Expanding and Improving the P-Card Program

An I.E. Success Story featuring Business Support Services at System Office

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Introduction
The Business Support Services Department at System Office is led by Carin Hutchins. One of its 2012-13 UEP objectives was to expand and improve the P-Card program. Four action steps were implemented to achieve this objective.

Featured Objective
7.2.3. Expand and improve the P-Card program.

Expected Outcomes
More small dollar purchases paid for with the P-Card versus purchase orders.

Methods of Assessment
◊ Increase in number of P-Card transactions;
◊ Increase in annual P-Card rebate;
◊ Reduction in P-Card transactions not recorded;
◊ Reduced number of purchase orders.

Results
◊ Number of P-Card transactions and spending increased by 6,411 and $605,439 for FY 2013.
◊ Rebate is projected to be $140,400 in FY 2013 versus $130,600 in FY 2012.
◊ The number of PO's decreased from 8,254 in FY 2012 to 7,588 in FY 2013.
◊ Unrecorded P-Card transactions totaled 197 and $149,284 at 8/31/2013 versus 492 and $148,206 at 8/31/2012.
◊ While the number of transactions significantly decreased, the dollar amount remained fairly consistent as the P-Card transaction limit was doubled August 5, 2013.

Recommendations
Continue to monitor the program and analyze P-Card spending to ensure that sourcing is done as appropriate.