

Outline for County Board P-Card Overview

- I. Overview of program to date
 - a. Review the handout (attached)
 - b. All agencies have P-Cards as of February 1, 2019
 - c.
- II. Personnel growth and independence
 - a. Cardholders and coordinators gaining comfortability with process and requirements
 - b. Very few seem to think it is “cumbersome” or “hard”.
 - i. This is usually revolving around existing inefficiencies and/or not having live JDE budget info (JDE not capable of ERP).
 1. Paper accounting practices
 2. General inexperience with online systems
 3. Monthly budgeting by account (1 department)
- III. Current acceptable fees and add-on’s moving forward
 - a. Using mathematical equations to determine financial impact of fees paid with Card vs traditional payment methods – approval by Dennis, Ann and Bob.
 - i. Windstream / Black Hills Energy / DMV
 1. Work the math on total spend, number of vouchers each year vs. rebates and in this instance rebates alone cover cost of fees for these two merchants. Still get benefit of Check/ACH process savings.
- IV. Charge Accounts
 - a. I plan to work with departments to ensure charge accounts are no longer needed before closing them ensuring everyone has been trained that needs it
 - b. Once confirmed, we will get these accounts closed.
- V. Fraud – (All of this and more being included in next newsletter)
 - a. 2 cases of cards flagged for fraud to date
 - i. Sheriff in Miami during extradition (authorized)
 - ii. Co. Attorney in Seward NE (not authorized)
 - b. Benefits vs. inconvenience
 - i. Bank algorithms include patterns, anomalies, and mass amounts of data to protect us from fraud. This changes as fraud changes
 - ii. The inconvenience of declines for a valid transaction will be far outweighed by the benefits of not having to deal with actual fraud.
1. Users can always evert back to use of personal card for emergency use which was process prior to P-Card.

Lancaster County P-Card Stats						
	October 2018	November 2018	Dec. 2018 (6 week cycle)	January 2019	Totals (1/25/2019)	Projected for First 12 Months
Total Spend	\$104,796.66	\$143,375.95	\$454,371.36	\$243,222.44	\$945,766.41	\$3,369,080.33
Total # of Transactions	198	447	1092	861	2598	8422
Average Transaction Amount	\$529.28	\$320.75	\$416.09	\$282.49	\$1,548.61	\$400.03
Average Spend by Card Used	\$4,556.38	\$2,867.52	\$4,885.71	\$2,615.30	\$3,651.61	\$3,257.14
Rebates Earned	\$1,781.54	\$2,437.39	\$7,724.31	\$4,134.78	\$16,078.03	\$57,274.37
Estimated Check Process Savings*	\$1,485.00	\$3,352.50	\$8,190.00	\$6,457.50	\$19,485.00	\$63,165.00
Rebates + Savings	\$3,266.54	\$5,789.89	\$15,914.31	\$10,592.28	\$35,563.03	\$120,439.37

*estimated savings based on 1/2 of transactions being processed as checks or ACH at an internal cost of \$15 each

Top 21 Vendors by Spend		
Merchant Name	# of Transactions	Total Spend
LINCOLN WATER SYSTEM	38	\$70,511.75
NATIONAL EVERYTHING WHOLE	92	\$68,650.47
OFFICEMAX/OFFICEDEPT	320	\$44,797.57
LINCOLN SURGICAL HOSP	2	\$33,682.17
LINCOLN ELECTRIC SYSTEM	83	\$27,823.42
SAPP BROS LINCOLN	2	\$24,379.72
CBM MANAGED SERVICES	9	\$16,792.21
NATIONAL EVERYTHING WHOLE	17	\$16,677.77
EGAN SUPPLY COMPANY	6	\$16,624.68
VZWRLLS*MY VZ VB P	22	\$15,646.74
BOB BARKER COMPANY INC	31	\$14,436.43
NMC	18	\$13,154.21
MURPHY TRACTOR EQUIP 08	24	\$13,132.91
AMAZON	118	\$11,930.00
SCHINDLER ELEVATOR CORP	5	\$11,173.97
CORNHUSKER INTERNATIONAL	11	\$10,519.86
TYLER TECH GOVT FEES	3	\$10,167.00
IN *SUMURI LLC	1	\$8,995.00
CAPITOLHEAT	2	\$8,730.00
AIRX LLC	21	\$8,519.18
MENARDS LINCOLN NORTH NE	94	\$8,496.75

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MENARDS LINCOLN NORTH NE	94	\$8,496.75
NATIONAL EVERYTHING WHOLE	92	\$68,650.47
LINCOLN ELECTRIC SYSTEM	83	\$27,823.42
FIRESPRING	40	\$8,125.94
LINCOLN WATER SYSTEM	38	\$70,511.75
GRAINGER	35	\$5,967.26
BOB BARKER COMPANY INC	31	\$14,436.43
NEBRASKA STATE BAR ASSOCI	31	\$6,839.00
ORKIN LLC 002	30	\$2,093.54
MRO CORPORATION	25	\$1,525.63
MURPHY TRACTOR EQUIP 08	24	\$13,132.91
FACTORY MTR PTS #23	24	\$2,703.68
VZWRLLS*MY VZ VB P	22	\$15,646.74
AIRX LLC	21	\$8,519.18
OFFICE DEPOT #1079	20	\$568.66
LINCOLN LOCK & SAFE - STO	19	\$589.73
NMC	18	\$13,154.21
NORLAND PURE	18	\$544.47
NATIONAL EVERYTHING WHOLE	17	\$16,677.77

Department	Received Cards	Total Spend	# of Transactions	Average Transaction Amount
Engineering	Nov. 2018	\$233,496.76	558	\$418.45
Corrections	Sept. 2018	\$226,980.36	386	\$588.03
Property Management	Nov. 2018	\$125,233.00	383	\$326.98
Risk Management	Nov. 2018	\$60,975.97	73	\$835.29