

EASYPROCURE: THE EDUCATION PROCUREMENT CARD

GETTING THE MOST OUT OF YOUR PROGRAM



A procurement card (P-card) is similar to a credit card but with many internal controls. Its purpose is to streamline purchasing to reduce manual paperwork, which in turn can reduce administrative costs. Here are some tips that can help you get the most out of your card program.

IMPROVE P-CARD MANAGEMENT WITH CUSTOMIZED CARD CONTROL FEATURES

- Customize individual cards to provide internal control on each cardholder's purchasing needs.
- Establish control based on dollar limits, number of transactions, Merchant Category Codes, etc.
- Provide online access to statements for spend management. This can also serve as an audit trail.
- Emboss Federal Tax ID number (EIN) and School Logo on the cards.

IMPLEMENT A POLICY AND PROCEDURE GUIDE FOR EFFECTIVE INTERNAL CONTROL

- Establish and enforce a Policies and Procedures Guide so employees/cardholders have a clear set of rules and procedures to follow.
- Promote transparency and accountability.

IMPROVE THE TRANSPARENCY AND ACCESSIBILITY OF PROCUREMENT CARDS

Streamline your processes and get timely access to information via Visa® IntelliLink or PNC ActivePay® for spend management:

- Access full statements online.
- Integrate the program into your existing accounting system to streamline the process for reconciling purchases.
- Utilize the extensive back-office support available from PNC's dedicated Card Services team.
- Contact PNC Commercial Card Customer Services: **commercialcard@pnc.com** or 1-877-824-5001 option 4, option 1 then # for additional information.



IDENTIFY VENDOR ACCEPTANCE AND SIZE OF PROGRAM SPEND

Vendors who accept Visa® credit cards as a means of payment should accept the procurement cards. By implementing a process to match existing vendors against a PNC and Visa® database, you can determine which current vendors are already accepting procurement cards.

- Designate one or two cards as a primary payable tool(s) to make large purchases, e.g., technology, textbooks, food services, etc.
- Include P-card payments in strategic vendor conversations.
- You can produce automated payment files from your current ERP and submit files to the portal. Approved funds are added to the dedicated vendor card account, then electronic remittance is directed to your vendor for payment.
- PNC will provide a detailed analysis outlining all accepting vendors by classifications to determine potential annual program spend and project the revenue sharing value over years 1 through 5.

MAXIMIZE REVENUE SHARING POTENTIAL

- Revenue sharing is paid on individual participant annual spend based on aggregate EasyProcure program annual spend (June 1 – May 31).
- By integrating the P-card as an accounts payable tool, you can increase financial benefits by maximizing card usage.



READY TO HELP

By working with PNC, you gain access to a broad range of financial services from an institution recognized for excellence. To find out more, please email OhioEasyProcure@pnc.com.

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