

Attention State of Iowa Suppliers:

Want Paid Faster?
With Less Paperwork?

Meet the State of Iowa Purchasing Card!

The State of Iowa Purchasing Card (Pcard) is a commercial VISA credit card issued by U.S. Bank.

The State of Iowa has utilized a Pcard Program since 1999 to help streamline its procure-to-pay (P2P) process and increase efficiencies for the State, its agencies and suppliers.

The Pcard has become a preferred payment method by the State.

Because of the benefits for all parties, Pcard acceptance by the State's contractors and suppliers is highly recommended.

As a supplier, what is the benefit?

It's no surprise – credit card use continues to rise. Not only is card acceptance good customer service, it can also have a positive impact on your bottom line. In addition to convenience, benefits include …

- **Increased Sales** – Credit card acceptance can help expand your business. A 2012 small business survey by Intuit found that 83% of businesses that accept credit cards make more sales, with 52% making at least $1,000 more per month and 18% making at least $20,000 more per month. (In addition, 74 percent of those surveyed said they get paid faster and reduce bad debt by accepting credit cards.)

- **Quicker payment** – Time is money, and funds from Pcard payments are generally received within 48 hours of the card transaction.

- **Improved cash flow** – By eliminating the traditional invoice-warrant-mail payment process (Iowa code allows the State up to 60 days to pay invoices), the cost of doing business with the State is reduced and cash flow is enhanced.

- **Reduced administrative costs** – Pcard payments are made electronically. Direct deposit of funds reduces paperwork, handling and administrative costs.

- **Lower risk** – It's true. Card payments processed electronically are more secure than checks sent by mail.

Eligible Purchases

Unless specifically prohibited by State policy, any goods or services acquired for official business purposes in accordance with State procurement procedures may be purchased by Pcard.

Pcard Terms

The State Pcard is a convenient payment method, however the following terms and stipulations apply.

Compliance

- Only the State employee identified on the Pcard is authorized to use the card.
- The State of Iowa Purchasing Card Program with U.S. Bank is the only credit card program authorized for use by State agencies in procuring goods and services.
- Wright Express (WEX) cards are assigned to State of Iowa Fleet vehicles for fuel and vehicle expenses.
- Authorized cardholders must adhere to procurement rules set forth in Iowa Administrative Code, as well as State Procurement and Purchasing Card policies and procedures.

Payment

- The State is tax exempt – sales tax should not be applied to any Pcard transaction.
- The State of Iowa will not accept price changes or pay additional fees when the Pcard is used.

Terms of Acceptance

State suppliers and contractors must:

- Confirm that the name of purchaser matches the name on the card.
- Comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised.
- Adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection.
- Ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address when accepting orders online.
- Send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery) when accepting orders by phone.
- Process payment for items when an order is placed only for items currently in stock and available for shipment and only for services already rendered.
- Shred any documentation with credit card numbers.

Next steps

If your business accepts VISA credit cards, contact the State buyers and purchasing agents with whom you conduct business. Ask them to use their Pcard when making purchases. If your business does not currently accept card payments, consider contacting your business banker to get started.

For more information about the State of Iowa Pcard Program or procurement process, contact:

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