

# IC Purchase Card Coordinator's Meeting

## August 17, 2017

### ATTENDEES

Adams, Deborah (NIAAA)  
Anderson, Rhanda (NCATS)  
Brown, Michael (NEI)  
Butler, Scott (NIDCD)  
Cuzzolina, Marilyn (CSR)  
Davis, Nancy (NIAID)  
Dorsey, Denise (NINDS)  
Dowdy, Jeri (NIMH)  
Ellis, Ann (NCCIH)  
Fowler, Kelly (NCI)  
Gentry, Melissa (NIEHS)  
Halcomb, Christie (NIAAA)  
Harrison, Monique (CC)  
Hawkins, Raymond (NIDA)  
Jackson, Twann (OD)  
Johnson, John (NIDA)  
Kanti, Sup (NBS)  
Kessler, Sarah (DSAPS)\*  
LaRoche, Korriise (NIEHS)  
Mabe, Taryn (NIA)  
Medcalf, Kelly (NHLBI)

Miller, Karen (NLM)  
Parson, LaShonda (NIGMS)  
Peltier, Paula (NIDA)  
Petty, Adam (NIA)  
Preston, Rebecca (NICHD)  
Ramos, Ricardo (NHGRI)  
Rappaport, Doreen (DSAPS)\*  
Romero, Michelle (DSAPS)\*  
Sanders, Jimmy (NIDCR)  
Shanahan, Maureen (NCI)  
Sheelor, Marisa (NINR)  
Smith, Karen  
Snowden, Maria (DSAPS)\*  
Stanley, Jenny (ORS)  
Stevens, Rhudel (NICHD)  
Thompson, Michael (DSAPS)\*  
Thompson, Patrice (DSAPS)\*  
Timmons, Kiana (ORS)  
Tran, Tho-Van (CSR)  
Walker, Glenda (NINDS)  
Wilson, Brittini (NIDDK)  
Yun, Julie (NIAID)

\* Staff with NIH Purchase Card Program

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

- **Duplicate Logs** – Sup Kanti with NBS said that on Tuesday, August 1, 2017, because of a bank error, duplicate purchase card transactions/invoices were loaded into the NBS. Over 1000 purchase card transactions were duplicated and purchase card transactions with a posting date of 7/21, 7/24, 7/25, 7/26, and 7/27 were imported twice. NBS removed the duplicate invoices. Most NIH cardholders can continue with the reconciliation process and ensure their transactions are properly matched to logs and verified. Many affected cardholders have already acted on these logs and associated them with the individual transactions.

If cardholders are missing a particular purchase card log, please submit a NBS Helpdesk ticket so further troubleshooting can be completed.

- **OIG Request** – Doreen Rappaport discussed the OIG request that was sent early this week. OIG is requesting documentation for 97 transactions from the ICs. 21 out of 27 ICs

received requests for transaction information. OIG deadline is August 22. Email went out Monday August 14 to the affected IC Coordinators and the cardholders.

- **Disputes in NBS** - The Purchase Card Program has been working with ICS on open NBS disputes. Currently, there is an adhoc report (not yet in nVision) that the program has been working with and providing to the ICs. The report shows purchase card transactions that were flagged as disputes by cardholders during reconciliation but have not yet been cleared in NBS. IC Coordinators need to work with their cardholders on this report and determine resolution status.

Please remind your cardholders and card approving officials (CAOs) that all charges whether they are disputed in NBS or not, get paid by NIH initially. Disputing a transaction in NBS does not prevent the merchant from being paid for erroneous charges. The purchase card office will work with nVision to develop a similar report that will be available to the ICs in the future.

- **IC Best Practices** – Melissa Gentry presented on a best practice that she uses as IC Coordinator for NIEHS. She noticed an increase of extension requests for reconciling from her purchase cardholders. She and Korriise Laroche developed a reminder email that she sends routinely to her cardholders stressing the importance of performing reconciliation on NIEHS time. The email includes the executive officers to remind them of the deadline. This has markedly reduced the need for extension requests.

Doreen mentioned that if other ICs have best practices related to purchase card that they would like to share, please let her know.

- **Requirements for Purchase Card Requests and Account Changes** - Maria Snowden from the Purchase Card Program discussed new accounts and purchase card account change requests that are submitted to the office. She stated that there has been an increase in requests being submitted by the ICs that contain missing information on the forms. Some examples of these include: incorrect CAN information, missing signatures, missing justification etc. Unfortunately, requests that are incomplete or have missing information causes delays for both the purchase card office and for the ICs in receiving new cards or having account changes made. IC Coordinators need to ensure all forms are filled out correctly and that all required information is included in the forms prior to submitting to our office.

The Purchase Card Program is developing a check list that the IC Coordinators can use as a reference tool when submitting requests. We will notify the ICs once the checklist is finalized and available on our website.

- **Split Purchases** – Michelle Romero discussed the recent VA Office of Inspector General (OIG) report that found several VA purchase cardholders made unauthorized commitments by splitting purchases and exceeding micro-purchase thresholds for supplies and services. The VA's OIG found that approving officials did not adequately monitor cardholders to ensure compliance and several purchases for services were improperly made because there were no contracts established. Michelle reminded ICs that CAOs are responsible for monitoring cardholder purchases for adherence to purchase card requirements and must understand the consequences for failing to adhere to these requirements.

IC Coordinators need to remind cardholders to not split their purchases. A split purchase occurs when a purchase is intentionally divided into separate purchases to avoid exceeding the cardholder's SPL (or the competition threshold above the MPT). Intentionally splitting an order or purchase to stay within a purchase limit is a violation of law per FAR 13.003.

- **Update on GSA SmartPay 3** - Doreen reminded ICs that the master contract for SmartPay 2 expires November 2018. GSA has recently awarded the [GSA SmartPay 3 Master Contracts](#) to Citibank and US Bank for purchase, travel, and integrated and fleet charge card services. HHS will be forming a team to award a task order to one of the banks. Additional information will be forthcoming.
- **QlikView Dashboard UAT and update on 4 new nVision reports** - Doreen discussed the user access testing group that several staff have volunteered to participate in. The volunteers include EOs and COAC Directors as well as IC Coordinators. Deadline for input has been extended to Sept 22.
- **Year-End Process** - Maria reminded everyone that non-emergency cards will be suspended beginning on September 21 at 5:00pm thru October 2, 2017 for the year-end close out. During this time, only individuals designated as emergency cardholders will be able to use their purchase card and only for emergency purchases. Please remind cardholders of the key year-end deadlines. Also, reference the Year-end guidance that has been sent out to the community for any additional information.

The meeting adjourned at 11:00. The next IC Coordinator's Meeting is scheduled for September 14 from 9:30-11:30am.