

# July 2014 P-Card Newsletter

## Evergreen Toner Returns

All used toners, including HP, need to be returned to [Evergreen](#). Please do not send them back to HP using their label in the box. Evergreen sends them to be remanufactured.

Also try to coordinate pickups with deliveries and leave toner accessible.

**Buy Green!!** Purchasing Remanufactured toner from Evergreen has saved the county **\$65,000** over new OEM cartridges this year!!



## When do I need competition?

When an item isn't available on contract there is a \$5,000 "Direct Buy" limit. This means that we are allowed to buy items either on a one-time basis or cumulatively throughout the year, but if there is not an active contract available, we cannot go over \$5k in aggregate spend.

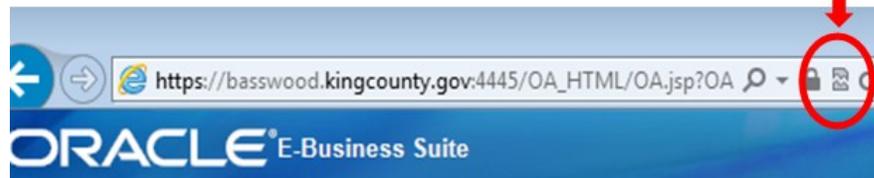
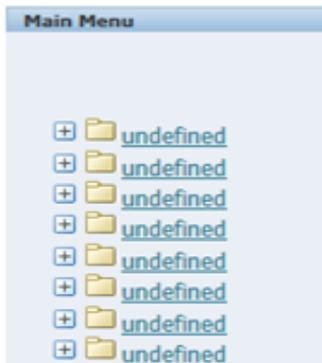
- **\$0-5K** - Direct Buy
- **\$5 – 25K** – Three Quotes Required (Contact [Procurement](#) if you have any questions)
- **\$25K and up** – A formal contract must be established, there are many contracts available. See the [Term Goods and Services Contracts](#)



## Fixing Oracle Browser Issues



There have been some Internet Explorer compatibility issues that occur as browsers are upgraded. When this happens, the responsibilities in your "Main Menu" list become "undefined." To fix this in internet explorer click on the broken page in your address toolbar.



Firefox does not have the same issues, but recently we have had a handful of users that had viewing issues. If this happens, clearing the cache and deleting all of your cookies will solve the problem.



See: [How to clear the Firefox cache](#) and [Delete cookies to remove the information websites have stored on your computer](#) for instructions on how to do both.

## Receive Before Processing



All Goods and Services must be received prior to processing payment in iExpense. If you have not received your items and your transaction is nearing the 10 day compliance period, be sure to follow up with the company that you ordered the product from. A merchant should never charge your card until the item has shipped.

We send out courtesy reminders when transaction are nearing 10 days. Just send [us a quick email](#) regarding the status of your order. This will avoid multiple email notifications sent to you that your transactions are unprocessed.

[Check out our P-Card Website!](#)



Our next P-Card training is from 2-4PM on August 27th. In the Chinook Bidding Room 3rd floor.