

December P-Card Newsletter



Brr! It's cold outside and **year-end** is upon us!

You may pay with your P-Card throughout year-end. Transactions that "post" by December 31st will be accrued in 2016 if they are **submitted and approved** by January 11th, 2017.

Keep in mind that more complex purchases may post later than expected (such as furniture orders.) Ordinary daily transactions, such as office supply and copy paper orders will generally "post" two days after the transactions occur.

New "Greener" Copy Paper Contract!

Speaking of copy paper, did you know that King County has gone even more green! We have a brand new copy paper contract with Keeney's Office Supply. Now the white paper you buy is 100% recycled content, and even costs less (talk about a win-win!)

To order paper, you'll need a new Keeney's username and password. (Use your current account for office supplies.) Set up your new copy paper account by submitting the [online form](#) or calling Keeney's at (425) 556-1734. Include your name, email address, phone number, department, shipping address, and any specific delivery instructions.

Contract Purchase Agreement (CPA) number: 5896744



Three Quotes

You may use your P-Card for three quote purchases (\$10,000 - \$49,999 per calendar year.) Always keep your record of competition with your P-Card files. When possible at least one of the three quotes should come from a King County certified small business supplier.

Find them with the [Small Business Directory](#)

P-Card Training has been Revamped!

We are constantly thinking of ways to update and refresh our training program. With the roll out of our new [bidding thresholds](#) and the new Procurement 101 training now being offered by the Procurement & Payables (P&P) Section, we saw no better time to update our P-Card training materials. With new material, there's no better time to come out for a P-Card Training refresher.

Our next P-Card training is on Tuesday, January 10th at 1:30.

All are welcome!

[Register for P-Card Training](#)

[Register for Procurement 101](#)

Need immediate assistance?

Try our shared mailbox: <mailto:P-CardTeam@kingcounty.gov>

