



A
Winning
HAND:

Enhancements to Grow Your Program

Presented by Christopher Chiappetta
Relationship Manager

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Agenda

- Why grow your purchase card program?
- Tax Increase Prevention and Reconciliation Act (TIPRA)
- Automatic 1099 reporting
- U.S. Bank Access[®] Online functionality
 - Expanded limit accounts
 - Payment Plus
 - Scanned receipts
- Micropurchases
- Contract payments
- Wide area workflow
- DoD Email (GSA Advantage or similar sites)
- Spend by bucket tool
- Program optimization
- Tuition assistance
- Grants
- Keys to expansion



Why Grow Your Purchase Card Program?

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Why?

- Efficiency
 - Increased speed
 - Fewer errors/problems
 - Automatic compliance with legislation
- Data management
 - Complete consolidated reporting
 - Single point of data entry
 - Seamless interfacing
- Financially advantageous
 - Significant administrative savings
 - Maximized rebates
 - Fewer hours of labor / time is money



Efficiency

- Speed
- All electronic (no paper/no purchase orders)
- 24 hour access
- 2 years of data online
- Transaction log maintained online
- Vendor paid within 2-3 days
- Confirm receipt and acceptance before payment
- Unlimited payment amount
- No IRS mandated withholding (see TIPRA section)
- Automatic 1099 reporting
(See GSA SmartPay bulletin #13)



Data Management

- Over 80 reports available including flexible (ad-hoc) and scheduled
- All types of purchases and payments
- Enter data ONCE!
- Interface with any ERP, financial system or vendor
- Automatic electronic order/payment request inputs
- Multiple data output formats (EDI, flat file, USBC, etc.)
- Leverage data for potential vendor discounts



Financial Advantages

- Improved administrative costs (\$70 per transaction*)
- Increased rebate (\$11,000 per \$1MM spend increase)**
- Lower DFAS costs (\$5.78/payment v. \$28.82/payment)***
- Decreased delinquency and interest penalties
- Decreased labor costs / time saved
 - 3 minutes/order multiplied by thousands of orders
 - Imaged receipts at your fingertips
 - Many additional synergies

* Based on 2010 Purchasing Card Benchmark Survey Results , RPMG Research

** Assumes file turn of 36 and non-large ticket spend

*** FY2009 numbers



Financial Benefits Example – Cycle Based EDI

- Assume additional \$1 million in spend
 - Assume 100 transactions
 - File turn: 36
 - Basis points: 111.00 = 1.11%
-
- Additional refund: $\$1,000,000 \times .01110 = \mathbf{\$11,100}$
 - DFAS savings for EDI: $100 \times \$23.04 = \mathbf{\$2,304}$
 - Administrative savings = $100 \times \$70 = \mathbf{\$7,000}$
- Total savings = $\$11,100 + \$2,304 + \$7,000 = \mathbf{\$20,404}$**



Financial Benefits Example – Daily EDI

- Assume additional \$1 million in spend
 - Assume 100 transactions
 - File turn: 15
 - Basis points: $142.50 = 1.425\%$
-
- Additional refund: $\$1,000,000 \times .01425 = \mathbf{\$14,250}$
 - DFAS savings for EDI: $100 \times \$23.04 = \mathbf{\$2,304}$
 - Administrative savings = $100 \times \$70 = \mathbf{\$7,000}$
- Total savings = $\$14,250 + \$2,304 + \$7,000 = \mathbf{\$23,554}$**



Tax Increase Prevention and Reconciliation Act (TIPRA)

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Tax Increase Prevention Act (TIPRA)

- TIPRA Requirements:
 - All federal agencies that spend \$100MM or more annually must withhold 3% of payments over \$10,000 and send to U.S. Treasury (beginning in 2013)
 - Must also provide 1099 Reporting for TIPRA transactions
- The Government Purchase Card (GPC) is NOT subject to 3% withholding required by TIPRA
- GPC is NOT subject to 1099 Reporting for TIPRA transactions
- **ALL other methods of payment are subject to TIPRA**



Tax Increase Prevention Act (TIPRA)

- Interim guidance on the application of section 3402(t) to payment card transactions:

“...this notice provides that the withholding requirements under § 3402(t) and the related reporting requirements will not apply to payments made by payment card until further guidance is issued; and will not apply for any calendar year beginning earlier than at least 18 months from the date such guidance is finalized...”

