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FINANCE DEPARTMENT
100 N. APPLETON STREET
APPLETON, WI 54911

MEMO

To: Chairperson Plank and Members of the Finance Committee
From: Jeff Fait – Purchasing Manager
Date: June 12, 2013
Re: Procurement Card Program Rebate

This is to update the Committee on the status of the City's procurement card program, and inform you that we have earned a record rebate of \$45,438 for the contract year ended 2/28/13.

			Annual	Average	Rebate	Rebate
Year	Total Spend	Active Cards	Spend/Card	Transaction	Percent	Amount
2009	\$1,319,020	307	\$4,296	\$116	0.83%	\$10,948
2010	\$1,720,951	295	\$5,830	\$139	0.90%	\$15,489
2011	\$1,653,724	284	\$5,821	\$135	0.92%	\$15,214
2012	\$2,117,879	277	\$7,639	\$164	1.22%	\$25,444
2013	\$2,839,848	292	\$9,726	\$223	1.60%	\$45,438

The City participates in a joint cooperative contract for p-card services with JP Morgan Chase through a consortium of local government agencies called the VALUE Group, which has experienced phenomenal growth in recent years. In 2007, 16 agencies spent a total of \$8 million, earning a total rebate of \$18,000. This past year, over 100 agencies spent \$114 million, returning a total of \$1.84 million in rebate dollars to their budgets.

Since 2001, the City of Appleton has eliminated over 115,000 invoices, payment authorization forms and small dollar purchase orders by effectively using this important purchasing tool. It is a credit to the character, ethics and diligence of City departments and employees to achieve these efficiencies and generate this revenue without the negative issues that many organizations experience, and we thought it important to share this positive news.

I would be pleased to answer any questions about our procurement card program or any of the other purchasing tools in place to assist City departments. 920-832-6311 jeffrey.fait@appleton.org