

# PCARD Operations in the Public Sector: PCARD Services at the University of South Florida

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# USF PROCUREMENT CARD PROGRAM

- ▶ 1650 cardholders
- ▶ \$46,000,000 in annual spend
- ▶ 168,000 transactions per year
- ▶ 2<sup>ND</sup> largest public university procurement card program in Florida

# USF PROCUREMENT CARD PROGRAM STRUCTURE

- ▶ STAFF OF 11 PERSONS
  - ▶ 1 program manager
  - ▶ 2 program supervisors
  - ▶ 8 staff members

# EFFECTIVE PROCUREMENT CARD PROGRAMS

## ▶ CHALLENGES

- ▶ Public Institution
- ▶ Large University/Diverse Purchasing Needs
- ▶ Rule Creep
- ▶ Growing Program
- ▶ Fraud
- ▶ Misuse
- ▶ Communication

# EFFECTIVE PROCUREMENT CARD PROGRAMS

## ▶ SOLUTIONS

- ▶ Training
- ▶ Guidance
- ▶ Senior management buy in
- ▶ Cardholder buy in

# EFFECTIVE PROCUREMENT CARD PROGRAMS

## ▶ SOLUTIONS

- ▶ Consequences with teeth
- ▶ Consolidate accounts among areas
- ▶ Good relations with servicing institutions
- ▶ Meaningful reports for monitoring

# EFFECTIVE PROCUREMENT CARD PROGRAMS

## ▶ SOLUTIONS

- ▶ Do as much online as possible/paper reduction
- ▶ Identify spend that could be moved to procurement cards
- ▶ Maximize rebate - timely payments
- ▶ Sufficient resources for program management
- ▶ Use list serves

# EFFECTIVE PROCUREMENT CARD PROGRAMS

## ▶ SOLUTIONS

- ▶ Sales taxes - accounting mechanism for deducting taxes remitted to the state
- ▶ Allow cardholder interaction with the bank for data inquiries



QUESTIONS??