“This guidance does not apply to any payment made using a convenience check.” **(or any other payment method)**

http://www.irs.gov/irb/2010-52_IRB/ar15.html



Automatic 1099 Reporting

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Automatic 1099 Reporting

- Starting in 2011 agencies will not be responsible for 1099 reporting for purchase card transactions
- The IRS provides that card transactions will be reported **only** by acquirers (merchant banks) using the Form 1099-K
- As a result, 2010 should be the last year of filing Forms 1099-MISC under 6041 for most card clients



Automatic 1099 Reporting

- GSA SmartPay Smart Bulletin No. 13

“In the case of payment card transactions, merchant acquiring banks will be responsible for reporting payment card transaction information via a new form 1099-K (Merchant Card and Third Party Payments) to the IRS. Reporting will be required for all payment card transactions at all dollar thresholds. Payment cards include, but are not limited to, credit cards, debit cards, and stored value cards.”

“...convenience check transactions are not considered payment card transactions...”

<https://smartpay.gsa.gov/news/smart-bulletins>



Access Online Functionality

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Expanded Limits

- Ability to exceed \$9.9MM on a managing account in a given cycle
- No limits except for those put in place by the A/OPC and the organization
- Excellent for high dollar accounts
- Opportunity for major program expansion
- Work with Relationship Manager to set up expanded limit accounts



Expanded Limits Benefits and Features

- All of the benefits of standard accounts including transaction management, reporting, reconciliation, etc.
- Allows for additional program volume
- Increased cost savings by eliminating other costlier payment methods
- Improved rebates
- Increased leverage for volume discounts



Payment Plus

- Access Online module specifically designed for contract payments
- Customized payment request form
 - Contract / document number
 - DD250 number / explanation
 - Email notification
 - Expiration date
 - EDI routing code
 - **Additional fields can be added to the payment request form to accommodate the specific needs of your organization at any time**



Advantages of Payment Plus vs. Standard GPC

- Single-use account number
 - Online payment request required to obtain single-use account
 - Unique account number only active for one payment
 - Available to charge specified dollar amount for limited time
 - Use instead of check, ACH or EFT payment
- Enhanced security
 - Designated vendor, amount and timeframe
 - No plastic
- Option for second level approval
- Specialized reporting
- Maximized rebates (daily pay)
- No limit



Payment Request Form

Match Multiple Payment Requests
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Create Payment Request

Card Account Number: *****0366, DEBRA MCGUIRE
Create | Manage | Trans List

Use this form to create a Payment Request. This form is used for automatic transactions.

* = required
[Collapse All](#) | [Print Request from Existing Request](#) | [Print Request](#)

[Return to top](#) | [Go to Save](#)

[-] Information

Payment Request Information

Payment Request Email: * Requestor's email address

CC Email: CC email address
Note: separate multiples by a semi colon

Expiration Date: Expiration date for payment request

Payment Account: *
 User Account
 Single Use Account

General

Control Number: * Date: * Match Status: Open

Source: DAMCGUIRE User ID: Contract Number: *

Enter DD250# or Describe How the R&A was Accomplished: *

Financials

Amount: * Source Currency:



Payment Request Form

Financials

Amount: * Source Currency:

EDI Routing Number: * [Search and Select EDI Routing Number](#)

Source Currency:

Amount:

Contingency Operations: *

EDI Routing Number is attached to Payment Request

Merchant

Merchant Name: * City: State:

Postal Code: CC Payment Eligible: * OCONUS:

Reason Not CC Payment Eligible:

Ship To

Hazardous Materials: *

DODAC #: *

Additional Information

Reserved 1: Reserved 2: Reserved 3:

Reserved 4:



Payment Request Form – Comments

Note: Rows marked for removal are added to the Unallocated Amount value.

[\[-\] Comments](#)

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments.

Reserved 1

Reserved 2

Reserved 3

Reserved 4

Reserved 5

[\[-\] Match Tolerance](#)

[Return to top](#) | [Go to Save](#)

The order record contains zero tolerance on both Amount and Percent. Therefore the match tolerance will be zero tolerance amount.

