

IC Purchase Card Coordinators Meeting Minutes November 13, 2014

Attendees:

Adams, Deborah (NIAAA)
Baginski, Renata (NIDA)
Baney, Jordan (NHLBI)
Brown, Dionne (NLM)
Brown, Michael (NEI)
Camman, Sandy (NIAAA)
D'Ascoli, Nic (DSAPS)
Davis, Nancy (NIAID)
Davis, Pamela (NINR)
Daval, Tabitha (PCard)**
Dorsey, Denise (NINDS)
Drake, Patricia (ORF)
Errett, Paul (NICHD)
Fitzwater, Linda (NINR)
Fowler, Kelly (NCI)
Francis, Iggy (NIA)
Gray, Makita (PCard)**
Greenleaf, Stephanie (CIT)
Harris, Deena (NICHD)
Harrison, Monique (CC)
Hasse, Gerardo (NIDDK)
Hyde, Alan (NIDA)
Jones-Johnson, Shelley (NIBIB)
Knox, Shamay (NIAID)
Lee, Jesse (DSAPS)
Lowery, Kimberly (NIDDK)
Nicholas, Milton (DSAPS)
Palacios, Vanessa (PCard)**
Peltier, Paula (NIDA)
Philippi, Mike (NCATS)
Pulliam, Zelia (NIDCD)
Rappaport, Doreen (PCard)**
Romanesk, Annette (DSAPS)
Rozankowski, Kristine (NIA)
Sanders, Jimmy (NIDCR)
Schneider, David (NHGRI)
Shanahan, Elizabeth (NCI)
Simmons-Drake, Pat (ORF)
Smith, Mary (DSAPS)
Snowden, Maria (PCard)**
Solomon, Barry (DSAPS)
Spates, Chris (NIMHD)
Thompson, Patrice (PCard)**
Thompson, Richard (NICHD)
Tho-Van, Tran (NHLBI)
Timmons, Kiana (ORS)
Yau, Janet (PwC)

** Purchase Card Program

The meeting was called to order by Doreen Rappaport, Purchase Card Program Manager.. Agenda items discussed are summarized below.

Update on Reporting Purchase Card Payments Over MPT and Upcoming Simplified Acquisition Refresher Training. Patrice Thompson with the Purchase Card Program provided an update on some issues noted since the DCIS reporting tool went live in NBS. These include:

- Some cardholders not having a DCIS User ID entered into NBS. Individuals with missing DCIS IDs have been identified and have since been updated.
- Cardholders will not be able to reconcile awards to vendors that are not registered in SAM or whose SAM records has expired. For questions involving vendor registration, cardholders should contact the DCIS team. If cardholders are unable to report their transactions by the 18th of the month, they need to ensure that they request an extension; otherwise, risk having their purchase card suspended for failure to reconcile.
- Cardholders must print the DCIS record and include with their file documentation.
- Cardholders need to ensure they finalize the action in NBS. There currently are 294 actions eligible that are in draft which is concerning as this means those actions have not yet been reported to DCIS. Individuals have three days to report their award actions to DCIS

Cardholders and CAOs that completed the DCIS training will receive 2 CLPs for the course. Training certificates will be sent by the Purchase Card Program. Please contact our office if someone did not receive their certificate.

Shamay Knox (NIAID) asked if there is a report that the IC Coordinators could use to see which cardholders have outstanding DCIS actions. Doreen said that a preliminary report has been run by the DCIS team, but that the data needs to be verified before it is disseminated to the Coordinators.

DSAPS will be scheduling a simplified acquisition refresher training for warranted cardholder and Card Approving Officials (CAOs). This training is scheduled for some time in December 2014 or January 2015. There will be no cost to the ICs for this training.

New ASRB website with templates and tools for purchasing over MPT (ASRB) - Nic D'Ascoli from the Acquisition Services and Review Branch reminded everyone that the purchase card is a payment mechanism against a contract for purchases over \$3,000. He explained that cardholders must document their files for purchases over \$3,000 with the following:

- PIID Award number

- an approved purchase request
- signed award document
- signed Receiving report

Nic also provided an overview of an Acquisition checklist that can be used as a tool for file documentation. The checklist may be found on the [DSAPS website](#).

Nic mentioned that when making a purchase over MPT, shipping costs must be considered before making an award.

Paul Errett (NICHD) asked about records of call and if they need a clause set.

Executive Order: “Security of Consumer Financial Transactions” and what it means to purchase card – Vanessa Palacios with the Purchase Card Program presented on the Executive Order for improving the security of consumer financial transactions. The Executive Order was signed on October 17, 2014 and is titled under the same name above. Vanessa read a few highlights from the executive order. A. Section 1, paragraph (b): The administrator of General Services shall take necessary steps to ensure that credit, debit, and other payment cards provided through the General Services Administration (GSA) contracts have enhanced security features and shall begin replacing credit, debit and other payment cards without enhanced security features no later than January 1, 2015.

The GSA SmartPay program will issue “EMV” or “chip and PIN” charge cards to reduce “card present” fraud. GSA plans to educate and have outreach on the issuance of those PIN cards. GSA will work with each agency to educate cardholders. The GSA SmartPay website will have updates and communication on the new cards. Cards will begin to be issued January 2015 thru CY2016.

Update to cardholder application and inclusion of attestation language from JP Morgan – Doreen discussed the new attestation language that the purchase card office is required to attest to when entering new cardholder applications into the bank’s system, PaymentNet. This language has been in place on JP Morgan credit card application since January 2014. Since NIH uses our own purchase card application form for account set up, the purchase card has updated this form to include the JP Morgan attestation language. An e-mail including a copy of the cardholder application form with the attestation language was sent to the IC Coordinators on November 6, 2014. The ICs have expressed some concerns with the attestation requirement for new purchase cards. Doreen has reached to GSA, HHS and OGC for further discussion and will keep the community posted.

FY14 Purchase Card Spend by IC. Doreen presented the FY14 purchase card spend spreadsheet by IC. The two tabs show a total of 371,000 transactions, \$246 million spent in FY14. The total is pulled from PaymentNet and is based on transactions post date. The second

tab is the total of spend for convenience checks. NIH has reduced convenience check usage by 15%.

Other Administrative/General Issues – Doreen updated the community on the following topics:

- GSA SmartPay process to bid for new bank contract has started. Contact Doreen if you have any suggestions or would like to participate in the selection process.
- Emergency cardholder list needs to be updated. Maria Snowden has sent this out to IC Coordinators and also sent a separate spreadsheet with default CANs for cardholders. Updates to either list should be sent to Maria.
- HHS Purchase Card Guide is still waiting for review by HHS Management at this time. Once the guide is released NIH will update the supplement.
- In February/March 2015, the program will revisit issues with End of Year process. OALM has sent out a survey to the cardholder community so if you have suggestions, please respond to the survey.
- Stale Purchase Card Logs/Obligations the purchase card team will send out report for IC Coordinators/ Budget offices to review of logs that are older than 18 months. The report will be sent after Thanksgiving and will cover transactions prior to April 2013.

Records Retention Update: Tabitha Davol with the Purchase Card Program updated the Coordinators on a possible requirement change that we recently became aware of. All financial records must be kept for 6 years; for purchase cards, this was previously 3 years. We are working with HHS to confirm and ensure that the guides and regulations are updated accordingly.

The meeting adjourned at 11:30 am. The next IC Coordinator meeting is tentatively scheduled for February 12, 2015 from 9:30-11:30 am.