

Rutgers Center for Government Services
49th Annual Public Purchasing Educational Forum

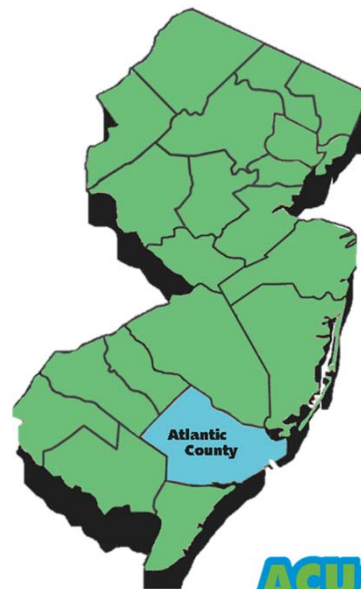
P-Cards: Less Work, More Efficiency & Control

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About ACUA

The Atlantic County Utilities Authority (ACUA) operates both Wastewater and Solid Waste Management Systems.



About ACUA

- Over \$60 million in annual revenue
- 250 employees
- Full service regional wastewater treatment facility, trash & recycling collection, landfill, composting, recycling center, and transfer station.

The ACUA Mission Statement . . .

The Atlantic County Utilities Authority is responsible for enhancing the quality of life through the protection of waters and lands from pollution by providing responsible waste management services. The Authority is an environmental leader and will continue to use new technologies, innovations and employee ideas to provide the highest quality and most cost effective environmental services.

. . . makes the Authority a natural facilitator for alternative fuel vehicles



MOTIVATION TO IMPLEMENT P-CARDS

- **Do business with vendors that require immediate payment (EZ Pass, Facebook, Best Buy, etc)**
- **Emergency situations**
- **Reduce employee use of personal credit cards/reimbursements**
- **Reduce number of paper checks printed**
- **REBATE!!**



TIMELINE FOR IMPLEMENTATION Board Actions Taken

OCTOBER 2015	Authorized Linking Agreement
JULY 2016	Authorized Pilot Program
August 2017	Authorized Full Program



POLICIES & PROCEDURES FOR P- CARD USE

- Requisition in advance of purchase, if feasible
- Request or identify use of p-card
- Program manager request permission from President or CFO (Pilot program only)
- PO type is changed to p-card
- PO given to cardholder to log in p-card transaction log
- Purchase is made; backup forwarded to Accounts Payable
- On 4th of month statement is printed from BOA
- Transactions on statement included on bill list
- Monthly summary of activity sent to President and CFO
- Check released day of board meeting



P-CARD TRANSACTION LOG

PROCUREMENT CARD TRANSACTION LOG FOR FINANCE USE ONLY

PO Number	Date	Vendor	Amount Approved	Actual Charge	Description	Statement Date	Check Number	Check Date	Check Amount
17-03191	12/28/2017	Society for HR Mgmt	\$ 418.00	\$ 418.00	Membership renewal-Passarelli & Kennedy	3/4/2018	95713	3/7/2018	\$ 418.00
18-00261	2/2/2018	NIB2	\$ 68.00	\$ 68.00	Renew subscription	3/4/2018	95713	3/7/2018	\$ 68.00
18-00317	2/5/2018	Facebook (\$300 PO)	\$ 89.91	\$ 89.91	Feb, Mar & Apr recycling campaign	3/4/2018	95713	3/7/2018	\$ 89.91
18-00273	2/2/2018	American Farm Publications	\$ 30.00	\$ 30.00	Renew subscription for Ron Berenato	3/4/2018	95713	3/7/2018	\$ 30.00
18-00304	2/5/2018	Amazon Business	\$ 93.60	\$ 80.47	3 compact flash cards	3/4/2018	95713	3/7/2018	\$ 80.47
18-00295	2/2/2018	Fred Pryor Seminars	\$ 405.95	\$ 398.00	Annual training unlimited- Vesey & Thomas	3/4/2018	95713	3/7/2018	\$ 398.00
18-00287	2/2/2018	NGIP-Institute for Public Procurement	\$ 199.00	\$ 199.00	Leadership symposium-Thomas 2/22-24/18	3/4/2018	95713	3/7/2018	\$ 199.00
18-00196	2/2/2018	NGIP-Institute for Public Procurement	\$ 190.00	\$ 190.00	Membership-Thomas- 2/1/18-1/31/19	3/4/2018	95713	3/7/2018	\$ 190.00
18-00399	2/14/2018	Amazon Business	\$ 22.87	\$ 22.87	Desktop organizer	3/4/2018	95713	3/7/2018	\$ 22.87
18-00414	2/15/2018	Amazon Business	\$ 134.24	\$ 134.24	Camera and Accessories for HR	3/4/2018	95713	3/7/2018	\$ 134.24
18-00421	2/15/2018	ASCE - SJ Branch	\$ 684.00	\$ 684.00	Membership - Ganard, Stalaccio, Zahin, Crowther, Denato	3/4/2018	95713	3/7/2018	\$ 684.00
18-00445	2/16/2018	Amazon Business	\$ 864.24	\$ 852.63	Wall mounts for TVs and monitors	3/4/2018	95713	3/7/2018	\$ 852.63
18-00529	2/28/2018	SWANAK	\$ 195.00	\$ 195.00	Annual membership-K Whitney	3/4/2018	95713	3/7/2018	\$ 195.00
18-00527	2/28/2018	NJWEA-Registrar	\$ 80.00	\$ 80.00	WEF Winter Seminar-K Whitney	3/4/2018	95713	3/7/2018	\$ 80.00
				\$ 3,642.12					\$ 3,642.12

Committed to environmental quality

P-CARDS ISSUED AND LIMITS

Title	Division	Transaction Limit	Monthly Limit
PILOT PROGRAM			
Director of Finance, Research and Development	Administration	\$1,000	\$6,000
FULL PROGRAM			
Director of Finance, Research and Development	Administration	\$6,000	\$40,000
Facilities & Fleet Services Manager	Centralized Maintenance	\$1,000	\$6,000
Facilities Services Group Leader	Centralized Maintenance	\$1,000	\$6,000
Mechanical & Electrical Services Manager	Centralized Maintenance	\$1,000	\$6,000
Wastewater Systems Supervisor	Wastewater	\$1,000	\$6,000



SUMMARY

- Almost \$30,000 in p-card transactions
- About \$400 in rebate
- Looking to increase use and related rebate
- We did have fraud on our account
- Taxes
- Text alerts



THANK YOU

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