

Procurement Card Program offered by:



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The Pennsylvania Powercard Program (the "Program") offers a Procurement Card (a "P-Card"), issued by Harris Bank, N.A., and marketed by PFM Financial Services LLC. PLGIT is a Program sponsor and the Program is marketed to PLGIT Investors. PLGIT receives no compensation for its sponsorship and the Trust is indemnified against any liabilities or costs relating to the Program.

Procurement cards

are specialized cards given to select employees who are responsible for ordering goods and services. These highly secure cards provide employees with a flexible and convenient way to purchase goods and services with the ability to customize transaction limits, spending limits, and vendor access; *you maintain total control.* This approach allows organizations to streamline the requisition, ordering, receiving and payment processes. Implementation of procurement cards may save your organization time and money, while earning rebates on all dollars spent*.



**Minimum of \$50,000 spent on the card(s) during the program year (September 1 – August 31)*



A Procurement Card Program (P-Card)

Sponsored by:

Pennsylvania Local Government Investment Trust
County Commissioners Association of Pennsylvania
Pennsylvania Municipal League
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors



P-Cards: Procurement in the 21st Century

What are P-Cards?

- A tool designed to save time
- Reduce costs
- Streamline processes
- Provide flexibility and convenience for select employees



P-Card objectives

- Streamline the ordering process
- Reduce acquisition costs
- Reduce check writing
- Control out-of-policy purchases
- Reduce duplication
- Maintain an audit trail
- Earn rebates

Who issues the P-Card?

Once your organization signs up for the P-Card Program, the bank working closely with PLGIT will:

- Establish your account
- Issue cards to identified employees
- Develop your reporting structure
- Provide 24/7 online access to all account information and transaction data
- Provide on-going account maintenance



What are some ways you can use the P-Card?

- You can use the P-Card for food services, office supplies and equipment, leases, travel and expense claims, fleet usage, telephone usage, grants and utilities, tools and equipment, cleaning supplies and services, textbooks, computers, peripherals and computer software, community education, uniforms, postage, and many other goods and services.

What does the P-Card replace?

- Check writing and reconciliation
- New vendor setup
- Personal card usage
- Petty cash
- Manual data entry



P-Card benefits

1. No fee payment tool
2. Opportunity to save \$\$\$
3. Management access to comprehensive online data warehouse
4. 80+ standard reports as well as Ad-hoc reporting capabilities
5. Cardholder access to transaction data 24/7
6. Download transaction data into general ledger or AP system
7. Ability to restrict merchant category codes and spending limits for each cardholder

8. Improved access to suppliers with over 8 million accepting locations
 - Walk-in purchases
 - Telephone
 - Internet
 - Fax
9. MasterCard® MasterCoverage® misuse insurance of \$100,000 per cardholder per incident (5 cards or more) \$25,000 per cardholder per incident (4 cards or less)
10. Lost or stolen card liability \$0
11. Rebate on 100% of all dollars spent*

For the suppliers

1. Receive payment within 48 hours of submitting the transaction to the bank
2. Streamline administrative functions via the elimination of the billing and collection processes as well as the credit review process
3. Meet the requests of clients, differentiate themselves from their competitors, and build better partnerships with customers. The result is additional sales revenues

