PLGIT

Pennsylvania
Local Government
Investment Trust

P-Card Program

The PLGIT-Sponsored
Procurement Card Program

The Pennsylvania Local Government Investment Trust (PLGIT or the Trust) was founded in 1981 to meet the short-term investment needs of local governments in Pennsylvania. One offering is PLGIT P-Card, the PLGIT-sponsored Procurement Card program. It provides a convenient method for municipalities and schools to streamline their purchasing.

The PLGIT P-Card is a MasterCard that works like a credit card, but must be paid in full each month. Cardholders can use the cards to make purchases, saving time spent in the traditional requisition process. Program participants have the power to set and change limits on how much can be spent and where purchases can be made using a PLGIT P-Card.

P-Card Benefits

- Ability for program administrators to restrict spending by individual cardholder
- Online account access
- Prevention against misuse or fraud
- Limiting paperwork
- Quicker payment to vendors
- Model policy and procedure manual
- Rebates based on volume according to rebate schedule

At A Glance

Distribution. Cards are issued in the names of each individual cardholder, as selected by the agency.

Spending Limits. Program administrators may set limits by amount, number of transactions, and vendor for every card, every transaction, every month, and annually.

Usage. Cards can be used for expenses such as supplies, food services, leases, phone bills, and more.

Rebates. Receive annual cash rebates based solely on your spending. The rebate percentage increases with greater use.

Oversight. Administrators and individual cardholders have online access to cardholder accounts 24 hours a day.

Insurance. PLGIT P-Card offers MasterCard misuse insurance of $100,000 per cardholder per incident (minimum of five cards) or $25,000 per cardholder per incident (less than five cards), as well as unlimited fraud insurance.

Fees. The program is free. There is no per-card fee and no account maintenance fee.

Convenience. Funds to pay monthly charges can be directly debited once a month from an investor's PLGIT account, allowing the investor to earn interest on funds between the time of purchase and the monthly payment date.

How It Works

1. Issuing P-Cards

Once an entity signs up, Harris Bank, the card issuer, establishes a monthly credit limit based on the entity's monthly anticipation of spending and issues individual MasterCards in the name of the designated cardholders. The agency decides which employees receive the cards and how they may use them. For example, workers who buy office supplies regularly can be limited to purchasing a specific amount in a specific store.

2. Using the Cards

P-Cards look and work like credit cards, but do not carry a line of credit. Cardholders can use them to make routine purchases, pay purchase and service orders, and pay large-ticket items like leases and utilities. The higher the spending on the card, the higher the rebate earned. Vendors are typically paid within 48 hours of purchase.

3. Monthly Payment

Participating entities must pay the P-Cards balances in full monthly. Payments can be made using balances from existing PLGIT accounts. Investors may also opt to pay balances using an account at a local bank or other financial institution.

4. Monitoring the Cards

Approved personnel have access to their accounts online and can adjust card spending limits and other restraints. Investors are provided with instructions on implementing a P-Card program. These include a policy and procedures manual that governs use of the cards and model forms to set up a P-Card Program.

PLGIT is Here for You

Our team understands your financial objectives and will work with you to help you achieve them. It is our mission, through offerings like the PLGIT P-Card, to make working toward those investment goals as efficient as possible.

Contact the Team from PLGIT's Investment Advisor and Administrator

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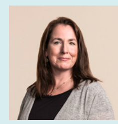

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