Discussion Topics

I. Get P-Card Buy-IN
II. Start a program
III. Solicit
IV. # of Cards
V. Reconciliation Process
   a. Simplify
   b. Procurement / Accounting owns process
VI. Maximize Rebates

Lessons Learned:

1. Approvers Stake holders, executive Buy-In
2. Insure ERP Integration
3. Hire Full-time Administrator
4. Pilot Program
5. Education & Training
6. Manage Expectations
7. HR involvement at employment separation
8. Fraud prevention
9. Accounting/Finance/Procurement collaboration
10. Load Cards to a specific budget amount
11. Declining balance to ensure budget
12. Don’t let the banks talk to the leaders
13. Sales tax exemption for inter-state purchases
14. Tax ID # on cards
15. Split Orders (watch transactions at same merchant)
16. Pull cards for misuse
17. Reconciliation includes compliance with bid policies documents
18. Pre-approval for certain MCC codes, travel, food, etc.
19. Take advantage of online tools from bank
20. Prequalified list of service providers with insurance and rates predetermined
21. Ensure no fees from Merchant
22. Use an RFI to seek information
23. PCard use is a privilege and may be revoked.
24. Logo on card.