

## IC Purchase Card Coordinators Meeting June 25, 2015

### Attendees:

Bandel, Amy (NCI)	Kessler, Sarah (DSAPS/Pcard)
Brown, Dionne (NIMH)	Klein, Pamela (NHGRI)
Brown, Michael (NEI)	Ongaro, Daniel (PwC)
Camman, Sandra (NIAAA)	Palacios, Vanessa (DSAPS/Pcard)
Cuzzolina, Marilyn (CSR)	Preston, Rebecca (NICHD)
D'Ascoli, Nic (DSAPS/ASRB)	Rappaport, Doreen (DSAPS/Pcard)
Davis, Pamela (NINR)	Ricche, Andi (NIAMS)
Davol, Tabitha (DSAPS/Pcard)	Romero, Michelle (DSAPS/Pcard)
Dorsey, Denise (NINDS)	Sachs, Susie (NHLBI)
Drake, Pat (ORF)	Sanders, Jimmy (NIDCR)
Draper, Dionne (NIMH)	Sikes, Lauren (FIC)
Fitzwater, Linda (OD)	Simmons, Monique (DSAPS/Pcard)
Fowler, Kelly (NCI)	Snowden, Maria (DSAPS/Pcard)
Francis, Ignacina (NIA)	Stroud, Leah (OD)
Gerwin, Claudia (NIDDK)	Thompson, Patrice (DSAPS/Pcard)
Harris, Denna (NIAMS)	Timmons, Kiana (ORS)
Harrison, Monique (CC)	Tran, Tho- Van (CSR)
Jackson, Twann (OD)	Wang, Steven (PwC)
Johnson, John (NIDA)	Worsham, Zedekiah (DSAPS/BPA)
Jones- Johnson, Shelley (NIBIB)	Yau, Janet (PwC)
Kanti, Sup (NBS)	

The meeting was called to order at 9:34 am by Doreen Rappaport, Purchase Card Program Manager. Agenda items and discussion are below.

**NBS & R12 Updates** – Sup Kanti provided an update on June unreconciled purchase card charges. She emphasized that cardholders who experience issues during reconciliation in NBS must submit a ticket to the NIH helpdesk for NBS support. NBS has found that some of these issues may be desktop related and not necessarily R12 related. The helpdesk will triage the ticket and route to the appropriate office for resolution. Sup also reminded the group that although a cardholder and/or CAO may be granted a reconciliation extension by the purchase card office, any charges that were not, at a minimum, matched to a log will be paid against the cardholder' default CAN. The cardholder must still then go into NBS and reconcile these charges and then work with OFM or the IC's Budget Office to cite the correct CAN as necessary. As of June 3, over 10000 unmatched invoices and with IC's help, numbers early this morning

were at 500 unmatched invoices. Sup also informed the group that information on FY15 Year-End deadlines will be forthcoming in the next coming months. The purchase card office will release any changes in reconciliation deadlines as we near the YEC dates.

**Updated Efficient Spending Policy (ESP) as of June 15** –Nic D’Ascoli reported on the new ESP policy that incorporates relief granted by FY15 CR/Omnibus. For the purposes of efficient spending, NIH is now considered an independent agency so HHS will no longer be involved in reviewing and approving of NIH conference requests. The conference approval requirements will remain the same, but all requests will be approved at the NIH level. Nic discussed the various types of conferences, NIH Hosted, Sponsored or Co-sponsored. All of which must include travel. The new policy provides a more streamlined process for approving attendance to non-NIH hosted conferences. He also recommended that ICs implement internal policies and practices to ensure compliance with conference approval requirements and accurate data reporting. Approval for non-NIH hosted conference \$5,000 or less, with limitations, may be approved at the IC level. Such approvals must be documented and loaded into the OFM website no later than 30 days after travel begins (for non-NIH hosted conferences). For more information on Conference approvals or the ESP, please contact [EfficientSpendingPolicy@nih.gov](mailto:EfficientSpendingPolicy@nih.gov).

**Blanket Purchasing Agreements** – Zedekiah Worsham gave an overview on the BPA program office and their role in establishing BPAs. Currently, NIH maintains approximately 700 Federal Supply Schedule (FSS) and Open Market (O/M) BPAs covering a wide range supplies and services. He reminded the group of some of the benefits of using NIH-Wide BPAs which include discounted pricing and negotiated terms and conditions. The BPA office provides a preferred list of vendors that are frequently used by the Delegated and Simplified Acquisition community. For more information on BPAs, please contact [BPAProgrambranch@mail.nih.gov](mailto:BPAProgrambranch@mail.nih.gov) or 301-496-5212.

**NIH Quarterly Refund (PwC)** – Janet Yau with PwC, gave a presentation on NIH refund earnings for FY13 and FY14. She provided the comparison in earnings and mentioned that in FY14 an increase of rebate earnings by 16% across NIH was noted. Rebate earnings are based on the volume of spend and speed of pay. ICs will see an increase/decrease of rebate earnings depending on the fluctuation in purchase card spend.

**Reduced Purchase Card Limit for Government to Government transactions** – Patrice Thompson discussed the reduced limit on purchase card spending for government to government purchase card transactions. The limit has been reduced to \$24,999 as of June 1, 2015. The purpose of the decrease is to help minimize the fees that the government is assessed per transaction.

**Other Updates:**

**EMV Chip and Pin Cards** – GSA and JP Morgan are still in discussion with regard to the fee that may or may not be assessed to agencies for implementation of the chip and pin cards. Cardholders are anticipated to receive chip and pin cards as new cardholders or as existing cardholders when receiving replacement cards for lost/stolen and expired cards. The purchase card office sent additional communication out to the ICs on the new chip and pin card in July. Updates on chip and pin cards will be provided as they become available.

**Open Logs** – ICs should begin looking at open purchase card logs for their ICs by running reports in Nvsion. Any logs that are not anticipated to be matched to a valid transaction by September 30 should be deleted so that those funds can be deobligated and used for other agency needs.