

Proposer Submitted Questions #1 – Feb. 22, 2019

What card brand(s) does the County currently use (MasterCard, Visa, AMEX)? VISA through Bank of American & Citizens Bank. Also other store card programs such as Sam's Club Direct, Wal-Mart, Lowes, etc. of which we may could switch to one credit issuer in the future.

What Expense Reporting Program/Software does the County utilize? We have Local Government Corporation - FlexGen Accounts Payable & Purchase Order Software. I am unsure what compatibility it may have with programs you may offer. I personally manually review all transaction on statements and match the Purchase orders to the receipt and hand write the PO# on the statement transaction. Some items do not have PO's issued to them, but I match receipts to statement transactions manually.

What are the current card program payment terms (pay-in-full or revolving?), payment cycle + grace period and what is their credit line? See attached statements for more information. But we attempt to pay in full the statement each month. But depending on if issues have taken place, we may hold a transaction out of payment until the next month's statement.

What, if any, rebates and incentives does the County currently have with the existing program? I believe that the Citizens Bank cards have points awarded for certain purchases. We would like to go away from this points program, and if cash back to the account is available that may be an option. We want to avoid employees having access to unethical compensation from points or gift cards and such.

Would the County please fill in the attached Vendor List so that we may get a better idea of the overall spend and uncover more opportunity to streamline their AP process and uncover more rebate opportunity?

See attached billing statements for all our current credit cards of which were paid from July 2018 to current. This is all that I have access to at the moment. It shows the purchases and vendors for the transactions we have completed in this time frame. I am unsure if we can put together digitally the information requested in your form in a timely manner prior to the submission date.