[Collapse All](#)

Save

Save and Submit for Approval

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Payment Request – Approver Selection for Second Level Approval

Personal | Business | Institution / Government | About U.S. Bancorp

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Five Star Service Guaranteed

ARMY Contract Pay

U.S. Bank Access® Online

System Administration
Payment Plus
Payment Requests
Match Multiple Payment Requests
Manager Approval Queue
Manager Approval History
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Payment Requests
Approve Requests

* = required
Approver's Name:* [Select Approver](#)

Summary of Requests to be Approved

Number of Requests Selected:	1
Total Dollar Amount:	\$10.00

No further approval needed for these requests

[<< Back to Payment Request Detail](#)

★ Log Out

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Payment Request Maintenance


Card Account Number: *****2826, PREAUTH TEST024

[Switch Accounts](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

i Request has been successfully completed.

Control Number: ARMYTest1	Date: 08/06/2009	Match Status: Open
Amount: 1.00	Merchant Name: Wendys	% Fulfilled: 0.00%
Tax Amount: 0.00	Approval Status: Submitted	Variance %: 100.00%
Freight Amount: 0.00	Receipt Status: Not Received	Trans. Matched: 0
Billed Amount: 0.00	Source: Armychcp	Last Match:

 Control Number not unique

[Details](#) [Matched Transactions](#) [Payment Plus](#) [Approval History](#)

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status, for example to suspend/unsuspend or cancel.

* = required

[Collapse All](#)

[Copy to Create New Payment Request](#)

[-] Information

[Return to top](#) | [Go to Save](#)

Payment Request Information

Payment Request
Email: * mark.romero1@usbank.com

CC Email:

Expiration Date: *08/07/2009

Note Included In Notification:

Payment Account: Single Use Account



Single-Use Account

Personal | Business | Institution / Government | About U.S. Bancorp

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ARMY Contract Pay

U.S. Bank Access® Online

System Administration
Payment Plus
Payment Requests
Match Multiple Payment Requests
Manager Approval Queue
Manager Approval History

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Payment Request Maintenance
★ Log Out
Maintain Payment Request

Card Account Number: *****0366, XXX XXX

Create | Manage | Trans List | Manager's Queue

Control Number: 0000000000313695	Date: 08/25/2009	Match Status: Open
Amount: 10.00	Merchant Name: Alpha	% Fulfilled: 0.00%
Tax Amount: 0.00	Approval Status: Final Approved	Variance %: 100.00%
Freight Amount: 0.00	Receipt Status:	Trans. Matched: 0
Billed Amount: 0.00	Source: XXX XXX	Last Match:

Control Number not unique

Details | Matched Transactions | **Payment Plus** | Approval History

Account Number: XXXXXXXXXXXX

Account Expiration Date: 08/2012

Request Status: Accepted

Print

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Payment Plus Reporting

- Four new reports:
 1. Billed transaction analysis with payment request detail
 - Summary and detail billed transaction info, regarding the results of request and transaction matching
 2. Payment request analysis
 - Summary and detail request info, regarding the results of request and transaction matching
 3. Payment request detail
 - Detailed requisition information
 4. Payment request approval status report
 - Lists creator, approver, next/pending approver, and dollar amount of request
- All other standard and custom reports in Access Online reporting are also available



Scanned Receipts

- **Under Development**: Ability to add images of actual documentation to transactions in Access Online
- Vastly improves document management
- Easy/quick reference
- Supplemental documentation for audits/reviews
- Images loaded by cardholder or billing official
- User ID is recorded
- Visible to all users who can view a transaction
- **Facilitates use of card for any situation where maintenance of key documentation is necessary**



Scanned Receipts - Specifications

- PDF format
- 1,000KB per transaction (5+ pages)
- Available online for current + 6 cycles
- Reportable for 24 months
- Available for retrieval for 6 years, 3 months



Customer Experience

Outside of Access Online

User is responsible for scanning and saving document file

Customer Experience in Access Online

Entitled User (Approving/Billing Official or Cardholder) locates file to upload using pop-up window with Browser functionality in Access Online

Entitled User attaches file to transaction in Transaction Management within Access Online

All Users can view or print attached document file online for up to 6 cycles + current and print report up to 24 months

