

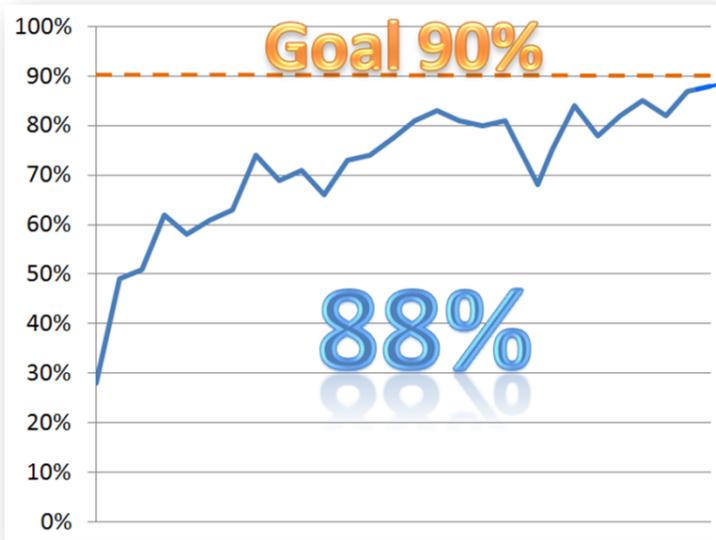
# May 2014 P-Card Newsletter

## Another Goal, Almost Achieved!

At "go live" way back in January 2012 we set a *very ambitious* goal. The goal was set for two reasons; to ensure the system was working properly & to assure timely payment to the bank.

### The Goal was Lofty:

We wanted 90% of the P-Card reports to be processed within 10 days & we began charting our progress month by month...



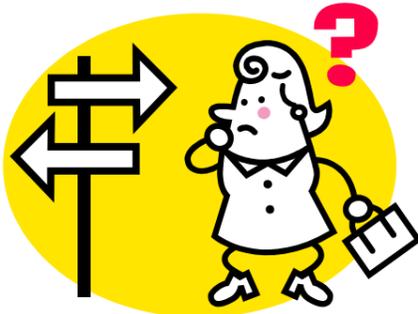
In **January 2012** we were at **28%** Compliance with this goal.

In **April 2014** we reached a new high of **88%**!

### Amazing Job Everyone!

## Wondering if a Supplier Accepts P-Card?

Noticing you are constantly creating a Purchase Order with a supplier day in and day out? Have you considered asking if they accept a P-Card? We encourage you to use your card wherever you can. Don't be afraid to contact suppliers and ask if they take Visa!



If they do, make certain there are not any transaction fees or caps on payment amounts. And as a reminder, if you do switch from PO to P-Card, please stick to using the P-Card every time with that vendor; mixing payment methods can be difficult for the supplier to track.

Another thing to consider are those one-time vendors, why go through the process of getting a W9 and setting up a vendor record when you can just pay them using a P-Card. This saves everyone time!

## Need a \$\$ Limit Increase?

We can quickly and easily raise the limits on your card on either a temporary or permanent basis to accommodate a higher than average single purchase or make more "wiggle room" as your card use increases.

When requesting limit increases always:

- 1) Keep your [Coordinator](#) in the loop, requests for limit increases should include:
  - ~The last four digits of your card
  - ~ Amount of increase needed
  - ~ How long the increase should be maintained
  - ~ How soon it is needed
- 2) Include backup documentation for your purchase; i.e. invoice, three quotes, etc.
- 3) Your Coordinator will then review and secure the required approval. Email approval will suffice!



## Always For Insurance

Whenever an off-contract service provider is entering King County premises an Certificate of Liability Insurance (COI) and Endorsement are required. A certificate of insurance is needed where liability and large losses are a concern. Rule of thumb is to always obtain the COI and Endorsement before an off-contract service provider sets foot on County property. A copy of a COI is attached.



## Furniture Contracts

We no longer have a contract with Keeney's for furniture, however we do have some active contract options available:

### General Furniture (Chairs, Bookcases, File cabinets...)

Staples  
**CPA 524433 - Expires in July 2014**  
Roger Shaw  
253-518-7161  
[Roger.shaw@staples.com](mailto:Roger.shaw@staples.com)

### Herman Miller Furniture (Panels, Desks, Chairs)

Business Interiors NW  
**CPA 5579481**  
Pam Sproul  
206-615-9221  
[psproul@binw.com](mailto:psproul@binw.com)

### Steel Case Furniture (Desks, File Cabinets, Bookcases)

Opensquare  
**CPA 350657**  
Kevin Varney  
(206) 768-0225  
[KVarney@bankandoffice.com](mailto:KVarney@bankandoffice.com)

Our next P-Card/iExpense training will be on June 25th 2014 in the Chinook Bidding Room, 3<sup>rd</sup> Floor from 10-12. [Contact us](#) if you would like to attend.

