

# U.S. Bank Solutions for K-12 School Districts

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All of **us** serving you®

**usbank**

## Powerful solutions to help maximize your payment performance

U.S. Bank® delivers what other institutions only promise. We offer unique solutions to meet all the payment needs of school districts. We provide the most comprehensive payment solutions, including purchasing, travel and entertainment (T&E), event planning, transportation and fuel management payables.

Many institutions offer commercial cards, yet cards are only one component of the processes we engineer. Our other payment solutions are of the same world-class caliber. They include advanced payment technologies that deliver electronic access tools to manage client programs and bring expense management under control.

Our broad array of proven programs, sophisticated data management resources and experienced professionals provide a product and service combination no other institution can match.

In fact, U.S. Bank pioneered purchasing and travel solutions and still leads the way today. U.S. Bank is one of the largest issuers of Visa® and MasterCard® commercial cards in the world. School districts that partner with U.S. Bank can look forward to:

- Improved Payment and Processing Integration
- Increased Expense Control
- Greater Data Visibility

U.S. Bank helps school districts across the nation reduce costs and enhance cash flow.

## Draw on the knowledge of payment experts who understand your needs

U.S. Bank is a leading developer of payment systems. Behind every U.S. Bank solution is a team of dedicated experts with extensive experience in supporting school districts. They focus on an organization's goals and constantly look for ways to increase efficiency and cut costs, especially in the areas of Maintenance, Repair & Operations (MRO), travel, meeting planning and telecommunications. Our payment solutions dramatically simplify expense management for clients and their employees, and transform expense data into valuable information that can be used to control costs better and detect and prevent misuse.



## A solution for every payment need

U.S. Bank helps school districts find the appropriate combination of solutions depending on where a client's purchasing pattern fits within the payment continuum—now and in the future. Representatives help assess the situation, suggest the right mix of products and tools and then provide expert service.

## **Program optimization ensures clients receive maximum savings and effectiveness**

Provided at no cost, U.S. Bank helps clients better understand spending patterns, eliminates inefficient processes and implements best practices through program optimization. Accounts payable analysis is an important part of this process. It helps clients discover opportunities for improvement and is designed to achieve fast, measurable results by focusing on four deliverables: program assessment, data and process analysis, program execution and presentation to senior management.

## **Learning opportunities promote best practices and information sharing**

U.S. Bank sponsors a number of client-centric experiences that offer participants networking and learning opportunities focused on the latest industry trends. From interactive webinars to intimate regional roundtables; to industry-wide conferences to thought-provoking white papers and webinars ... U.S. Bank provides innovative payment perspective and leadership.

## **Choose from a variety of payment solutions ... straightforward, complex or somewhere in between**

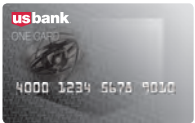
A dynamic synergy develops when U.S. Bank partners with clients. Together we analyze clients' needs and tailor travel, event and procurement solutions to fit any requirement. Because U.S. Bank offers a full suite of programs, we can handle any payment need school districts may have and help identify opportunities they may not have previously considered. From straightforward and efficient purchasing cards to fully automated procurement programs, U.S. Bank solutions help clients increase efficiency throughout their school district by eliminating paper throughout the purchasing process.

U.S. Bank offers a full suite of payment solutions. We can handle any payment need school districts may have.





**Purchasing Card**—Provides an easy-to-implement and manage payment and cost management alternative for school districts seeking to increase efficiency and control. Offers complete online account management and reporting capabilities.



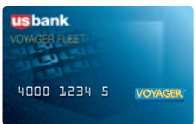
**One Card**—Offers the savings and auditing capabilities of purchasing card and corporate travel card programs in a single powerful solution. Integrate transactions with just one process, one staff, one card issuer and one invoice.



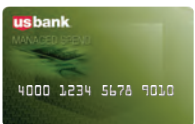
**Access Online Payment Plus**—Allows school districts to automate their accounts payable processes by helping diminish paper, increase transparency, improve controls and reduce risk.



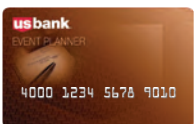
**Electronic Invoice Presentment and Payment (EIPP)**—Automates payment, processing and audits of invoices to create a best-in-class accounts payable process. Options include general payables, telecom, utilities and global trade payments.