Ability to replace existing file with new scanned document file, if needed



Micropurchases

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Micropurchases

- \$3,000 and below
- Don't forget about them
- Original reason for program
- Reassess your program
- Are micropurchases falling through the cracks?
- Can vendors accept the card now that could not before?
- How do you find out?
- See program optimization in this presentation



Contract Payments

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Types of Contract Payments

- \$3,000 – \$25,000
 - Indefinite Delivery/Indefinite Quantity (ID/IQs)
 - Blanket Purchase Orders (BPAs)
 - Basic Ordering Agreements (BOAs)
- Payments Over \$25,000
 - No limit on payment amount
 - Paid one time or in regular installments to contractor



Contract Payment Options

1. Manual pay with card
 - Slow, paper-based reconciliation and payment
2. Cycle-based – EDI enabled – Standard GPC
 - EDI, Standard Security
3. Cycle-based – EDI enabled – Payment Plus
 - EDI, enhanced security
4. Daily Pay – EDI enabled – Payment Plus
 - EDI, enhanced security, fast
5. Cycle or Daily Pay – based on statement billing file sent to the agency
 - Non-EDI, fast

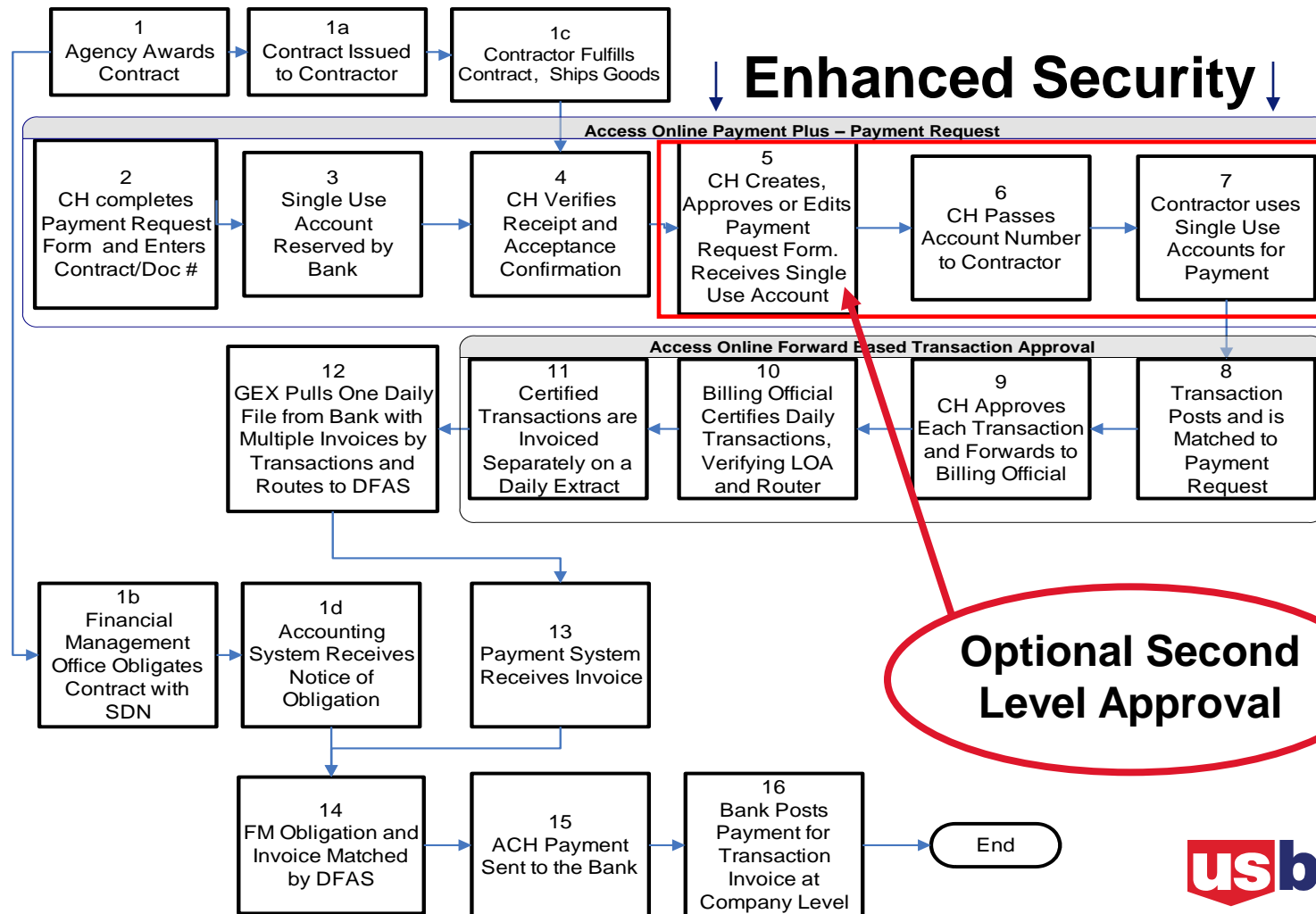


Contract Payment Options (Continued)

Option 2: Cycle-based/ EDI/Standard GPC	Option 3: Cycle-based/ EDI/Payment Plus	Option 4: Daily Pay/ EDI/Payment Plus
Static account number	Single use account number or static account	Single use account number
Standard security	Enhanced security	Enhanced security
Order form	Payment request form	Payment request form
Vendor can process account number at any time after CH provides	Confirmed R & A before payment	Confirmed R & A before payment
No second level approval	Option for second level approval	Option for second level approval
Access Online reporting	Additional specialized reporting	Additional specialized reporting
Minimal training	Moderate training	Significant training
Easy to deploy	Pilot project	Pilot project
Standard refunds	Standard refunds	Maximized refunds



Daily Pay – EDI – Payment Plus Flow



Wide Area Workflow (WAWF)

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Integration with Wide Area Workflow (WAWF)

- WAWF often used to pay contracts
- Method of payment chosen by Contracting Officer
- Swivel chair effect inhibits choice of purchase card for payment
 - Data entry in multiple systems, WAWF and Access Online
- Creation of interface will create a single point for data entry
 - Eliminates swivel chair effect
 - Enhances security
 - Contract payments earn a refund when previously earning none
 - Consolidated reporting in Access Online



Use of WAWF for Purchase Card Transactions



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

