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!!
<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER 2015</td>
<td>Authorized Linking Agreement</td>
</tr>
<tr>
<td>JULY 2016</td>
<td>Authorized Pilot Program</td>
</tr>
<tr>
<td>August 2017</td>
<td>Authorized Full Program</td>
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</tbody>
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**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

**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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