

FREDERICK COUNTY POLICY

For vendors accepting VISA credit card payments, Frederick County will make all payments by purchasing card under the following stipulations:

Any surcharge or convenience fee assessed to Frederick County as a condition of accepting a purchasing card as payment for goods and/or services MUST be disclosed prior to the purchase/contract and shall not exceed 3% or \$300 per transaction, whichever is less.

The Vendor must follow all the steps below (as applicable) in order to impose surcharges or convenience fees:

- * MUST disclose the amount of the surcharge using signs at the register or posted on location on Point of Sale (POS) system.
- * MUST disclose the amount of the surcharge prior to online check-out.
- * MUST disclose the surcharge as a separate line item on the invoice or receipt.
- * Supplier MUST process the surcharge and cost of goods/services as ONE transaction, not separately.
- * IF a quote or invoice received from the vendor does NOT indicate a fee for using a charge card, they may not apply one at the time of payment.

HOW DO I REGISTER WITH EVA?

- ◆ All vendors interested in doing business with Frederick County must register with eVA, the Commonwealth of Virginia's electronic procurement portal, www.eva.virginia.gov. Registration on the eVA web site is step one in doing business with Frederick County and hundreds of other local governments, state agencies, colleges and universities in the Commonwealth of Virginia.
- ◆ For additional detailed information, visit the Purchasing webpage:
www.fcva.us/purchasing

County of Frederick
Finance Department

P-CARD INFORMATION FOR VENDORS

County of
Frederick



Finance Department
107 N. Kent St.
3rd Floor
Winchester, VA 22601

Phone: 540-665-5610
Fax: 540-667-0370
www.fcva.us

*In today's competitive business environment,
strong relationships between vendors and
customers are critical to success.*

WHAT IS A P-CARD AND HOW WILL I RECEIVE MY PAYMENTS FROM FREDERICK COUNTY?



P-Card is short for Purchasing Card. A P-Card is a VISA credit card that can be accepted and processed by any merchant who accepts VISA.

Beginning July 1, 2008, Frederick County, Virginia fully implemented a VISA Purchasing

Card Program as part of its streamlining effort to improve procurement efficiency. It is the goal of the County to pay **ALL** vendors with a P-Card, regardless of the purchase amount or type of service/materials purchased. Most County employees are assigned a P-Card with their name and department name imprinted on the card. Staff will use their cards to pay for services/materials under \$5,000 at the time of purchase. For purchases exceeding \$5,000, the departmental office manager will contact the vendor with a credit card number.

We are very excited about working with our vendors to utilize this program. This is a profitable, efficient, and progressive opportunity for everyone involved.

WHY ACCEPT A FREDERICK COUNTY P-CARD?

- ◆ **IMPROVE YOUR CASH FLOW**
You will receive your payment in a matter of days and have the ability to invest your money back into your business quicker.
- ◆ **SUPPORT YOUR CUSTOMERS**
Frederick County and other customers are more likely to spend with suppliers that have simple payment processes and can accommodate their need for payment options. Many companies, including Frederick County, now make VISA acceptance a factor in choosing their supplier.
- ◆ **GAIN NEW INCOME AND CUSTOMERS**
Accepting credit cards has proven to increase the average ticket amount for current customers and attract additional new customers for the majority of businesses.
- ◆ **STREAMLINE YOUR PROCESSES**
You may be able to reduce or eliminate new account set up, invoice processing, billing and collection.

HOW DO I ACCEPT A FREDERICK COUNTY P-CARD?

- ◆ If you are currently able to accept VISA as payment, no additional action is required.
- ◆ Bank of America Merrill Lynch (BAML) is Frederick County's VISA P-Card issuing bank. If you do not accept VISA, contact BAML or your own bank to discuss processing.

WHAT COSTS CAN I EXPECT?

- ◆ **COMMON COSTS**
Fees will vary by bank and merchant and is influenced by volume and data level. Your bank may charge an application fee and terminal fee, as well as VISA interchange fees for each card accepted. Merchant services providers may charge additional fees if a P-Card is not processed properly. Contact your merchant services provider to ensure your ability to pass the level III information required for P-Card processing to avoid incurring additional fees.

CONTACTS

- ◆ **FREDERICK COUNTY**

Julie Cotterell, Finance Specialist

Phone: (540) 722-8288

Email: jcottere@fcva.us

Susan Miller, Finance Specialist

Phone: (540) 722-8287

Email: scmiller@fcva.us

Missi Neal, Purchasing Manager

Phone: (540) 722-8386

Email: mneal@fcva.us

