



Date: April 16, 2024

Name
Name
Address
Address

Lee County Board of Education Virtual Credit Card Payment Initiative

Dear Valued Supplier:

The Lee County Board of Education recently launched an accounts payable solution to pay our suppliers with automated MasterCard card payments. Our goal is to optimize our commercial card program to improve process efficiency and working capital management, as well as reduce the cost of processing check transactions. This solution is one component of a broader plan to improve the effectiveness of our accounts payable process to better serve our supplier community.

As a key supplier of the Lee County Board of Education, we would like to begin paying you using a virtual MasterCard Commercial Card. Specific benefits you may experience when you accept payment by MasterCard Commercial Card:

- Accelerated payment and improved cash flow
- Reduced paperwork and streamlined accounts receivables process
- Complete remittance detail to support efficient receivables posting
- No changes or modifications to your existing card acceptance procedures

This is an important initiative for the Lee County Board of Education and, as such, we expect the support of our supplier community. Therefore, participation in the program will be a factor considered in the selection of vendors. To ensure this program offers you faster payments, we intend to pay suppliers who participate in our virtual credit card program upon approval of invoices in the next available payment run. An authorized supplier enrollment team member will contact you to discuss this initiative.

How it Works:

Upon enrolling, you will begin receiving payment details via a secure email from persons.lisa@lee.k12.al.us or paradise.jennifer@lee.k12.al.us with a subject line that reads "Payment Advice". Each virtual credit card account number is valid for only one payment and for precisely the amount indicated in the email. The card expires after it is used or 7 days after you receive the email. Use your standard credit card settlement process for each transaction.

The Lee County Board of Education will not agree to a surcharge or a fee for paying with a virtual credit card.

To Enroll:

To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to persons.lisa@lee.k12.al.us.

Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	

*This is either a Receivable Department email or designated person to process card transaction payments.

Please contact Lisa Persons at 334-705-4104 or by email at persons.lisa@lee.k12.al.us with questions or for further assistance. For additional information, please see the FAQs attached to this letter.

Thank you in advance for supporting our program.

Sincerely,

Ken Roberts, CPA
Chief School Financial Officer
Lee County Board of Education

Virtual MasterCard Payment Initiative Supplier FAQ

Program Strategy

1. Why has the Lee County Board of Education decided to pay suppliers by virtual MasterCard payments?

- Our goal is to optimize our commercial card program in order to improve process efficiency and working capital management, as well as reduce the cost of processing paper checks.
- This initiative also supports our green initiative by reducing our use of paper.
- Suppliers benefit from this strategy as well, since virtual MasterCard payments provide consistent, predictable payments and allow for streamlined processes.

2. What are the benefits to suppliers of receiving payment by virtual credit card payment solutions instead of check?

- More and more, suppliers are coming to realize that they can enjoy significant, tangible savings from accepting virtual MasterCard payment solutions from their customers, including:
 - *Working Capital Management:* As an incentive, the Lee County Board of Education is agreeing to pay card accepting suppliers on approval of invoices; which may result in a significant acceleration of payment.
 - *Process Efficiency:* Suppliers can reduce internal processing and transaction costs by eliminating paper-based processes, including check processing and associated reconciliation efforts.
 - *Customer Acquisition and Retention:* By allowing the Lee County Board of Education to pay by virtual MasterCard, suppliers provide a valued service which may be a determining factor in becoming or remaining a preferred supplier. Additionally, as other customers seek to concentrate spend, suppliers who offer flexible and beneficial payment solutions may receive increased revenue and strengthen their competitive advantage.

3. Can suppliers receive payment by ACH instead of credit card?

- Our goal is to expand our commercial card program as much as possible in order to optimize the benefits we can achieve from process efficiency, working capital management, and spend visibility. As such, our preferred method is a MasterCard payment.

4. Are there fees associated with receiving payment by MasterCard payments?

- The standard processing fees administered by a supplier's merchant acquiring bank will apply. We encourage suppliers to review their merchant account agreement and discuss ways to achieve the most favorable rates with their bank. Additional programs may be available to help reduce these fees based on the transaction size, level of data provided, and frequency of transactions processed.

