

**NO COSTS  
NO FEES  
NO CHARGES**

“The average cost of processing a purchase order manually is between \$75-\$200. Automating procurement reduces that cost to between \$10-\$40. The Return-on-Investment is **AMAZING.**”

For further information or individualized help contact your state ASBO affiliate or:

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## Procurement Card (p-Card):

a procedure for consolidating  
**ALL** of your small monthly  
purchases into **ONE** invoice  
and **ONE** payment

## This Association created service provides a variety of advantages and benefits over cash, checks, purchase orders and credit card purchasing

- no revolving line of credit
- no annual fees
- control what is purchased
- control where purchases can be made
- limit the dollar value of each purchase
- individual card limits/parameters can be established
- prevent budget overspending
- requires no special software
- requires only internet access
- fraud protection per transaction
- speeds up obtaining critically needed items
- no minimum number of cards
- reduces to one check or e-transfer the payment of many purchases from multiple stores
- no transaction charges
- no implementation fees
- all cards provided free
- superior purchasing reports - management information systems free



## Why is the p-Card program sponsored by your Association?

- eliminates the need for a report contract for each district
- reduces multiple legal expenses
- provides rebates to schools that could not be obtained separately
- provides contract negotiation clout
- creates a user group/support network not obtainable with multiple programs and different contracts
- eliminates all start up costs to the district
- better training and in-servicing
- creates a statewide database of what is being purchased and the quantity

## How do suppliers react to the p-Card ?

- reduces their paper work
- receives payment for goods and services within 48 hours
- payments deposited directly in designated bank accounts
- reduces issue of partially filled orders
- eliminates the need of vendor to inquire about when payment will be made

## What are the steps to get my school started?

- Step 1: Request informational packet and application forms from your state ASBO.
- Step 2: Have Board of Education adopt a resolution approving participation (sample resolution is provided).
- Step 3: Designate a local p-Card administrator for the school/school district.
- Step 4: Complete all forms and mail originals to your state ASBO affiliate.
- Step 5: Training starts for administrator.

## p-Card versus the actual cost of checks:

- Check . . . . . \$0.08
- Postage . . . . . \$0.42
- Envelopes . . . . . \$0.15
- Labor: Printing, sorting, mailing . . . \$1.88
- **Total (per check) . . . . . \$2.53**

200 checks per month =  
**\$500 per month or \$6,000 per year!**

And this represents only a small part of monthly savings.