

IC Purchase Card Coordinators Meeting

June 6, 2012

Attendees:

Amita Patel (NIMH)*	Jim Mitchel (NHLBI)*	Robin Prigal (NCRR)
Andrea McGee (CC)	Jody Sallah (NIDDK)	Rosalynn Benson (NIDDK)*
Andi Ricche (NIAMS)*	Karri Mares (NCI)	Sandra Camman (NIAAA)*
Brice Rhee (PwC)	Kenneth L. Marty (HHS/OIG)	Shamay Knox (NIAID)
Bridget McDonald (NIDA)	Iggy Francis (NIA)	Sheila Zichos (NIDA)
Candice Scott (NINR)*	Inez Demery (NICHD)	Shelley Jones-Johnson (NIBIB)
Charles Baron (OD)	LaShonda Wooten (NIGMS)	Sheryl Brugh (NIDCD)
Chris Spates (NIMHD)	Leah Stroud (OD)*	Sonja Larsen (HHS/OIG)
Courtney Bracey (OD)	Linda Ennis (NBS)	Stephanie Greenleaf (CIT)*
Cynthia Williams (NIDCR)*	Linda Fitzwater (NINR)	Tabitha Davol (OD/DSAPS)**
Deborah Adams (NIAAA)*	Maria Fernandez (OD/DSAPS)**	Tam Ngo (NIMH)
Deborah Ivey (ORS)	Maribel Miranda (NIAID)	Tammy Floyd (FIC)*
Denise Dorsey (NINDS)*	Marilyn Cuzzolina (CSR)	Teresa Thomas (OD/DSAPS)**
Dionne Hopson (NLM)*	Mary Smith (OD/DSAPS)**	Theresa Tolbert (NIAMH) *
Dionne Draper (NIMH)*	Michelle Romero (OD/DSAPS)**	Tho-Van Tran (NHLBI)
Doreen Rappaport (OD/DSAPS)**	Mike Brown (NEI)	Traci Pelan (NEI)
Ginger Betson (NIDCR)*	Mike Munday (NIDCR)	Vanessa Palacios (OD/DSAPS)**
Hank Durand (NBS)	Pam Klein (NHGRI)*	
Henry Primas (CC)	Pam Robbins (NCI)	
Janice Brunson (CC)	Patrice Thompson (OD/DSAPS)**	
	Patricia Drake (ORF)	
	Paul Errett (NICHD)	

*Attended using teleconference system

** Purchase Card Program

Welcome & Introduction: Doreen Rappaport, Purchase Card Program Manager, called the meeting to order at 9:35am. There were 36 in attendance, 17 who attended via teleconference. Ms. Rappaport welcomed attendees.

Status of proposed Purchase Card Supplement: Doreen Rappaport presented a quick overview of recent updates to the DRAFT NIH Supplement and the Executive Summary, it had changed slightly since the last version that was presented to the IC Coordinators in March 2012. Several IC Coordinators provided feedback to the earlier version, much of which was incorporated into the latest version. The Purchase Card Program presented the later version with the proposed changes to the EAMC, IAMC and SAC. See attached slides for proposed changes.

Feedback was received from these groups and proposed changes still being discussed include:

- CAO involved in the approval process prior to making a purchase especially if CAO can be held liable for purchases that are not legitimate.
- Property Section is being discussed with George Martinez, Chief of Property
- Penalties for non-compliance are still being reviewed by HR.
- Purchases over \$3,000 with the purchase card requires it to be used as a payment mechanism under a contract. This is not a new requirement per FAR Subpart 13.3. The program recognizes it will impact the community, a meeting with Diane Frasier, HCA will take place and the requirement will be presented to the Executive Officers.

It was briefly discussed whether the AMBIS or POTS systems would need to be changed, if the requirement to involve the CAO in the pre-approval process becomes policy. The Purchase Card Program is currently meeting with the POTS Committee on how the CAO pre-approval can be incorporated in the POTS routing process.

Open Logs: Patrice Thompson, of the Purchase Card Program, reminded IC Coordinator's that there are open logs in NBS that need to be reviewed and verified to determine if they needed to be closed and funds can be used for other purposes prior to FY end. Ms. Thompson gave some tips on how to manage outstanding balances. Each IC Coordinator was sent a report showing their ICs outstanding balances based on the date logged by the cardholder. This report is the nVision ACQ-43 Report.

Purchase Card charges are generally immediate, with the exception of those that may be open because they are service obligations. Following are common reasons causing a log to remain open.

Common Reasons Logs remain open:

- The Requirement is no Longer needed, CH needs to close log
- The log is a duplicate (double obligation)
- Vendor charged less than expected
- Vendor did a "partial" charge and has not charged the remaining amount

- The charged amount was a disputed transaction that is now cleared and was never matched to a log. Log was never cancelled
- The order was cancelled, but not the log
- The vendor never charged

Tip: nVision Report can be run using the date range “Last 60 days or older”
(See Attached Slide)

IC Coordinator’s can gain access to the nVision report by contacting Denise Dmuchowski.

NBS/ nVision: Hank Durand, of NBS, mentioned that the Year-End Announcements will be coming soon.

Purchase Card form changes: Maria Fernandez, of the Purchase Card Program, presented upcoming changes to the Purchase Card Application forms.

- Request for New Purchase Card Holder Form, the request for monthly limits above \$25,000 shall include a justification line. (higher limits are more prone to fraud)
- The Cardholder and Approving Official certification will include a signature line to certify, that the individual has not been involved in fraud.
- The Cardholder and Approving Official certification will include a Supervisor Signature.

CH and CAO grade levels will be reviewed prior to assigning roles to ensure there is an appropriate separation of duties.

Denise Dorsey from NINDS asked if U.S. citizenship is a requirement to apply for a purchase card. The purchase card office has since researched this and has confirmed with HR and GSA that citizenship is not relevant for individuals applying for a purchase card as long as the applicant is an official government employee.

* The Purchase Card Program continuously receives outdated forms. Please refer to the most current application forms, listed on the DSAPS - [Purchase Card Program Website](#).

Update on Custom Antibodies: Dr. Terri Clark, Director of the Office of Animal Care and Use (OACU), gave an update on the importance of purchasing custom antibodies only from vendors that hold PHS Assurance per regulatory standards. For a list of PHS Assured vendors or assistance with determining vendor status, IC Coordinators and cardholders are encouraged to contact OACU. See attached slides.

Currently the OACU is gathering information on the volume of custom antibody purchases at NIH. It is not the intent of the program to hinder research but to work with customers to assist their vendors in getting a PHS Assurance certificate or work with a vendor that does.

If there are questions on what constitutes as custom antibodies or getting specific vendors to obtain a PHS assurance certificate, contact Terri Clark.

HHS OIG presentation on Purchase Card fraud: Kenneth Marty, Assistant Special Agent in Charge and Sonja Larsen, both are from the OIG, presented on purchase card fraud and employee misconduct. Key Themes: No one is above the law and individuals should report any instances of fraud, waste and abuse to OIG for investigation. Hand-outs are not available due to security issues.

The meeting was adjourned at 11:30 am. Next IC Coordinator meeting is scheduled for September 6, 2012.