

## IC Purchase Card Coordinators Meeting August 13, 2015 (Minutes)

### Attendees:

Adams, Deborah (NIAAA)  
Bandel, Amy (NCI)  
Brown, Dionne (NLM)  
Camman, Sandra (NIAAA)  
Cuzzolina, Marilyn (CSR)  
Davis, Nancy (NIAID)  
Davol, Tabitha (DSAPS/Pcard)  
Dmuchowski, Denise (CIT)  
Drake, Pat (ORF)  
Estrella, Elaine (NHLBI)  
Fitzwater, Linda (OD)  
Ellis, Mia (NEI)  
Erret, Paul (NHLBI)  
Gerwin, Claudia (NIDDK)  
Greenleaf, Stephanie (CIT)  
Harrison, Monique (CC)  
Hughes-Song, Kimberly (OIG)  
Ingram, Leah (OD)  
Jackson, Twann (OD)  
Jones-Johnson, Shelley (NIBIB)  
Kanti, Sup (NBS)  
Klein, Pamela (NHGRI)  
Knox, Shamay (NIAID)  
Krause, Kathy (OIG)  
Marquez, Gary (OD)  
Miller, Pete (NHGRI)  
Pike, Terri (NHLBI)  
Preston, Rebecca (NICHD)  
Pulliam, Zeilia (NIDCD)  
Rappaport, Doreen (DSAPS/Pcard)  
Ricche, Andi (NIAMS)  
Romero, Michelle (DSAPS/Pcard)  
Sachs, Susie (NHLBI)  
Schechter, Louis (NIA)  
Simmons, Monique (DSAPS/Pcard)  
Snowden, Maria (DSAPS/Pcard)  
Stanley, Jenny (ORS)  
Sunde, Gayle (NIAID)  
Tessa, Stiner (NCCIH)  
Thompson, Patrice (DSAPS/Pcard)  
Timmons, Kiana (ORS)  
Walker, Glenda (NINDS)  
Wooten, Lashonda (NIGMS)  
Yun, Julie (NIAID)  
Zink, Monica (OIG)

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

1. **OIG Presentation on Purchase Card Fraud & Misuse.** Special Agent Monica L. Zink of OIG Special Investigations Branch (SIB) gave a presentation on what HHS OIG does to prevent purchase fraud & misuse. She gave multiple examples of how OIG caught cardholders engaged in fraud and misuse. When misuse is suspected, please contact NIH Purchase Card Program or OIG-SIB. Monica's contact email is [Monica.Zink@OIG.hhs.gov](mailto:Monica.Zink@OIG.hhs.gov) or 202-260-0772. You can also call or email Kimberly Hughes Song, General Investigator at [Hughes.Song@oig.hhs.gov](mailto:Hughes.Song@oig.hhs.gov) or call 202-260-0828.

2. **Review of Reporting Requirement in nVision.** Denise Dmuchowski from nVision gave a presentation on a proposed nVision report that would show PCard transactions for a specified period including disputes and credits. Registered users will have access to the report. If anyone has other fields they would like to see added to the report, please contact Denise.
  
3. **NIH Supply Center.** Gary Marquez of OLAO gave a presentation on the NIH Supply Center, including its mission and its state of operations at the end of FY 2015. The Supply Center has some new initiatives underway for the current fiscal year such as a web page shopping cart feature. Reasons to use the NIH Supply Center include low prices, reduced surcharge, free delivery on campus and off-campus, stores in Buildings 10 and 31, and on-line/fax ordering.
  
4. **End of FY 2015 Year End Purchase Card Processes.** Doreen Rappaport and Maria Snowden of the PCard Program reminded everyone that non-emergency purchase cards will be temporarily suspended on Monday, September 21 at 5PM as part of the Year-End closeout process. During the suspension period, the only individuals that will be able to use their purchase cards are those that were previously designated as Emergency Cardholders by their respective ICs. Emergency procedures must be followed for each purchase made during this timeframe. Shipping cards will not be suspended. Additionally, convenience checks that were issued prior to the cards being suspended will still be honored by the bank. Any new checks written during the suspension period must also adhere to the year-end emergency purchase guidelines. All purchase cards are expected to be reinstated by the bank on Oct 1. The purchase card office will notify the purchase card community once the cards are available for use with FY16 funds. Since NBS will be down on September 30 (12:00 noon) until Oct 14, any purchases made in FY16 will need to be manually recorded by the cardholder and then transferred electronically, once NBS is back up and running on Oct 14.

Cardholders should be addressing any open logs before Sept 30. Any logs that are not anticipated to be matched against a valid purchase should be deleted so that those funds may be utilized for other mission critical needs by the IC. NIH had a deadline for resolving FY 2010 lines by August 7, 2015 and these lines must be addressed immediately as the date has passed. To assist in these efforts, please view the FY 2010 Report. Please read the email that was sent to you on this subject by OALM.

5. **Administrative/Other.** Doreen also briefed on the following:

- An increase in compromised cards was noted in the months of June and July due to a 3<sup>rd</sup> party security breach that occurred with a merchant. Cardholders must continue to monitor their purchase card transactions regularly in NBS to identify any suspicious charges and report any questionable charges to the bank and the NIH Purchase Card Program immediately.
- In effort to mitigate the risk of potential fraud to NIH and minimize the volume of compromised cards, the purchase card office routinely reviews and may block merchant category codes (MCCs) that are considered high risk and could potentially result in fraud, waste or abuse. Due to a review that was conducted and the volume of fraudulent transactions that had occurred on purchase card accounts under MCC 5812 (Eating places; Restaurants) in addition **to the current HHS policy on the very limited use of appropriated funds to purchase food**, the decision was made to block this MCC from all NIH purchase card accounts.
- As a result, any new purchases made with merchants that bill under this MCC will be declined by the bank. If an IC anticipates frequent purchases being made from a merchant registered with a blocked MCC (e.g. approved protocol, approved ongoing initiative, etc.), we can consider adding this MCC to the cardholder profile allowing those purchases without having to request manual authorizations. Otherwise, declines of this nature will be handled on a case by case basis after review of documentation, justifications and preapprovals submitted to our office for the purchase.
- Effective October 1<sup>st</sup>, 2015, the micro-purchase threshold base will increase to \$3,500. Purchase Card Program is working with NBS and JP Morgan to implement this change. This will also affect the DCIS reporting limit.
- OC codes are being changed from 4 digits to 5 digits, effective October 1<sup>st</sup>. More information should be forthcoming from OFM.
- Appropriation Law should be taken by all 1102 and 1105 series during FY 2016. More information should be forthcoming from the Acquisition Career Program.
- R12 related issues that may still be impacting some cardholders, need to be logged with NBS Help Desk as needed.
- Chip and pin cards are being issued for new cards or as cards are compromised.

Meeting adjourned at 11:35.