

IC Purchase Card Coordinators Meeting

June 29, 2016

Attendees

Adams, Deborah (NIAAA)	Palacios, Vanessa (DSAPS)*
Agarwal, Nirmal (CIT)	Preston, Becky (NICHD)
Anderson, Rhanda (NCATS)	Ramakrishnachar, Nagaraja (CIT)
Bayless, Jennifer (CIT)	Ramella, Joanne (NBS)
Bradbury, Lisa (DSAPS)	Ricche, Andi (NIAMS)
Brown, Michael (NEI)	Romero, Michelle (DSAPS)*
Cullen, Jody (NCCIH)	Sanders, Jimmy (NIDCR)
Davis, Brett (CSR)	Schechter, Lou (NIA)
Davol, Tabitha (DSAPS)*	Shete, Yogesh (CIT)
Dorsey, Denise (NINDS)	Smith, Karen (NIA)
Drake, Patricia (ORF)	Snowden, Maria (DSAPS)*
Fowler, Kelly (NCI)	Spates, Chris (NIMHD)
Halcomb, Christie (NCI)	Stanley, Jenny (ORS)
Hawkins, Raymond (NIDA)	Stevens, Rhudel (NICHD)
Jackson, Twann (OD)	Thompson, Patrice (DSAPS)*
Johnson, John (NIDA)	Walker, Glenda (NINDS)
Jones-Johnson, Shelley (NIBIB)	Walker, Lisa (NIAMS)
Kanti, Sup (NBS)	Wang, Steven (PwC)
Kessler, Sarah (DSAPS)*	Weiss, Stephen (NINR)
Kilby, Mike (CIT)	Wooten, LaShonda (NIGMS)
Knox, Shamay (NIAID)	Worsham, Zedekiah (DSAPS)*
Ongaro, Daniel (PwC)	

*Staff within NIH Purchase Card Program

The meeting was called to order at 9:30 am by Zedekiah Worsham, Acting Branch Chief of the Purchase Card Program. Agenda items discussed are presented below.

- **NBS P-Card User/Approver Access Process** – Joanne Ramella from NBS gave an overview on the NBS process to add and/or remove P-card User and/or Approver access. She mentioned that the NBS P-card User and Approver form was updated (dated 7/2016). This form is required by NBS to add or remove P-card user and/or approver access for cardholders and Card Approving Officials (CAOs) or to reactivate access. Without this type of access, these individuals may be unable to complete purchase card reconciliation processes in the system. The new NBS P-card User and Approver form is now available on the NBS portal and may be accessed via the [purchase card website](#). Moving

forward, NBS and the P-card office will not accept the previous NBS form dated 2013. The new NBS form may now be submitted to the purchase card office as part of one file in Word or in PDF format (e.g. request for new cardholder or CAO, request to cancel cardholder and/or CAO.) ICs should review the form to ensure that the information on the form is accurate and complete prior to submitting to the purchase card office for review. Cardholders and/or CAOs that are experiencing issues in NBS when attempting to reconcile their statements, must first submit a ticket to the NIH helpdesk so that NBS may troubleshoot the problem. If it is determined that the individual's P-card user and/or approver access was deactivated, the IC Coordinator may then submit the NBS P-card User and/or Approver form to the purchase card office who will in turn then route to NBS for processing

- **Food and Beverage Approvals (non-conference)** – Kathy Cox discussed the process for obtaining food and beverage approvals. She mentioned that approvals for training that includes food, must go through the regular training approval process. For award ceremonies, the IC Executive Officer must approve the SF-2408, then it goes through the OFM travel mailbox for DDM approval. Emergencies must follow the same approval as award ceremonies and may sometimes go to OGC to determine whether or not it is an emergency. Emergency is defined as eminent danger to human life or federal property. Questions for use of Representation Funds should be directed to the OD office of Budget. Approval must be by the Director of NIH, Dr. Collins. Patrice Thompson from the Purchase Card office reminded everyone that the merchant category code (MCC) for Eating places; Restaurants is currently blocked on all NIH purchase cards. Once approvals are given to the IC, they must then submit the documentation pertaining to the order to the Purchase Card office. The staff will review and work with the bank to process a one-time manual override on the cardholder's purchase card that will be making the buy. Patrice also reminded everyone that since the MCC is blocked, when purchasing gift cards from restaurants, cardholders may also be declined.
- **nVision ACQ Reports** – Yogesh Shete from nVision discussed and provided a demo of various new ACQ reports that nVision has developed and should be available within the coming months. Some of these include the ACQ-38 report that provides a list of p-card transactions that were not reported to DCIS and the ACQ- 62 report that provides a list of transactions that were not verified by the cardholder or approved by the CAO by the cardholder and CAO reconciliation deadlines. Typically, individuals on this report will appear if they did not reconcile by the 13th and 18th of each month. This report will list cardholders and CAOs that did not reconcile by the deadlines whether or not a reconciliation extension was granted. ICs are encouraged to test and provide feedback on the new nVision reports. Any questions or feedback regarding these reports, should be submitted to Michelle Romero or the Purchase Card Helpdesk.

- **FY16 Year End Process** – Maria Snowden from the Purchase Card Office discussed key dates pertaining to the purchase card for the FY16 Year-End closeout. She mentioned that the reconciliation deadlines for the September statement will remain the same. For October, the reconciliation deadlines have been shifted slightly. The new deadlines are October 20 for cardholders and October 25 for CAOs. Additional information on Year-End processes will be forthcoming. Requests for Year-End emergency cardholder designations have been sent to the ICs. Please be sure to review and provide the names of the individuals who will act as emergency cardholders for your IC by the said deadline.
- **Card Approving Official (CAO) Training** – Tabitha Davol from the Purchase Card Program discussed that the Purchase Card Office has been working with PwC to develop training for CAOs. IC Coordinators should email Tabitha with any ideas that they may have on the content of the CAO training.

The meeting adjourned at 11:20 am. The next IC coordinator meeting is scheduled for August 18, 2016 from 9:30 am -11:30 am.