

**IC Purchase Card Coordinator's Meeting
February 11, 2016**

Attendees

Adams, Deborah (NIAAA)	Klein, Pamela (NHGRI)
Bandel, Amy (NCI)	Knox, Shamay (NIAID)
Brewer, Niaema (NIDDK)	McClelland, Peggy (NCATS)
Brown, Dionne (NLM)	Miller, Pete (NHGRI)
Brown, Michael (NEI)	Ongaro, Daniel (PwC)
Brzyski, Paul (PwC)	Palacios, Vanessa (DSAPS)*
Cullen, Jody (NCCIH)	Powell, Felicia (NEI)
Cuzzolina, Marilyn (CSR)	Pryor, Amy (NHLBI)
Davis, Pamela (NINR)	Rappaport, Doreen (DSAPS)*
Davol, Tabitha (DSAPS)*	Ricche, Andy (NIAMS)
Drake, Patricia (ORF)	Romero, Michelle (DSAPS)*
Estrella, Elaine (NHLBI)	Schechter, Louis (NIA)
Fowler, Kelly (NCI)	Simmons, Monique (DSAPS)*
Gentry, Melissa (NIEHS)	Snowden, Maria (DSAPS)*
Hawkins, Raymond (NIDA)	Spates, Chris (NIMHD)
Holland- Lawrence, Veronica (NIAMS)	Stevens, Rhudel (NICHD)
Jackson, Twann (OD)	Thompson, Patrice (DSAPS)*
Johnson, John (NIDA)	Wang, Steven (PwC)
Jones-Johnson, Shelley (NBIB)	
Kessler, Sarah (DSAPS)*	

*Staff with NIH Purchase Card Program

The meeting was called to order at 9:40 am by Doreen Rappaport, Branch Chief of the Purchase Card Program. Agenda items discussed are presented below.

- **Onsite Reviews** Steven Wang from PwC discussed common findings of onsite reviews. The most common areas of non-compliant findings are: missing receiving, missing pre-approval or approval after the purchase, missing vendor invoice, sales tax paid, missing justification for not using required sources, and issues with awards over MPT where the purchase card was used as the payment mechanism. Steven went over tips for how cardholders could be compliant with each requirement and also discussed the tentative schedule for onsite reviews. Steven also reviewed the memo from OFPP (Office of Federal Procurement Policy) that instructed the community to use NASA SEWP, GSA IT Schedule 70, or the NITAAC GWAG for the [purchase of laptops and desktops](#).

- **RSAM (Repository-Simplified Acquisition Module)** - Shamay Knox, IC Purchase Card Coordinator for NIAID, discussed R-SAM, a paperless simplified acquisition system that NIAID developed and is using. R-SAM allows for the creation, population, and archiving of acquisition files. Shamay discussed the many benefits of using R-SAM which included the reduction of paper, increased accountability and compliance, continuity of operations, and more secure files. She reviewed the different phases of NIAID's R-SAM program, an overview of the operating system, how acquisition files are automatically created, populated, reviewed and approved, and the multiple search options. For additional information, please contact Shamay Knox at NIAID.
- **PMAP Elements** - Sarah Kessler from the Purchase Card Program discussed suggested PMAP elements for the purchase card community and anyone serving as a cardholder, CAO or IC Coordinator. NIAID and NCI gave examples of what they use. Sarah provided several elements that could be included in the PMAPs of these individuals. The elements listed were specific to the responsibilities and expectations of each role. Sarah also stated that the use of the elements were not mandatory but a helpful tool to ensure accountability. The information is available on the Purchase Card Website.
- **Tax Recovery** - Vanessa Palacios with the Purchase Card Program discussed tax recovery efforts. She is utilizing a VISA Intellilink report to pull data on taxes paid by NIH cardholders. Out of the 39 transactions that were captured in the first data call for taxes over \$50 that show as having taxes paid, 26 cardholders did not pay tax according to their receipts; however, 13 cardholders did pay tax. All 13 were able to recover the taxes that were paid. The second data call captured 25 transactions and only 4 had actually paid taxes. Of those transactions, 2 cardholders had recovered the taxes. This will be a continued report that the purchase card program will run and refine as data is developed.
- **General FPDS Audit Findings & Above MPT Actions** - Patrice Thompson with the Purchase Card Program discussed OMB yearly requirements to validate data entered into FPDS. She stated that there were 20 people selected for the HHS review and numerous issues were noted. Patrice listed several common findings including: actions being reported after the 3-day deadline in addition to incorrect descriptions and other information that accurately reflected what was purchased.
- **Other Administrative Updates** Doreen reminded IC Purchase Card Coordinators of the following:

 1. Please ensure CAOs and cardholders who leave their institute or NIH are promptly reported to the P-Card office so that their accounts can be cancelled. At least one account recently was not cancelled and as a result, fraud ended up occurring on the account. Fortunately the purchase card

program was able to recover the funds; however, it is critical that the purchase card office be informed to prevent this in the future.

2. NBS notifications have changed (email notification went out on this) and that cardholders now receive 2 monthly notifications, 1 on the 13th and 1 on the 15th, and CAOs also receive 2 notifications, 1 on the 16th and 1 on the 18th, prior to the reconciliation deadline.
3. Reminder that next training date for new IC Purchase Card Coordinators is scheduled for March 10th.
4. BPA Program is doing an electronic survey and will pertain to improvements in the BPA program and current functioning of the program. Survey will be sent to cardholder community and should take no more than 10 minutes to complete.
5. Purchase Card Supplement 6.1 (which updates the MPT to \$3,500 and the FAC-C certification requirements) would soon be uploaded to the website; however, the HHSAR PGI still has not been finalized.

The meeting adjourned at 11:25. The next IC Coordinator meeting is scheduled for April 14, 2016 from 9:30 – 11:30am.