

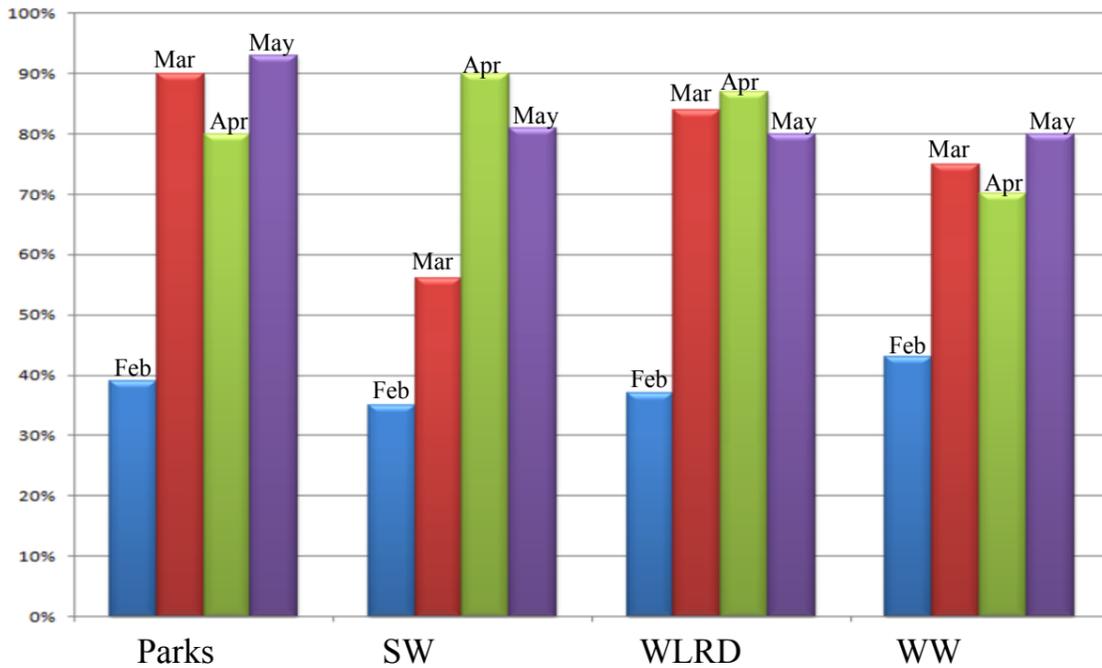
June 2014 P-Card Newsletter

Audits

We have begun implementing routine audits of P-Card transactions and backup documentation. On our most recent audit Chris and I had the opportunity to go out to Cedar Hills Regional Landfill!

It was an excellent opportunity to learn their systems and how the P-Card has helped to streamline their processes. We even learned some of their challenges which is great in helping us understand why transactions are sometimes delayed so that we can work to help devise solutions. We were extremely impressed with their systems, their process, their clean documentation and the professionalism of the SWD team.

DNRP as a whole in 2014 is doing very well in maintaining high levels of compliance with the 10 day rule:



Whatcha' gonna do when we come for you?
Kelly Hunsaker and Chris Collier at Cedar Hills.

	Feb	March	April	May
PARKS	39%	90%	80%	93%
SW	35%	56%	90%	81%
WLRD	37%	84%	87%	80%
WW	43%	75%	70%	80%



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Reference **CPA 5688656** in your justification when using the new Lowe's Contact.

Surcharges & Fees

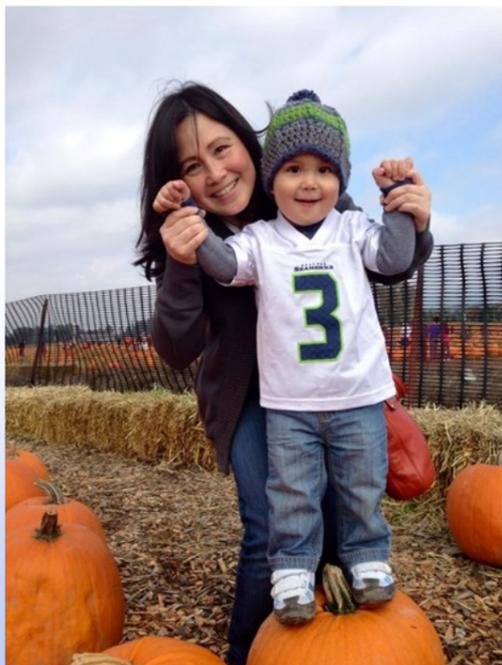
The Procurement Department is adding P-Card language to solicitations regarding payment terms as well as the acceptance of Visa being preferred. In this language we state that no fees should be imposed, giving the merchants the opportunity to adjust their bid pricing (if needed) while still being on level competitive ground.



Until the contract language becomes our standard, the acceptance of fees is at the discretion of your office/department as some are nominal. Please keep your [P-Card Coordinator](#) in the loop when fees are paid. The two kinds of fees you may see are flat fees and percent fees. In both cases the vendor must disclose the fees prior to payment and the two kinds of fees cannot be combined.

- **Flat fees** may only be a maximum \$3.95 per transaction.
- **Percent fees** may never exceed 4%, however percent fees can add up in cases of very large invoice payments.

We welcome feedback regarding our vendors and embrace these opportunities to educate our merchant community on the cost savings of the P-Card, both on the customer and merchant side. Contact the [P-Card team](#) if you have any questions or comments about fees associated with the P-Card program.



Welcome!

Please join us in congratulating **Michelle So** on her acting assignment as a Buyer with the PCSS P-Card team. Michelle's regular duties are as an Administrator I in our Financial Management Section. Michelle loves to golf, experiment in the kitchen and spend time with her children!

Michelle started her special duty with the P-Card team on Wednesday, June 18, 2014.

Our next P-Card training will be on Wednesday July 30th from 1-3 in the Chinook Bidding room 3rd floor.