**Fleet Card**—Provides school districts with the most comprehensive payment processing, online reporting and account maintenance functionality to manage fleet fuel and maintenance costs.



**Managed Spend Card**—Covers expenses relating to events, class trips, school clubs or fundraising that often fall beyond the scope of traditional purchasing and travel card programs. It is an efficient way to manage these payments and limit risk.



**Event Planner Card**—Enables school districts to reduce the time spent managing meeting and event expenses, such as conferences, public hearings or teacher training workshops.



## Take advantage of innovative payment options

U.S. Bank offers school districts an efficient alternative to initiating a check request or purchase requisition. Our programs can help eliminate paper from the A/P process and give school districts greater control over transactions.

## Save time and money throughout your purchasing process

U.S. Bank Purchasing card helps reduce cost and streamlines processes associated with authorizing, tracking, purchasing and reconciling your district's purchases.

- Automatically post transaction data to the general ledger
- Help cut the costs of processing, administration system file maintenance and operations
- Negotiate better terms with vendors
- Monitor compliance and enforce card usage policies
- Analyze spending data by expense type, Merchant Category Code, geography and more

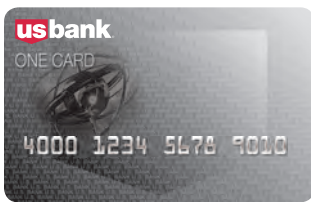
## Increase purchase program controls

Many features are available to help school districts control and/or limit cardholder spending.

- **Velocity Monitoring** allows districts to limit the number of transactions and dollar limits per day, month or other period specified.
- **Cardholder Single-Purchase Limit** restricts the amount of a single purchase made by the cardholder.
- **Cardholder Cycle Spending Limit** caps the maximum dollar amount authorized for a cardholder within a 30-day billing cycle.
- **MCC Blocking** prevents purchases of specific commodities and services, so U.S. Bank will block the Merchant Category Codes (MCCs) that represent these items.

## Increase efficiencies and decrease costs

Features	Benefits
Flexible authorization system and cardholder spending controls	Manages where cards are used and provides clients with the ability to block misuse and abuse at the point of sale
Worldwide card acceptance	Gives unparalleled purchasing access
Access Online web-enabled reporting	Allows clients to monitor their program to identify waste, misuse and abuse, and increase their program's efficiencies by leveraging Access Online's robust reporting options
Supplier management and enablement solutions	Facilitates identification and development of strategic supplier alliances
Experienced U.S. Bank Implementation and Relationship Managers	Provides consultation and issue resolution management so clients can focus on their programs while helping organizations achieve increased cost savings and improved efficiencies
Robust reporting options	Allows clients to monitor their program to identify waste and abuse and increase their program's efficiencies
24-hour customer service	Offers unparalleled 24/7 cardholder assistance
Reduced paperwork	Increases efficiencies in the procurement process by reducing paper-based transactions for micro-purchases
Visa® or MasterCard® Liability Waiver program protection	Provides up to \$100,000 protection, per cardholder, for fraudulent use or misuse of the card by cardholders (Association terms and conditions apply)



## Merge separate card solutions

The U.S. Bank One Card is an integrated purchasing and travel card solution. It helps increase efficiencies and decrease costs across all payment platforms. Together we analyze clients' needs and tailor solutions to manage travel and purchasing transactions. Moreover, with the one card, clients have the ability to offer employees unsurpassed flexibility without sacrificing control.

In fact, since this program was developed, thousands of organizations, including many school districts, have made the decision to use the one card solution. Many of these clients have saved as much as \$70.58\* per transaction by implementing the one card payment program. Multiply that by the hundreds or even thousands of purchases made every year and the savings are significant.



## Increase efficiencies and decrease costs

Features	Benefits
No annual card fees	Experience no hidden charges with rebates available for qualifying organizations
Liability protection program	Receive \$100,000 protection, per instance, from misuse by employees
Cost savings	Decrease costs associated with the processing of checks, invoices and purchase orders
Flexible authorization system and cardholder spending controls	Manage where cards are used and limit organization exposure
Easy integration with client's accounting and payment system	Eliminate many manual processes such as data entry and filing
Full reporting for complete expense management	Get all the data that is needed for faster employee reimbursement
Account set-up and maintenance	Manage and control accounts online in real time
Industry best practice of central billing with flexibility for individual billing all under the protection of corporate liability	Manage school district expenses while holding employees accountable for prompt payment
Experienced implementation project managers and account managers to help with end-to-end implementation strategies	Achieve the greatest cost savings and improved efficiencies
Supplier management solutions	Identify and develop opportunities with strategic suppliers

\* RPMG Research Corporation, 2010 Purchasing Benchmark Survey.



