

## City of San Antonio

### ADDENDUM III

**SUBJECT:** Request for Proposals for Corporate Purchasing Card Account Services, (RFP 13-100), Scheduled to Close: December 13, 2013; Date of Issue: November 18, 2013

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** December 5, 2013

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

#### **THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

1. Add: Exhibit 7 – Sample expense report form

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:**

Question 1: Can you provide a sample form that employees use to complete reimbursement/expense reports?  
Response: See Exhibit 7, which is posted as a separate document.

Question 2: Does the City allow for Cash Advance on the current program?  
Response: No.

Question 3: Have you had any Large Ticket Volume associated with your current program? If so, can you provide the historic volume in terms of dollars and the average transaction size associated with the volume?  
Response: No.

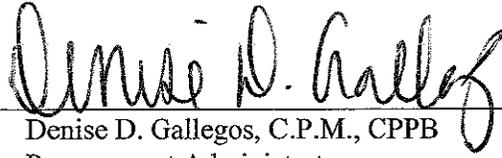
Question 4: Does the City have a need for Convenience Checks associated with this program?  
Response: No.

Question 5: Are replacement cards sent to the City administrative offices or directly to employees?  
Response: Replacement cards are sent to the Program Administrator.

Question 6: How long are your current cards issued for, 3 years?  
Response: Yes.

Question 7: What are the training requirements for your current program? Do employees complete training to enter? Update annually? Etc.  
Response: Training is completed when new cards are requested or when a card is up for renewal.

Question 8: What is your current Expense Reporting software? Or is this a manual paper process?  
Response: The City uses SAP.



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature

