

# March P-Card Newsletter

## Our Brand New Website!

We've done a lot of spring cleaning lately and are excited to roll out our new website. We still have all the same forms, reports, and information, but with a fresh new look and user-friendly design. In an effort to increase transparency and open government, our P-Card page is now on the public internet, available to both King County employees and external businesses.

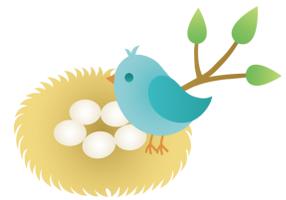
◆ Please bookmark our new page at [www.kingcounty.gov/procurement/pcard](http://www.kingcounty.gov/procurement/pcard)

### New Online Tool

Looking for a universal contract? Our new website features an [Available Contracts list](#) with search functionality and links to the contract terms!

### We value your feedback!

How's our new website? Please send your comments to [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov)



## Got those "Blue Sheet" Blues?

When Accounts Payable (AP) receives an invoice that was paid with a P-Card, if the invoice does not note that it was paid using P-Card (or Visa), AP will send the invoice back to the department with a blue sheet attached.



**When this happens, if you paid via P-Card there is no need to send the invoice or the blue sheet back to Accounts Payable.** Just remember to keep the invoices within your files to adhere to the six year retention schedule required by the state, since this may be the only invoice received.

The P-Card team has been working with the suppliers' Accounts Receivable departments to get this language added to paid invoices, however you can help too!

If you see a supplier that is sending invoices without the payment information, a quick call to their Accounts Receivable department to notate P-Card in the PO field can solve the issue. Getting this language added helps eliminate extra steps in the future and reduces the amount of blue sheets too! If you need assistance, please contact the P-Card team and we will be more than happy to contact the supplier on your behalf.

## Welcome Robin Richards

Join us in welcoming our newest team member on special duty, Robin Richards who replaces Sarah Dawson, who's now working at the City of Lynnwood.

Robin comes to us with many years of finance and accounting experience. Currently she is working towards a Business Management degree, which she hopes to have by the end of the year.

Robin loves spending time with her husband and two amazing kids doing various outdoor activities, watching sports, and entertaining family and friends. During her spare time she enjoys going to movies, getting lost in a good book, and various home improvement projects.



## April P-Card Training

Are you either a new Cardholder or just thinking you need a refresher course, our Next P-Card Training is on April 5<sup>th</sup>

[Register now!](#)



Need immediate assistance? Get the fastest response through our shared email inbox [P-CardTeam@kingcounty.gov](mailto:P-CardTeam@kingcounty.gov)