

IC Purchase Card Coordinators Meeting

October 15, 2015 (Minutes)

Attendees:

Adams, Deborah (NIA)	Knox, Shamay (NIAID)
Bandel, Amy (NCI)	Lindsay, Carol (NIDA)
Brewer, Niaema (NIDDK)	Miller, Pete (NHGRI)
Brown, Dionne (NLM)	Ongaro, Daniel (OD)
Brown, Michael (NEI)	Palacios, Vanessa (DSAPS/Pcard)
Camman, Sandra (NIAAA)	Preston, Rebecca (NICHD)
Cuzzolina, Marilyn (CSR)	Pulliam, Zelia (NICHD)
Davol, Tabitha (DSAPS/Pcard)	Rappaport, Doreen (DSAPS/Pcard)
Dorsey, Denise (NINDS)	Romero, Michelle (DSAPS/Pcard)
Drake, Patricia (ORF)	Sachs, Susie (NHLBI)
Fratina, Michael (OALM/OLAO)	Sanders, Jimmy (NIDCR)
Grant, Vinton (NLM)	Schechter, Louis (NIA)
Greenleaf, Stephanie (CIT)	Sikes, Lauren (FIC)
Harrison, Monique (CC)	Simmons, Monique (DSAPS/Pcard)
Holland-Lawrence, Veronica (NIAMS)	Smith, Karen (NIA)
Jackson, Twann (OD)	Snowden, Maria (DSAPS/Pcard)
Johnson, John (NIDA)	Stanley, Jenny (ORS)
Jones-Johnson, Shelley (NIBIB)	Thompson, Patrice (DSAPS/Pcard)
Kanti, Sup (NBS)	Vergheese, Anju (ORS)
Kessler, Sarah (DSAPS/Pcard)	Wang, Steven (PwC)
	Worsham, Zedekiah (DSAPS/BPA)

The meeting was called to order at 9:30am by Doreen Rappaport, Purchase Card Program Manager. Agenda items discussed are presented below.

- 1) **BPA Survey.** Zedekiah J. Worsham of the BPA Program announced that they will be emailing the purchase card community an electronic BPA Survey near the end of October and beginning of November. The survey will focus on how people use the BPA Program and ask their opinions of it.
- 2) **Division of Scientific Equipment & Instrumentation Services ORS/DSEIS -** Anju Vergheese of the Office of Research Information Systems presented information on DSEIS. The mission of DSEIS is to meet the scientific equipment acquisition and maintenance needs of the NIH Intramural Research community proficiently and at a competitive cost.

She explained that DESIS procures scientific equipment for NIH, prepares the justifications, obtains funding and tracks the property. The researcher can rent the equipment from DSEIS with the option of buying at the end of the rental agreement. There is a minimum rental term of one year and custom equipment must be bought out at the end of the rental term. For more information, the DSEIS telephone number is: 301-496-9748 and their [website](#).

- 3) **Building the Property Record OALM/OLAO** – Michael Fratina from the Property Management Branch discussed the need to ensure that different accountable items are itemized separately on the purchase request to ensure assets are recorded tracked in NBS/Sunflower.

He stressed the importance using the correct Object Class Code and correct Property Custodial Codes as well. Accountable property items are required to have their own decal worksheet as well as the correct acquisition value of the assets.

- 4) **Best Practices – NCI Purchase Card Information Newsletter** – Amy Bandel of the National Cancer Institute showed a purchase card newsletter that she writes for NCI cardholders and CAOs to help address issues. Also NIAID mentioned that they created a blog to communicate with their cardholders and CAO community.
- 5) **Payment of Recurring Services PwC** – Steven Wang of Pricewaterhouse Cooper presented on ensuring approvals are obtained prior to purchases being made. This includes ensuring approval is obtained beforehand for recurring purchases. Steven explained ICs cannot wait until an invoice arrives and then request approval for the purchase. This is considered an unauthorized commitment also known as unauthorized procurement action (UPA). See slides for additional information.
- 6) **Summary of Convenience Checks at NIH FY15 PwC**- Steven Wang of Pricewaterhouse Coopers showed the top 15 individual or business paid with Convenience Check and the Number of Convenience Checks Written per IC. This was based on the semi-annual convenience check analysis that was recently completed. It was noted that payments for clinical trial participants caused a significant increase in convenience checks written and was responsible for 63% of the total increase. Also because SF-44 forms were phased out in early January, this also resulted in an increase in convenience checks written. IC Coordinators were reminded that convenience checks should only be used as a last resort for payment.
- 7) **NIH FY15 Purchase Card Spending Report** – Sarah Kessler with the Purchase Card Program Office provided a summary on the number of transactions for each of the FY15 quarters and the dollar amount spent. The annual total number of transactions was 361,631 and the total dollars spent were \$238,140,002.80 based on transaction post date.

8) **Administrative Topics-**

- a. Doreen said there has been an increased in compromised cards this month. IC Coordinators should remind cardholders to continue to monitor transactions and report anything unusual to bank.
- b. Information on POEET has gone out from NBS – cardholders and CAOs should register for POEET (Project/CAN, Expenditure Organization, Expenditure Type, Expenditure Item Date and Project Task) Town Hall Awareness Sessions. The Town Hall sessions will be held on the main campus in the Natcher Auditorium (Bldg 45) on October 28, 2015 and November 20, 2015. The sessions will be offered several times on each of these days to allow **in person** attendance at the most convenient time for an individual.
- c. Oct Reconciliation dates - Due to NBS being down, the October reconciliation dates have changed. Cardholders have a new deadline of Friday October 23, 2015 and CAOS deadline is Monday October 26, 2015.
- d. Patrice Thompson reminded IC Coordinators that cardholders must check SAM when using the purchase card as a payment mechanism over micropurchase threshold before making purchases. Cardholders should also make sure vendors have CAGE Codes and they have no debts to the Federal Government. This should be done before award and before paying the invoice.
- e. Michelle Romero said the micro purchase threshold has been increased to \$3,500 and single purchase limits have been updated in Payment Net. The Purchase Card Program is in the process of updating the training classes to include refresher training, the NIH Purchase Card Supplement and the three day class with the new threshold limits. The supplement will have an interim version of 6.1 which will include the threshold change as well as the recent changes to FAC-C requirements.

The meeting adjourned. The next IC Coordinator meeting is tentatively scheduled for December 10, 2015 from 9:30 – 11:30am.