Expenses page, then save and submit your report for approval.	

## Give Us Five!



Thanks for the reminder Big Foot, you’re a real stand up guy!

The five elements are very important in helping Gayle Sreibers determine use tax. Also, when our merchants are under audit by the Washington State Department of Revenue they often come to Gayle requesting information regarding invoices. Since all of our invoices are kept at the department level for P-Card transactions the five elements are critical to making her job so much easier. But what are they?

- 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.**



## Fraudulent Calls

Cardholders beware of Fraudsters. We’ve had some offices contact us recently regarding a toner scammer. Evergreen will never contact you asking for your card information. Remember, no banks or vendors should be contacting you for your card number. Never share your credit card information to unknown suspicious callers. Fraud is everywhere. Protect your card and use with care as if it was your own personal card.



## Who’s coming to the next P-Card Training

Our next P-Card training is from 1:30—3:30PM on September 1st In the Admin Conference Room 653 Walk ins welcome!



[Visit our P-Card Website!](#)