

## VOYAGER REBATES

January 7, 2009

### GENERAL INFORMATION:

- The State receives quarterly rebates from Voyager based on sales volume and prompt payment (within 25 days of the statement date)

### OLD PROCESS:

- One check sent to OA Purchasing each quarter
- OA Purchasing contacted agencies with \$800 or more in rebates to obtain fund information for deposit
- Remainder deposited into General Revenue

### NEW PROCESS

- Will start with rebate for 2<sup>nd</sup> quarter (10/1/08 – 12/31/08)
- Rebates will still be processed quarterly but applied to each Voyager account
- Each account will receive their proportionate share of the rebate reducing an invoice
- Rebate will appear labeled as an 'adjustment' on the invoice

### CONCLUSION

- Please review your internal control processes to determine if there are opportunities to speed up payments without compromising internal controls
- As a state, we have to average 25 days to pay to receive rebate
- Fuel card contract final expiration is June 30, 2009 – team of agency fleet managers is working on the rebid