

# February 2014 P-Card Newsletter

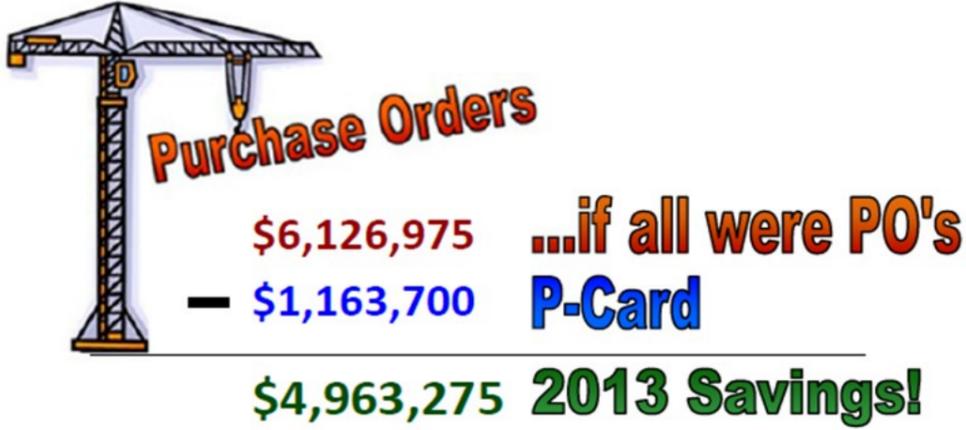


## 2013 Savings

We continue to make great strides toward building a leaner King County! According to the *2012 Purchasing Benchmark Survey Results* (Richard Palmer and Mahendra Gupta) the average cost per transaction with purchase order is **\$90.77 vs. \$17.24** with a P-Card.

In **2012** we had just above **44,000** transactions which translates to **3 million dollars** in soft cost savings. In **2013** we had about **67,500** transactions, **almost 5 million dollars** in staff time!

### Look how much we saved because we used the P-Card



## We Did It!!

In late 2011 we began transitioning our office supplies from the traditional purchase order process to the P-Card. We partnered with Keeney's to build an online ordering site and they were so supportive of the move (as it saves them time and money too) that they offered us a 3% discount every time we ordered using a P-Card. As an added incentive they offered to give us a 4% discount if we could reach 95% participation...and **WE DID IT!**

Starting March 1<sup>st</sup> 2014 your online discount will be raised to 4%!



**Great Job Everyone!**

## Expanded Visibility!



Starting today you will have enhanced visibility on the iExpense Home screen. There was limited visibility on this screen and you could only see 5 reports per section. **Now you will be able to see 10 reports per section!**

This will reduce the amount of times you need to scroll to find pending and in progress reports.

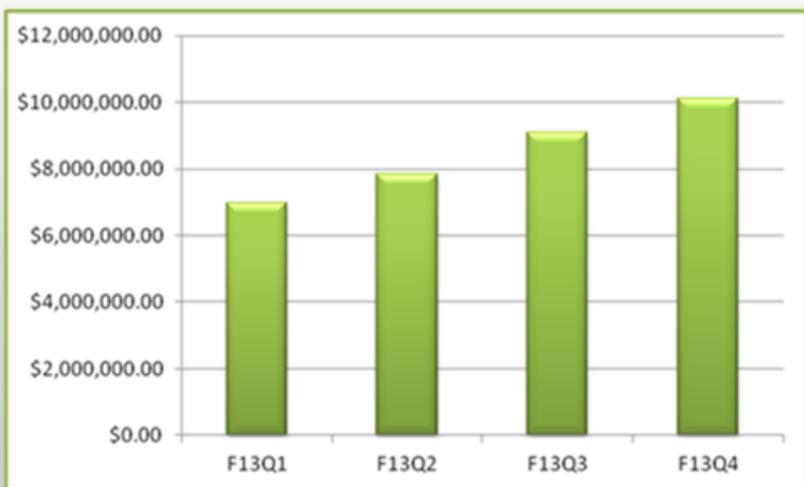
**Helpful Tip\*** Transactions under "Update Expense Reports" with zero dollars associated can be deleted, this will clear space for active saved reports.

## Policy Update!

Our [P-Card policy](#) has been updated, approved, and posted! The policy was revised to incorporate current procurement business processes in relation to the use of the P-Card. In addition, new language was added to align the Policy with the Oracle iExpense system we use for P-Card transaction processing.

## Steady Program Growth

Our P-Card program had steady growth throughout 2013. We average about a 13% growth rate quarter over quarter. We continue to



Take a look at where we were compared to where we are now, in just four short years! In fact, King County has the highest rate of P-Card growth of any other state agency or political subdivision participating in the US Bank Contract!

Year	Spend Volume
2010	\$965,470.00
2011	\$9,892,311.00
2012	\$22,980,409.00
2013	\$34,028,490.00



Our next P-Card/iExpense training will be on March 18<sup>th</sup>, 2014 in the Chinook Bidding Room, 3<sup>rd</sup> Floor from 10-12. [Contact us](#) if you would like to attend.

Please join us in welcoming our newest team member, [Sarah Dawson](#). She comes to us with a wealth of procurement knowledge as she worked for the Canadian Government for nearly 12 years!

She loves to refinish old furniture and really doesn't like to get her picture taken, but agreed to as long as it was a silly one! We think she'll make an excellent addition to our fun team.

