

NEWSLETTER



NEW STATE PCARD TEAM

We are thrilled to welcome Lara Hicok as our new PCard Administrator. Lara joins us from the USDA, bringing valuable experience in purchasing and Pcard administration. Her expertise will be a fantastic addition to our team and we are excited to have her on board. Please join us in giving Lara a warm welcome! She can be reached at lara.hicok@iowa.gov and will be answering your pcard/travel card related questions or issues at pcard@iowa.gov.

SURCHARGES

We have received several inquiries regarding surcharges that some contracted merchants have indicated they will apply to purchases made with a P-Card. If you have this come up, please reach out to us at pcard@iowa.gov. We can check the Master Agreement and determine if this is an allowable charge or not. We are happy to reach out to the merchant if it is determined they should not be imposing this additional fee per the contract.



Surcharge

[ˈsər-ˌtʃɑːrʃ]

An additional charge, fee, or tax that is added to the cost of a good or service beyond the initially quoted price.

Investopedia

Reminder:

Please remind your cardholders that they are responsible for knowing their monthly credit and single transaction limits. Being aware of these limits before making a purchase helps prevent declines or the need to return later to make the purchase. **Splitting transactions to bypass these limits is strictly prohibited!**

Beware of third party booking sites when booking your hotel room. When searching for the hotel, make sure you are booking direct or are using a reputable company. Some third party sites are incorporating additional fees that are difficult to recoup.

Our Next PCard Coordinator Meeting is June 20th at 11:00 am. If you have topics or questions you wish to discuss, please send these items to me prior to this meeting to be placed on the agenda at heather.johnson@iowa.gov.

Thank you for all you do to help make our program EXCEPTIONAL! *

Got Questions = pcard@iowa.gov