

# IC Purchase Card Coordinator's Meeting

## December 15, 2016

### Attendees

Bandel, Amy (NCI)  
Bradbury, Lisa (DSAPS)\*  
Brown, Dionne (NLM)  
Brown, Michael (NEI)  
Cullen, Jody (NCCIH)  
Dowdy, Jeri (NIMH)  
Drake, Patricia (ORF)  
Fowler, Kelly (NCI)  
Francis, Ignacina (NIA)  
Harrison, Monique (CC)  
Huang, Jeffrey (PwC)  
Jackson, Twann (OD)  
Johnson, John (NIDA)  
Johnson, Yolanda (FIC)  
Kanti, Sup (NBS)  
Kessler, Sarah (DSAPS)\*  
Knox, Shamay (NIAID)

Ongaro, Daniel (PwC)  
Palacios, Vanessa (DSAPS)\*  
Petty, Adam (NIA)  
Pulliam, Zelia (NIDCD)  
Ramos, Ricardo (NHGRI)  
Rappaport, Doreen (DSAPS)\*  
Ricche, Andi (NIAMS)  
Romero, Michelle (DSAPS)\*  
Sikes, Lauren (FIC)  
Snowden, Maria (DSAPS)\*  
Spates, Christine (NIMHD)  
Stroud, Leah (OD)  
Thompson, Michael (DSAPS)\*  
Thompson, Patrice (DSAP)\*  
Tran, Tho-Van (CSR)  
Walker, Glenda (NINDS)  
Wang, Steven (PwC)  
Weiner, Jeff (NIDDK)

\* Staff with NIH Purchase Card Program

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

- **Onsite Review Results** – Steven Wang from PwC presented the common findings from the FY16 on-site reviews. PwC conducted 124 on-site reviews. Of those, 90% were found to be in compliance with purchase card policies and procedures. The top five findings for FY16 were: Missing Pre-Approval, Missing Receiving, Missing Invoice, Missing Justification and Missing Requirements for purchase over the micro-purchase threshold. Steven discussed tips and best practices in these areas to ensure that cardholders are compliant with each requirement. He also provided the tentative schedule for FY17 on-site reviews.
- **MCC Blocks** – Maria Snowden from the Purchase Card Program discussed the continued efforts to mitigate the risk of potential fraud to NIH and to minimize the volume of compromised cards. Part of this effort includes routinely reviewing and potentially blocking additional merchant category codes (MCCs) that are considered high risk and potentially result in fraud, waste or abuse. The program is considering additional MCCs that would be blocked. The majority of the transactions that were made under these MCCs appeared to be fraud. Once the MCCs are blocked with the bank, the program office will notify the ICs. Any transactions to merchants who are using these MCCs will then be declined when cardholders attempt to make a purchases. If there is a need for a cardholder to make an

authorized purchase with a particular merchant that bills under these MCCs, you can contact our office along with a copy of the purchase request so that we can handle on a case by case basis by processing a onetime manual override with the bank that would allow the transaction to be processed on the cardholder's account. Separate email will be sent to the IC Coordinators with a list of the MCCs to be added to the blocked MCC list.

- **HHS Contract Writing System Review**- Patrice Thompson from the Purchase Card Program discussed that HHS is in the process of looking at five different contract writing systems. In January 2017, HHS will start market research/user testing sessions. They are looking for 3-5 savvy purchase card users with extensive expertise in the purchase card process (purchasing, logging, reconciling, reporting) that would be willing to attend the testing sessions and review the different contract writing systems. If there are any volunteers, please submit to Patrice.
- **DCIS Errors** – Patrice Thompson from the Purchase Card Program discussed the Fed Data Check on DCIS/FPDS fields 10H and 6M. These fields are flagged when there are errors in the DCIS entry. Cardholders who have errors will be receiving a report along with instructions on how to correct the fields.
- **Smart Pay 3** – Doreen Rappaport reminded everyone that the current GSA SmartPay2 master contract will expire November 29, 2018. The future program, SmartPay 3 (SP3) will begin on November 30, 2018. She mentioned that J.P. Morgan has said they will not be participating as one of the banks in the Smart Pay3. Once the master contracts are awarded, HHS will coordinate a working OPDIV group to help determine and establish a new task order for the agency. NIH has begun some transition activities to prepare for the change in banks and will keep the ICs abreast of any updates.

The meeting adjourned at 11:00. The next IC Coordinator Meeting is scheduled for February 9, 2017 from 9:30-11:30am.