## Get more cost savings with Payment Plus

Given the current economic conditions, school districts are searching for easy-to-use tools that support cost reduction by promoting processing efficiencies. U.S. Bank Access Online Payment Plus can help achieve these objectives while also improving overall payment visibility and control.

Payment Plus allows organizations to:

- **Reduce** costs and fraud associated with check payments
- **Automate** payment and reconciliation processes
- **Enhance** cash management

## Easy to use

Streamlining business processes with Payment Plus is easy. In just three steps, an organization can start cutting accounts payable expenses, all within Access Online.

1. **Submit** payment instructions using an automated file or our simple online form.
2. **Pay** suppliers securely while providing complete remittance information.
3. **Monitor** payments and update financial systems with Access Online's automated reporting features.

Payment Plus also supports school districts' key supplier relationships. School districts can rest assured knowing that suppliers are paid timely, securely and with full remittance information.



Access Online won the 14th annual Enterprise Value Award in the banking and brokerage category. In fact, U.S. Bank is the only organization ever to win the award with its first entry.

## No-cost tool

Payment Plus is part of Access Online, the web-based card program management system that U.S. Bank clients know and trust. A school district does not need to purchase additional software or worry about complicated and expensive implementations. Everything needed to manage payments is available anytime, anywhere, at **no additional cost**.

## Increased control

Users will experience improved payment visibility and control by leveraging the dynamic credit adjustments and single-use accounts found in Payment Plus. Supplier payments are processed only when approved and only for the amount authorized, allowing districts flexible cash management.

## Better processes

Payment Plus enables districts to achieve many benefits. As checks are converted to Payment Plus, school districts will reap the rewards. Fewer checks mean decreased printing, postage and labor costs. Plus, the cycle-based payment to U.S. Bank allows school districts to hold on to valuable cash assets longer.





## Automate your payment process

U.S. Bank Electronic Invoice Presentment and Payment (EIPP) allows financial professionals to do more with less. U.S. Bank EIPP automates school districts' A/P processes at every stage in the lifecycle of a transaction. Receive, audit and approve invoices electronically and manage only the exceptions. Pay suppliers and post payment and accounting detail electronically into the general ledger. Plus, leverage robust data for enhanced financial and procurement analysis while maximizing your trade terms.

U.S. Bank EIPP is flexible enough to meet all business-to-business payment needs, and we can get school districts started with a solution that has a low impact on their IT resources. U.S. Bank EIPP allows districts to lower processing costs and reduce cycle times while ensuring timely recognition of and visibility into expenses.



Cash management for diverse, global companies has never been more important than today. Whether it is taking early-pay discounts or meeting government regulatory requirements for control, U.S. Bank EIPP is designed with the treasury professional in mind. Instant financial reports, consistent and accurate general ledger posting, and compliance checks on every payment made — it is all possible with one global payment solution.

Features	Benefits
Complete visibility across multiple financial systems	Increases back office efficiency and reduces paperwork
Pre-payment audit and reconciliation	Automates corporate policy compliance for procurement invoice approval
Total financial control	Maximizes payment terms and working capital
Robust reporting options	Offers clients the tools necessary to manage programs better
Supplier Management	Facilitates the identification and development of strategic supplier alliances



## Manage emergency vehicle fuel and maintenance costs efficiently

More than just a fuel card, U.S. Bank Fleet Card, powered by the Voyager® Network, provides an array of fuel, maintenance and service solutions that greatly simplify vehicle management.

In addition, U.S. Bank Fleet offers the flexibility and expertise school districts require to satisfy current needs and future growth. With advanced technology and processing systems, service infrastructure and a proven track record in managing fuel taxes and net billing, U.S. Bank is uniquely positioned to help fleets of any size become more efficient and successful.

With the fastest growing universal fleet card in the industry, U.S. Bank stands out because it allows for control at the card level as well as the account level, giving fleet administrators the ability to customize every card. Within a single account, the fleet card can be assigned to individual drivers, vehicles or entire organizations. Fleet administrators appreciate the sophisticated purchase control and expense monitoring features that rein in excess spending.