SEP - 2 2009

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Use of Wide Area Workflow (WAWF) for Purchase Card Transactions

The Government Accountability Office in its audit entitled "Actions Needed to Strengthen Internal Controls to Reduce Fraudulent, Improper, and Abusive Purchases," (GAO-08-333) identified lack of property accountability for items bought with the purchase card as one of the weaknesses in the program and recommended that actions be taken to improve traceability of property bought with the card. The 2009 Defense Authorization Act directed that the Defense Department develop a corrective action plan. Part of that plan is to enable capture of acceptance data for items bought with a purchase card by modifying WAWF to enable receiving reports for card transactions. This will take place in two parts. Version 4.1 of WAWF, deployed August 8, 2009, includes the ability to create and accept receiving reports for contracts where the card is used as a payment device. Version 4.2 will add the capability to generate stand alone receiving reports for micropurchases in early 2010. As WAWF currently has the capability to feed property systems with records of acquired property, this will enable cardholders and their customers to both capture independent evidence of receipt electronically and to ensure proper records of property are kept. This is of particular importance when the card is used to acquire pilferable property.

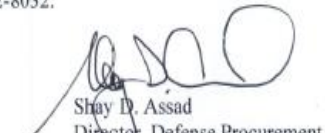
A system may request to receive a Property Shipment Notice (PSN) from WAWF. Systems will sign up for PSNs based on the desired Ship To location codes. To sign up for the PSN extract, an individual should contact the WAWF Program Management Office at wawf-pmo@bta.mil. Organizations should review their use of the property

system extracts from WAWF in order to ensure they are making maximum use of the data provided by these capabilities.

In order to ensure proper routing of contract transactions paid with the purchase card, WAWF will use the code "CRCARD" to identify the paying office; all contracts using the purchase card as a method of payment shall use "CRCARD" to identify the paying office (e.g. block 12 of the Standard Form 26). Likewise, in order to ensure data quality, it is vital that these contract transactions be posted to the Electronic Document Access (EDA) system in accordance with Defense Federal Acquisition Regulation Supplement Procedures, Guidance and Information 204.201. This will prevent misdirection of transactions to the Defense Financial and Accounting Service. The code "CRCARD" was chosen based on a review of data in EDA, which showed that 81% of the identifiable contracts with payment via purchase card already used that code.

