

IC Purchase Card Coordinators Meeting March 6, 2014

Attendees:

Adams, Deborah (NIAAA)	Errett, Paul (NICHD)*	(Pcard)**
Baginski, Renata (NIDA)	Fitzwater, Linda (NINR)	Rhee, Brice (PwC)
Bandel, Amy (NCI)	Galvan, Gabriela (PwC)	Ricche, Andi (NIAMS)
Benson, Rosalynn (NIDDK)	Gray, Makita (Pcard)**	Romero, Michelle (Pcard)**
Betson, Virginia (NIDCR)	Greenleaf, Stephanie (CIT)	Rozankowski, Kristine (NIA)
Bolden, Lakisha (NHLBI)	Harris, Denna (NICHD)	Schneider, David (NHGRI)
Bracey, Courtney (OD)	Ivey, Deborah (ORS)	Shede, Yogesh (CIT)
Brown, Dionne (NLM)	Lissauer, Marcie (CIT)	Simpson, Idella (NIMH)
Brown, Michael (NEI)	Lunney, Deitra (NIEHS)	Spates, Christine (NIMHD)
Camman, Sandy (NIAAA)	Merritt, Paul (Pcard)**	Thompson, Patrice
Davol, Tabitha (Pcard)**	Palacios, Vaness (Pcard)**	(Pcard)**
Doresy, Denise (NINDS)	Philippi, Robert (NCATS)	Tolbert, Theresa (NIMH)
Drake Simmons, Patricia (ORF)	Polk, Stacey (CC)	Tran, Tho-Van (NHLBI)*
Dreier, Jennifer (NINR)	Preston, Rebecca (NICHD)	Warthen, Barbara (NCI)
Durand, Hank (NBS)	Primas, Henry (CC)	
	Rappaport, Doreen	

*Attended

** Purchase Card Program

Doreen Rappaport, Purchase Card Program Manager, called the meeting to order at 9:30 a.m. There were 13 in attendance, 29 who attended via teleconference.

Agenda:

- 1) **NVision Report** – Slides provided with meeting notice. Marcie Lissauer and Yogesh Shete from NVision reviewed the registration process for gaining access to NVision. Visit nVision.nih.gov => launch report=> registration.

The navigation process of how to access the various reports available to the IC coordinators in NVision was shown and a brief overview of the 3 reports was provided.

- The ACQ-20 report is used to monitor the reconciliation process for the month. You can see matched, unmatched and approved transactions.
- The ACQ-43 report is used for yearly and year end monitoring. It shows open logs that have obligated funds but have not been paid.

- The ACQ-44 report is unreconciled logs at a glance, this report shows items prior to current close out month and new month transactions if run at the beginning of a new period.

IC Coordinators who are not registered for these reports should request access thru Nvision.

Action Items:

1. A request was made to have the Budget and Finance Ad Hoc P-Card Invoice report which is available in a different module of Nvision be made available under Acquisition along with the other 3 reports.
 2. Request was made to have merchant name added to the ACQ-44 report.
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- 2) **NBS Updates** – Hank Durand from NBS reported on NBS enhancements for the purchase card module. The demographics files are now being received by NBS and are helping to automate the process for PCard staff to ensure consistency between the bank’s system and NBS. Hank also noted that the project for reporting purchases over the micro-purchase threshold to DCIS and ensuring use of the pcard as a payment mechanism will be getting underway in the Spring of 2014. Doreen noted that a working group is being established to assist with this initiative.
 - 3) **NIH Convenience Check Analysis** – Gabriela Galvan with PwC stated that there was no misuse or fraud reported on the convenience check analysis from January 2013 to June 2013. The analysis outlined the top ICs that wrote checks and showed who the predominate vendors were that received convenience checks.
 - 4) **IC Coordinator Training** – Gabriela informed the IC coordinators that the program was looking at developing training for IC coordinators to enable them to understand roles and responsibilities as well as review guidelines for conducting onsite cardholder reviews and performing risk management. Comments were requested but no additional input was provided. The program will send a draft outline for comment via email.
 - 5) **P-Card Refresher training** – Vanessa Palacios with OALM/DSAPS informed everyone that the online refresher content has been updated to reflect the new 6.0 supplement information based on feedback provided by selected CAOs and CHs. The updated training will be launched soon. In addition to the content update, review questions have also been updated.
 - 6) **P-Card Refresher Training Notification** – Vanessa reiterated that CH/CAOs receive an automated email notification 30 days prior to their anniversary date for refresher training and a 2nd notice is sent 30 days after the anniversary date. These reminders do not mean cardholders/card approving officials are given an additional 30 days to complete the training. The Purchase Card branch will suspend accounts of those individuals that have received 3 notices and have not completed their training.

7) **Draft Stale Log Policy** – Slides provided with meeting notice. Patrice Thompson with OALM/DSPAS presented the proposed policy on how stale purchase card logs in NBS will be handled. Patrice noted there are over 1400 logs open from FY09-FY12 estimated roughly at \$2,260,000. She also went over appropriation law and fiscal requirements for purchases. Patrice reviewed the draft Pcard Stale Obligation Policy (see PowerPoint sent on 3.5.14). NOTE: FY09 logs were already sent and all will be closed once NBS runs the stale log program. There was some delay in running the program but it is expected to run in April 2014. *IC Coordinator suggestion was made to change the turnaround time from two weeks to three weeks. The draft policy will be updated to incorporate this.*

8) Administrative Topics – Doreen Rappaport

1. OALM website has been updated. Please let program know if any links are not working properly.
2. FedEx - Additional training is forthcoming for cardholders and shipping managers on paying FedEx invoices. Shipping cards have been established for each IC. Old invoices and how to pay those are still being addressed.
3. FAR changes and Priority Source were topics at the last SAC meeting. Details can be found in the last OALM newsletter (sent via email on 2.12.13).
4. P-Card Supplement training version 6.0 has about 40 CH/CAO still in non-compliance. Cardholder accounts are currently suspended. CAOs will be receiving an email with one last opportunity to complete the training; if training requirements are not met ICs can reassign cardholders to CAOs that have completed the training or unfortunately those cardholder accounts will be suspended as well until the CAO completes the training.

Meeting adjourned 10:56 am, Next meeting May 6.