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# State of Idaho

Department of Administration  
Division of Purchasing

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To: Agency Directors  
Agency Fiscal Officers  
Agency Pcard Administrators

R.E. Change in Pcard rebate process

In September of this year, the Division of Purchasing negotiated a change to the State of Idaho contract for purchasing card (Pcard) services rebate schedule. The effect of this change is that the State will now begin to receive a rebate on a quarterly basis rather than receiving a single rebate annually based on your agency usage.

We have received the first of these rebates, which is based on the State's spend for the first three quarters (January through September) of calendar year 2009. Wells Fargo has 45 days after the close of each calendar quarter to submit each quarter's rebate to the State. We will be disbursing the rebate to each agency based on a calculation of the percentage of total spend with Pcards for this time period.

Agencies can expect to see the next rebate check, for October through December, 2009, sometime in February, 2010. Thereafter, your agency can expect to receive a quarterly rebate check within two months of the close of each calendar quarter.

Thank you for participating in this program. We hope it continues to be a useful tool to meet your agency needs.

Best regards,

A handwritten signature in black ink that reads "Bill Burns".

Bill Burns