HIGHLIGHTS OF ENHANCED PURCHASING CARD CONTROLS

OLD PROCESS	NEW PROCESS
Approval Department heads had final approval of their staffs' P-card purchases. Department heads approved their own expenses without additional approval.	**Approval** Every P-card transaction is reviewed by Finance. Employees below department head, enter required information in the Laserfiche system, which routes to a supervisor for departmental approval, which is then forwarded to Finance for review and final approval. Department heads enter the required information in Laserfiche, which is then sent to Finance for approval. Questionable transactions by department heads are forwarded to CMO for review. If information is lacking under any circumstance, Finance will educate departmental staff and direct them to complete the request form with all required information.
Supporting Detail Departments had the discretion to either: 1) maintain the original hard copy of supporting documentation in departmental files or 2) upload the supporting details into the City's Laserfiche application.	**Supporting Detail** Departments have no discretion. Every transaction must have receipt, business justification, description, amount, date and vendor. This information is loaded at the department level by the P-card user. Through the process of strengthening controls, staff learned that Chase, the City's card administrator, could provide transactional data to the City on a real-time basis. Using Chase data, Finance generates an automatic Laserfiche form at the time the P-card is used. That form has un-editable fields to prevent any manipulation of data. Finance and approving supervisors use the combination of Chase data and uploaded support from the employee to cross check to ensure the purchased items are appropriate and for business purpose.

HIGHLIGHTS OF ENHANCED PURCHASING CARD CONTROLS CONTINUED

OLD PROCESS	NEW PROCESS
Account Determination Each month the department would choose the appropriate account number for P-card purchases. This determination was solely at the departments' discretion.	**Account Determination** As P-card purchases are made and auto-form is generated, the system generates the appropriate account for which to apply the charge. If departments disagree with the automatically generated account number, Finance reviews for appropriateness and makes the final determination.

Other noteworthy changes to the P-card policy in the last several months include:

1. Reduction of P-cards by approximately 63%
2. Lower standard monthly limits for each user, and higher limits must be justified with a business purpose
3. No technology purchases using P-cards
4. No donations using P-cards
5. No gift card purchases
6. Annual review of the number of transactions and dollar amount per employee P-card