



# 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 – 3/7/2016**

**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 4/6/19, 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 \$345,449 was charged on procurement cards for the period 1/1/15 -12/31/15 .
- Travel cards are used for approved trips. A total of \$56,958 was charged on travel cards during the period 1/1/15 – 12/31/15.
- 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 received a rebate of slightly more than 2% of total purchases made on the cards. A total of \$8,854 in rebates was received during the period 1/1/15 – 12/31/15.

## BROOME COUNTY CREDIT CARD PURCHASES (1/1/2015-12/31/2015)

■ Procurement Card ■ Travel Card

