

# Blackbaud Purchase Card

## A Convenient, Cost-Effective Way to Manage Spending

Effectively managing purchasing at your organization doesn't have to be a complex, time-consuming process. The Blackbaud Purchase Card<sup>1</sup> can help you save time by providing an efficient and convenient alternative to traditional procurement methods, such as purchase orders, invoices, and checks.

And with an online portal to manage your program, you'll be able to set spend controls for individual cardholders, track business expenses across the organization, and ensure that your policies are being enforced.

“Our school switched to the Blackbaud Purchase Card, and now transactions automatically flow into Blackbaud Financial Edge NXT within 24 to 48 hours via Credit Card Feeds. It has been one of the best moves for our Business Office and our school's credit card users. I highly recommend it.”

—Barbara Klose,  
Budget and Disbursement Analyst,  
Families USA Foundation



### Benefits to Your Organization

The Blackbaud Purchase Card delivers benefits, such as:

- ✓ Spend controls—for each user—on where, how, and when cards can be used
- ✓ An automatic annual rebate on all purchases
- ✓ No personal guarantor required
- ✓ No monthly or annual fees
- ✓ Clear visibility into organization-wide spending
- ✓ Convenient online access to manage your card program
- ✓ Visa® enhanced travel coverage for peace of mind

## Streamline purchasing at your organization.

With the Blackbaud Purchase Card, your individual cardholders can experience the convenience of making secure purchases with their chipped Visa® card, whether they're stocking up on office supplies or traveling on business. And program administrators can effectively and efficiently manage your organization's purchase program with a robust online portal, advanced reporting, and comprehensive controls—all with no annual fees.

### Cash Back on All Purchases

Enjoy savings with an annual rebate on all purchases—distributed automatically to your bank account via direct deposit.

### Online Access to Manage Your Card Program

Control spending and reduce costs with clear visibility into organization-wide spending. With the online portal, your program administrator can view credit card statements and cardholder activity.

Take advantage of built-in reporting features, such as audit logs and a variety of detailed reports. Easily review activation status, expiration dates, credit limits, and more for each of your cardholders.

Ensure that employees maintain compliance with your organization's policies with the ability to set spend controls and credit limits for individual cardholders.

### Controls for Where, How, and When Cards Can Be Used

The Blackbaud Purchase Card allows administrators to effectively manage spending based on the organization's purchasing and travel policies:

- ✓ Activation controls
- ✓ Allow domestic or international use
- ✓ Monitor travel expenses and reimbursements
- ✓ Set spend limits and restrict usage to specific types of vendors



### Online Program Management Portal

- ✓ Comprehensive authorization controls
- ✓ Real-time visibility into organization-wide spending for better cash flow management
- ✓ Greater insight into vendor spending so you can negotiate better rates based on spend volume and achieve cost savings
- ✓ Verification that cardholders maintain compliance with spend policies

## Gain peace of mind with Visa Signature Business® benefits.

With Visa Business benefits<sup>2</sup>, your cardholders can enjoy special travel perks and coverages included with their Blackbaud Purchase Card.

### Visa Liability Waiver

As a Blackbaud Purchase Card customer, you will automatically be covered with Visa's liability waiver at no additional cost for your organization. This additional benefit provides up to \$100,000 in coverage in the event that an employee intentionally misuses their card.

- Extensive coverage includes up to \$100,000 per cardholder
- No maximum cap on coverage for your organization
- No deductible and no extra cost

### Visa Travel Benefits

#### Travel and Emergency Assistance Services

Whether your cardholders need to check currency exchange rates or get help with a medical referral, they're covered with travel and emergency assistance—anytime and anywhere. And if their spouse or dependent children are traveling with them, they're covered too.

#### Lost Luggage Reimbursement

When employees purchase their airline tickets with their Blackbaud Purchase Card, their luggage and its contents are covered. If carrier error results in lost, stolen, or misrouted luggage, they'll receive up to \$3,000 in coverage.

#### Travel Accident Insurance

When employees purchase their airline tickets with their Blackbaud Purchase Card, they're covered with accidental death and dismemberment coverage up to \$250,000.

#### Auto Rental Collision Damage Waiver

When paying for an auto rental with their Blackbaud Purchase Card, your employee can get reimbursed for damage due to accident or theft.

#### Roadside Dispatch®

With Visa's pay-per-use roadside assistance program, cardholders can call 24/7 for services, including standard towing, tire changing, jump starting, lockout service, fuel delivery, and winching.

There's no membership or preenrollment required, no annual fees, and no limit on usage.

#### Emergency Card Replacement

If your employee's Visa card is ever lost, stolen, or damaged, Visa will block the card from use in additional purchases and work to expedite card replacement.

<sup>1</sup>Available only in the United States. Credit approval required.

<sup>2</sup>All benefits are subject to terms and conditions. Certain restrictions, limitations, and exclusions apply.