

DATE: May 23, 2007

TO: All Procurement Credit Card Cardholders, Approving Officials and Billing Officials

FROM: Rosa Cenicerros
Procurement Services Manager

SUBJECT: CHANGES TO THE PROCUREMENT CREDIT CARD PROGRAM

The Procurement Credit Card was introduced in 1997 through a cooperative agreement available through the State of California. The State recently announced the award of a new contract to U.S. Bank. The new contract provides expanded on-line access and functionality, through a more robust bank operating system. As a result, the County's Procurement Credit Card Program is being updated to reflect the new contract offerings.

Changes include:

- On-line Access for Cardholders, Approvers, and Billing Officials
 - Ability to view and print statements*
 - Ability to suppress paper statements*
 - Ability to run transaction reports*
 - Enhanced reporting capabilities*
- New Cards
 - New design and logo - easier to distinguish from personal cards*
 - New account numbers*
- Reduction in Paper Statements
 - R090 Approving Official Summary replaced by on-line access*
 - F110 Invoice Status Report replaced by "roll forward" invoicing*
 - F107 Disputed Transaction Status Report also replaced by "roll forward" invoicing*
- New Customer Service Phone Number

Transition to the new program is underway. Procurement will be revising the Policies and Procedures Manual, coordinating the issuing of new cards and any necessary training.

Our target date for receipt of new cards is July 23, 2007. Existing cards will be de-activated once the new card is activated, or 30 days from the date the new card was issued.

Additional information, presentation materials and related links can be found on the Procurement intranet web site. Please call me at 654-5133, if you have any questions.