



Broome County Division of Purchasing

Debra A. Preston, County Executive . John A. Flynn, Jr., Director of Purchasing

BROOME COUNTY CITIBANK PROCUREMENT & TRAVEL CARD PROGRAM SUMMARY REPORT – 6/5/2015

Submitted by John Flynn, Director of Purchasing

- Broome County “piggybacks” on the New York State Office of General Services (NYSOGS) contract with CitiBank (Contract Group # 79008, Award 22712). NYSOGS contract is through 4/6/2019, but the County renews in one year increments to preserve options.
- Procurement cards are used for purchases under \$500, although this amount can be raised in special circumstances. A total of \$321,872 was charged on procurement cards during the period 4/1/2014 - 3/31/2015.
- Travel cards are used for approved trips. A total of \$74,470 was charged on travel cards during the period 4/1/2014 – 3/31/2015.
- Both procurement and travel card transactions receive the highest level of scrutiny by Broome County Audit & Control. Audit & Control checks for receipts, authorizations, nature of transaction, and other factors to ensure transactions are legitimate and follow County policies.
- Broome County receives a rebate of slightly less than 1% of total purchases made on the cards. A total of \$3,858 in rebates was received during the period 4/1/2014 – 3/31/2015.
- There were 2,744 transactions made with the cards during the period 4/1/2014 – 3/31/2015. If the County did not have the card program, these transactions would have to be made via purchase requisitions and petty cash requests. Purchasing estimates that another 0.25 - 0.50 FTE Buyer would be required to process these requests at cost of approximately \$15,000 - \$30,000 (salary and benefits).

BROOME COUNTY CREDIT CARD PURCHASES (4/1/2014 - 3/31/2015)

■ Procurement Card ■ Travel Card