As of WAWF version 4.2, items bought under micropurchase procedures may be recorded via WAWF. This will enable the cardholder to ensure a record of receipt is captured, a property record created, and the item unique identifier registered when the items acquired are either serially managed, mission essential, or controlled inventory. To ensure adequate internal controls, the accepting official should not be the cardholder. The cardholder may, of course, also require a customer to use WAWF to record shipment and receipt of those items.

Questions and comments about this matter may be directed to Bruce Probert, bruce.probert@osd.mil, 703-602-8032.


Shay D. Assad
Director, Defense Procurement
and Acquisition Policy



DoD EMALL (Electronic Orders)

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DoD EMail - Electronic Orders

- File sent from DoD EMail to U.S. Bank for every DoD GPC order
- Populates Access Online order form automatically
- Permanent reportable electronic record containing Level 3 transaction detail
- No duplicative data entry – no swivel chair
- Improves efficiency, decreases redundancy
- Flexible – allows manual entry in addition to electronic feed
- Universal file format – same file format for all of DoD



Benefits for DoD and EMall

MANUAL LABOR SAVED BY LOADING DOD EMALL ORDERS ELECTRONICALLY

Total # of Transactions FY2010	Avg Time to Complete an Order Minutes	Total Time to Complete All Orders Minutes	Total Time to Complete All Orders Hours	Total Time to Complete All Orders Days	Total Time to Complete All Orders Weeks	Total Time to Complete All Orders Years
217,724	3	653,172	10,886	454	65	1.25

- Improves procurement process for all of DoD
 - Nearly 11,000 manual labor hours saved
- Drastically increases incentive to use DoD EMall over non-automated sources
- Increases spend on DoD EMall
 - DoD current annual spend using GPC: *\$40,000,000
 - DoD current # of transactions using GPC: *217,000

*FY2010



Spend by Bucket Tool

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Spend by Bucket (SBB)

- Tool developed by U.S. Bank to help you analyze your purchase card program
- Intelligent Microsoft Excel document
- Provides data for tracking fluctuations in spending patterns by type/amount of spend
- Allows A/OPC to isolate issues and develop a plan for maximizing the efficiency of your organization's card program
- SBB-intelligent Excel chart available through your relationship or Account Manager



Spend by Bucket Process



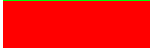
1. Run transaction detail report
 2. Load output into spend by bucket Excel chart
 3. Run spend by bucket analysis
 4. View analyzed data
 - Comprehensive overview
 - Ability to drill down into transaction detail
 5. Act to maximize efficiency of program
- Instructions for use are included with SBB Excel chart



Spend by Bucket – Sample Output

Generic Agency

		Cycle Close Date								
Agent	Spend Category	Data	1/19/2010	2/19/2010	3/19/2010	4/19/2010	5/19/2010	6/18/2010	7/16/2010	8/19/2010
####	Credits	Spend	(\$1,515)	(\$2,696)	(\$3,199)	(\$2,036)	(\$3,132)	(\$5,430)	(\$6,384)	(\$1,380)
		# of Transactions	3	7	11	10	16	8	15	3
	Micropurchases	Spend	\$53,270	\$102,745	\$66,676	\$43,622	\$88,213	\$93,624	\$65,152	\$40,697
		# of Transactions	107	154	144	75	142	148	130	75
	Trans \$3,001 - \$25,000	Spend	--	--	--	--	--	--	--	--
		# of Transactions	--	--	--	--	--	--	--	--
	Trans \$25,001 - \$100,000	Spend	--	\$25,280	\$98,654	--	\$12,333,256	\$170,988	\$165,980	\$132,334
		# of Transactions	--	1	3	--	480	3	2	--
	Trans > \$100,000	Spend	\$1,000,000	\$1,234,567	\$1,456,789	\$1,689,012	\$1,801,468	\$2,246,802	--	--
		# of Transactions	9	11	12	16	17	22	--	--
Total Spend			\$1,051,755	\$1,359,895	\$1,618,921	\$1,730,598	\$14,219,805	\$2,505,983	\$224,748	\$171,650
Total # of Transactions			119	173	170	101	655	181	147	78

-  Underutilized Spend Bucket
-  Unexpected Spike In Payments
-  Sudden Change in Trend



Program Optimization

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What is Program Optimization?

