

Procurement cards

are specialized credit cards issued to those employees who are responsible for purchasing materials and services. These highly secure cards empower employees to purchase goods and services directly. This eliminates the typical requisition, purchasing, receiving and accounts payable processes, not to mention the various time-consuming steps (and related costs) involved with each purchase.



Procurement Card Program (MasterCard) offered by:



PFM Financial Services LLC

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Bohemia, New York 11716

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www.powercardpfm.com

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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 Participants. PLGIT receives no compensation for its sponsorship and the Trust is indemnified against any liabilities or costs relating to the Program.

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A Procurement Card Program (P-Card)

Sponsored by:

Pennsylvania Local Government Investment Trust
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
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?

- They look and operate similar to credit cards
- They DO NOT carry a revolving line of credit
- Usage and authorization parameters can be reviewed and managed via the Internet
- Individual card limits can be established
 - Per transaction
 - Per month
 - By vendor



P-Card Objectives

- Obtain goods and services when needed
- Streamline the buying process
- Reduce acquisition expenses
- Control maverick purchases
- Control contractor/vendor usage
- Maintain an audit trail
- Cash rebates



Who issues the P-Card?

Once a public entity signs up for the P-Card program, Harris Bank, IL will establish a monthly credit limit based on a two-month anticipation spending and issue individual MasterCards (in the name of the cardholders) with billing directly to the entity.

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

You can use the P-Card for community education, food services, supplies, leases, travel and expense claims, fleet usage, telephone usage, grants and utilities. You can offer payroll cards to seasonal, part-time and unbanked employees.

What does the P-Card replace?

- Purchase orders
- Use of personal cards
- Travel and expense claims
- Petty cash
- Service orders



P-Card Benefits: For the Cardholder

1. Cost-free payment mechanism
2. Purchasing card issued in the name of the cardholder and billed to the entity
3. Ability to restrict merchant category codes and spending limits for each cardholder
4. Comprehensive on-line management reports
5. Improved access to suppliers and materials
 - Walk-in purchases
 - Telephone
 - Internet

6. Obtain goods and services when needed
7. Opportunity to save \$\$\$
8. On-line access to all cardholder's accounts 24/7
9. Rebate on 100% of dollars spent
10. MasterCard misuse insurance of \$100,000 per cardholder, per incident (minimum 5 cards)

For the Suppliers

1. Receive payment within 48 hours of submitting the transaction to the bank
2. Streamline administrative functions via the elimination of invoices and the consolidation of receivables
3. Meet the requests of clients, differentiate themselves from their competitors, and build better partnerships with customers. The result is additional sales revenues