5. What do suppliers need to do to enroll in this program?

- For those **suppliers who currently accept credit card payments**, they can begin this new payment arrangement by completing the below information (include multiple remittance addresses as appropriate) and send it to the Lee County Board of Education Enrollment team at persons.lisa@lee.k12.al.us

Company Name:	
Remittance Address:	
City:	
State:	
Zip:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email*:	


*This is either a Receivable Dept email(s) or designated person to process card transaction payments.

- For those **suppliers who are not currently set up with a merchant account**, to arrange for basic MasterCard acceptance, they should contact their corporate banking service provider or contact our preferred credit card service provider.

New Payment Process

6. What is the process for being paid by the Lee County Board of Education's virtual MasterCard program?

- Upon invoice payment, an email will be delivered to the email address you provided. The email will come from persons.lisa@lee.k12.al.us or paradise.jennifer@lee.k12.al.us with a Subject Line that reads **"Payment Advice"**. The email will contain a hyperlink that will take you to the card details including the exact amount to process, credit card number, expiration date, and security code.
- The card expires after it is used or 7 days after you receive the email. You will use your standard credit card settlement process for each transaction.
- To prevent emails with payment details going to a spam filter, please add persons.lisa@lee.k12.al.us and paradise.jennifer@lee.k12.al.us to your list of allowable email addresses.
- Below is a sample email with the invoice details.

Payor Information TSYS*SNP TEST 15 20TH ST S STE 1502 BIRMINGHAM,AL 352332000									
To HarryExact 00-0001133 Payment Advice Number: 601491364328320088									
Invoice Date: 03/26/2013									
Click here to obtain Credit Card Details									
#	Invoice Number	Invoice Date	Amount						
1	Inv62358	03/26/2013	\$1.25						
2	Inv62360	03/26/2013	\$1.15						
NOTES : This payment advice has an available balance of \$2.40 that has not been charged to the card. To receive payment for all of the above referenced invoice(s), please charge the remaining balance to the assigned Visa account ending in 7742. If you have questions please call 1-866-488-1858.									
<table border="1"><tr><td>Total :</td><td>\$2.40</td></tr><tr><td>Charged :</td><td>\$0.00</td></tr><tr><td>Available :</td><td>\$2.40</td></tr></table>				Total :	\$2.40	Charged :	\$0.00	Available :	\$2.40
Total :	\$2.40								
Charged :	\$0.00								
Available :	\$2.40								
<small><i>This payment is sent by the Payor identified above. Verient is a third party payment processing provider and is not responsible for this remittance advise or the payment.</i></small>									
<small>Powered By  Verient</small>									

7. Can we process the payment in multiple installments?

- Card payments can be processed successfully in only one transaction and for the precise amount specified in the email remittance details. Attempting to process the card for an amount smaller or greater than the specified amount will result in a Decline. If you must process the transaction for a different amount, or multiple times to get to the specified amount, contact persons.lisa@lee.k12.al.us so that a card payment can be created and configured accordingly.

8. What should we do if a card is declined?

- Ensure you are processing the payment for the precise amount and within the timeframe that the card is valid. If you receive a decline message, you should call PNC Card Services at 1-877-689-7554.

9. Are we required to get a signature for each transaction?

- MasterCard does not require a signature for card-not-present transactions.

10. What is the security code value?

- **Proof that the credit card is in the right hands** – The 3-digit security code shown on the back of a MasterCard lets suppliers know that the card is in the right hands when the customer is not present during the transaction. The supplier's Point-of-Sale device/software may require this value to be entered.

Additional Help

11. Can I charge a credit card processing fee?

The most significant value to you is accelerated receipt of payment. Other benefits include:

- Improved financial controls: checks can be lost or stolen.
- Prompt settlement: minimize payment delays, collection costs and disputes.
- Detailed remittance information: listing of invoices paid will be included with payment advice.

The Lee County Board of Education will not agree to a surcharge for paying with a card.

12. Who do suppliers contact with additional questions?

- For enrollment support or questions about the Lee County Board of Education virtual MasterCard program, please contact persons.lisa@lee.k12.al.us or call 334-705-4104.
- For general questions about the program, contact a member of the Lee County Board of Education's accounts payable team:
 - persons.lisa@lee.k12.al.us or paradise.jennifer@lee.k12.al.us
- Once participating in the program, for questions about specific transactions, contact persons.lisa@lee.k12.al.us or 334-705-4104.