- Strategic process – analysis of all spending activity of an organization to identify cardable transactions
- Seeking out **non-GPC spend** where it makes logical sense to **use GPC**
 - < \$3,000 Micropurchases
 - > \$3,000 training, contract payments, grants, etc.



How Does Program Optimization Work?

- Meet with A/OPC
- Identify key contacts at agency
- Provide necessary file format (data elements)
- Collect accounts payable file(s)
 - 12-18 months of spend data
- Analyze file(s)
- Present results
- Explore opportunities to move spend to card where appropriate



File Analysis

- Visa[®] experts evaluate file
- **Provide detailed analysis**
 - Identify non-GPC spend with merchants who accept card
 - Provide list of merchants who do not accept card
- Work with agency and bank to identify key opportunities



Example of File Analysis - Merchant

	A	B	C	D	E	F	G
1	Generic Agency						
2	Payments < \$3,000 to Visa Merchants						
3	Excludes payments to US Bank						
4							
5	Total payments to all merchants, except USB		\$10,028,478	16,244			
6	Visa merchants, as % of above		65.23%	68.79%			
7							
8	Total payments to Visa merchants only		\$6,541,462	11,175			
9							
10	Savings analysis		If 100% moved	Savings			
11	Purchase Card Refund	1.11%		\$72,610	Refund		
12	DFAS net charges v. manual payment	\$23.04		\$257,462	DFAS Savings		
13	Process savings v. non-card manual transaction	\$70.00		\$782,221	Processing Savings		
14				\$1,112,293	Total Savings		
15	Matched	Yes					
16							
17			Data				
18	Name	Buyer	Sum of Amount	Sum of Count			
19	GENERAL MILLS		\$231,880	1,187			
20	NBA		\$104,618	202			
21	MLB		\$62,063	154			
22	SONY		\$60,030	58			
23							



Tuition Assistance

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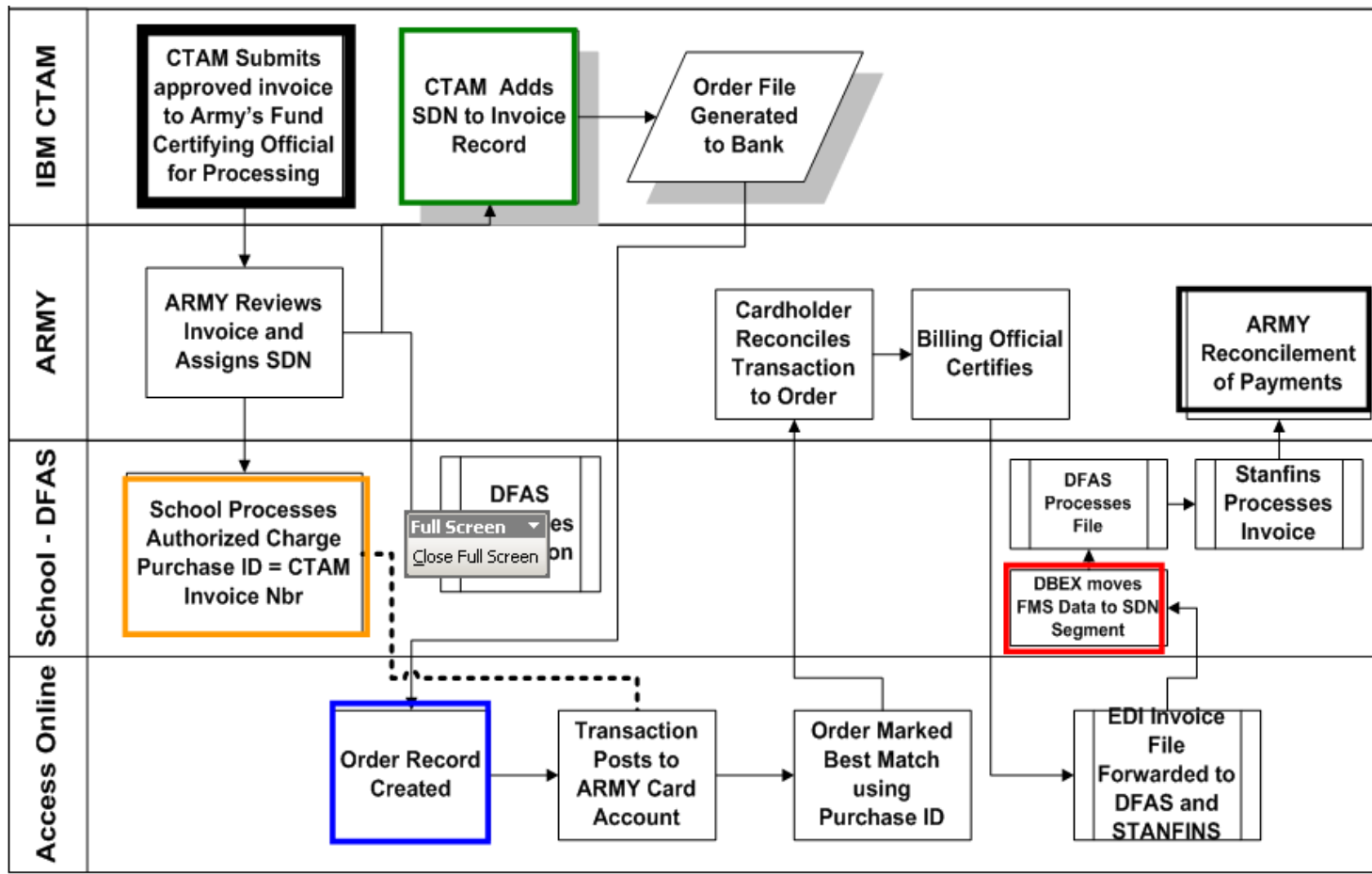


