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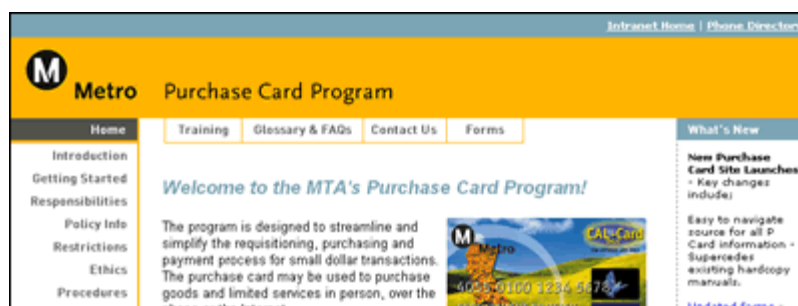
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Purchase Card Program Web Pages Join Employee Intranet

(Feb. 26, 2004) Do you have one of MTA's Purchase Cards? If so, myMetro.net is introducing a web site just for you...for the supervisor who approves your purchases...and for the person who coordinates your business unit's "P-Card" program.

The P-Card web pages are intended to be "the single point of reference" for those participating in the program, says David Vila, manager, Contract Administration, and the program coordinator.

The new "Purchase Card Program" web site can be found in the "Select a Department" drop-down menu on the Intranet home page. The Welcome page includes links to training, forms, a glossary of terms and frequently asked questions.

The "What's New" section is a bulletin board for P-Card program changes and is updated frequently for program participants use.

Rules and guidelines

The web site has information on how to sign up for a P-Card, program rules and ethics, along with guidelines for processing monthly statements. A list of business unit coordinators is linked from the "Contact Us" tab on the web site home page.

MTA analysts, maintenance supervisors and other employees use the P-Card to make almost 14,000 transactions annually. The purchases, which include tools, small parts and office supplies, average \$250 and amount to about \$3.5 million or more a year.

"If there had to be a purchase order for each of these 'micro-purchases,'" says Vila, "the cost would be phenomenal."

He notes that many public agencies now use P-Cards, rather than petty cash or check requests, to hold down administrative costs and streamline small purchases.

Control spending limits

With P-Cards – actually Visa credit cards – the agency can control the spending limits and the merchants employees can buy from. The issuing

bank provides a record of every transaction, so there's an audit trail for each purchase.

Department managers are expected to use the new Purchase Card Program web pages to keep abreast of information about the P-Card program. Department approving officials and business unit coordinators can use it as a management and accountability tool.

The web site also will help the individual P-Card holder process monthly statements, and will provide information about program rules and procedures.

"All the things we can do in the program," says Vila, "we've tried to address on the web site."

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