## Top five reasons school districts choose the U.S. Bank Fleet Card:

**Experience**—Partners with organizations in every major industry nationwide, redefining the concept of fleet cards.

**Cost Savings**—Enables organizations to achieve cost savings in the form of merchant discounts, tax exemptions and flexible payment and billing options.

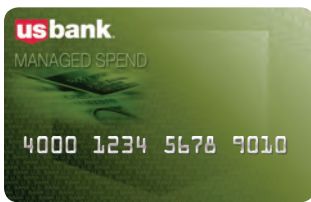
**Control**—Provides full, flexible control over purchases.

**Convenience**—Is accepted at more than 230,000 major and regional fuel and maintenance locations in all 50 states, Canada and Puerto Rico with new sites added daily.

**Customer Service**—Maintains outstanding customer service that is available 24 hours a day, 365 days a year. Achieves the highest quality standards for prompt responses to customer needs; all cardholders are able to speak directly with a customer service representative about account issues.

## The Voyager Network Difference

U.S. Bank purchased Voyager Fleet Systems in 1999. The Voyager Network has supported the fleet payment business for more than 25 years and is accepted at 93% of all fuel merchants in the United States. U.S. Bank leverages the Voyager Network to support organizations in every major industry nationwide, as well as many states and U.S. Federal Government departments and agencies. The Voyager network supports private label and co-brand fleet card programs for major oil companies, regional marketers and distributors.



## Control a variety of payment types while reducing risk

The U.S. Bank Managed Spend Card helps school districts realize efficiencies while reducing the risk associated with check payments. It has many special uses beyond the scope of traditional purchasing cards and corporate travel cards.

Flexibility is a key attribute of the managed spend card. Its features can be leveraged in a variety of ways depending on the purchasing or budgetary situation. For instance, entire spend categories can be opened or blocked to customize purchasing and control functions based on unique needs. This means purchases can be completed easily while maintaining visibility and control.

Moreover, the managed spend card can be used like a stored value card with firm credit limits and a finite expiration date to better manage purchases and expenditures. It can be used either as a short-term or long-term payment vehicle and budgetary funds or credit limits can be adjusted as needed, especially in time-sensitive situations.

### Managed spend cards for:

Teacher training or conferences

Classroom refurbishment

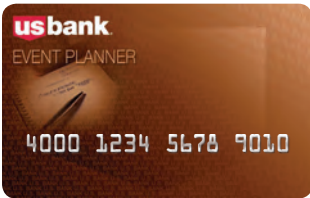
Sports events

Employee relocation

Consultant fees or expenses

Fundraising programs





## Streamline conference and meeting payments

Planning a meeting is about more than just travel. Official meetings often require space, catering, production, speakers, invitations, registration materials, and audio/visual and computer equipment from disparate and sometimes unusual vendors. With the U.S. Bank Event Planner Card, suppliers are paid promptly and securely.

With no more checks to write, everything is on one statement. Whether managing large events, such as teacher training programs or smaller internal meetings, the U.S. Bank Event Planner Card allows employees to focus on planning the meeting instead of the expense management activities.

The event planner card includes MCCs that are not standard on other payment card accounts. Moreover, they can be easily customized to fit a school district's unique spending needs. The standard Merchant Category Codes template for the event planner card includes the MCCs most planners will need as well as some optional choices for special needs. Plus, customization is also available.

Features	Benefits
Consolidated meeting and event spend	Increased visibility to all event spend leads to better decision making
Access to a wide variety of vendors	Improved flexibility to easily make purchases to traditional and non-traditional T&E vendors
Distinct controls, including spending limits, declining balance structure and approved merchant category acceptance	Greater control of expenses by centralizing the management and monitoring expenditures
Automated T&E purchasing, payment and reconciliation processes	Enables school districts to better manage and track T&E spend



## Contact U.S. Bank for more information

From purchasing cards to access tools to complete electronic procure-to-pay systems, U.S. Bank offers school districts the solutions they need to cut costs and operate more efficiently. For more information, please contact us at 866-274-5898 or visit [usbpayment.com](http://usbpayment.com).

All of **us** serving you®



[usbpayment.com](http://usbpayment.com)