Tuition Assistance

- Use of GPC to pay tuition at colleges and universities
- Pioneered by Army
- More than 100 educational institutions
- Approximately \$200MM in tuition payments made under Army program in FY2010
- Average transaction size: \$60,000
- Over \$2.5MM refunds earned through program



Tuition Refund Processing



Tuition Assistance - Advantages

- Faster/more efficient means of paying tuition
- No delayed payments
- No frustrated students
- Schools receive improved service
 - Improved data management
 - Faster speed of pay
- DoD has access to consolidated reporting
- DoD maximizes rebates
- Contact your Relationship Manager to get started



Grants

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DoD Grant Card

- Convenient and cost-effective card to manage grants or special project expenses
- Declining balance card
- Process:
 - Grant awarded
 - Declining balance account created in Access Online
 - Card provided to grantee
 - Grantee uses for grant-related purposes
 - Transaction tracked/reconciled online
 - Bank paid by agency/organization at end of cycle



Declining Balance Card Characteristics

- Plastic card
 - Lost stolen protection
 - Card value replaceable
- Visa branded
- GSA approved design
- Available under GSA SmartPay contract
- Use for all types of grants or special projects
 - Research, education, small business, etc.



Declining Balance Card Controls

- Debits decrease balance – no cycle refresh
- Real-time maintenance – turn on/off
- Periodic limits
 - Monthly, quarterly, annual
- Static spending limits for one-time grants or projects
- Replenished spending limits for consecutive grants or projects
 - Use same plastic
- Flexible expiration dates – any time period
 - One-year project – no reissue
 - Multiple-year projects – automatic reissue



Declining Balance Card Benefits

- Positive funds control
- Grants/special project expenses visibility
- Grants/special project reporting
- Available immediately for use
- Generate refunds
 - SP2 task order refunds grid
 - \$11,000 refunds for every \$1MM spend*

* Assumes File Turn of 36 and Non-Large Ticket spend



Keys to Expansion

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Keys to Expansion

- Knowledge of enhancement opportunities and how they can improve your program
- Interest in change that results in measurable and significant improvement
- Communication, communication, communication
 - A/OPCs, FMs, contracting officers, superiors, etc.
- Support by senior management





Questions?



Thank You

Presentations will be available on
www.usbank.com/sp2presentations
after the conference

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