

**IC Purchase Card Coordinators Meeting
April 15, 2015**

Attendees:

Adams, Deborah (NIAAA)	Jackson, Twann (OD)
Bandel, Amy (NCI)	Jones-Johnson, Shelley (NIBIB)
Baginski, Renata (NIDA)	Kanty, Sup (NBS)
Butler, Scott (NIDCD)	Klein, Pamela (NHGRI)
Camman, Sandra (NIAAA)	Lunney, Dee (NIEHS)
Davis, Nancy (NIAID)	Palacios, Vanessa (PCard)**
Davis, Pamela (NINR)	Pulliam, Zelia (NIDCD)
Davol, Tabitha (PCard)**	Rappaport, Doreen (PCard)**
Dorsey, Denise (NINDS)	Romero, Michelle (PCard)**
Dujon, Nicole (NIGMS)	Sanders, Jimmy (NIDCR)
Fitzwater, Linda (NINR)	Schechter, Louis (NIDCR)
Fountain, Debbie (OD)	Simmons, Monique (PCard)**
Gerwin, Claudia (NIDDK)	Smith, Karen (NIA)
Greenleaf, Stephanie (CIT)	Snowden, Maria (PCard)**
Hall, Daniel (ORF)	Stiner, Tesha (NCCIH)
Harris, Denna (NICHD)	Thompson, Patrice (Pcard)**
Harrison, Monique (CC)	Thompson, Richard (NICHD)

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

NBS R12 Technical Upgrade (R12TU) – Debbie Fountain from NBS presented on the NBS upgrade and cutover to R12TU. As a result of the cutover, **NBS will be down beginning 5 PM on May 20, 2015 thru 7AM on June 3, 2015**. Debbie says as a result of the upgrade, few changes are expected to the purchase card module.

Due to the system downtime, there will be a slight shift in the reconciliation deadlines for the May and June statement periods. Also cardholders will need to create paper logs for every purchase made during this time and then transfer the logs into NBS once the system is back up and running. Users will still be able to use POTS and AMBIS. Payroll will not be affected. PIID generation for payments/purchases over micro-purchase threshold has not yet been defined; however, additional communication will be sent prior to downtime. nVision will be available during downtime; however, data may not be current.

Stale Logs –Due April 8 – Emails were sent to the IC Coordinators listing the stale logs that will potentially be closed by the program. From March 2013 thru September 2013, over 1200 stale logs totaling almost \$1.3 million still exist and will potentially be closed once the NBS program is run. Patrice Thompson reminded IC Coordinators of the pending April 8 deadline to request an exception and keep a stale log open. Sup Kanti from NBS indicated that approximately 500 logs will need to be closed manually by NBS as they cannot be closed by the NBS Stale Log program. The next stale log run will be done in November 2015.

Other Updates:

- **NBS Office Hours** - Over 400 cardholders and card approving officials attended the NBS Office hour session. Generally feedback was very positive. The questions and responses from the session were sent to IC Purchase Card Coordinators so that they may share with their respective cardholders and CAOs.
- **Tentative FY15 Year-End Timeline** – Maria Snowden provided information on the tentative FY15 Year End Close schedule. All purchase cards with the exception of emergency cardholders will be suspended from Monday, September 21 at 5PM until Wednesday, Oct 1. ICs may develop their own internal year- end processes and stop purchase card usage prior to September 21 if needed. More information on FY15 year-end processes will be forthcoming.
- **IC Coordinators Training** - The first IC Coordinator Training was held on April 14th and a second session will be held on May 7th. Feedback was positive. The training provides helpful tools and guidance to IC Coordinators on general daily responsibilities from card account-set up and maintenance and how to conduct internal reviews for compliance.
- **Simplified Acquisition Refresher Training** - Three one day Simplified Acquisition Refresher training sessions were held in late April for warranted purchase cardholders and warranted CAOs. Two two-day classes are scheduled for end of May. The class is required only for warranted cardholders and warranted CAOs that are not in a COAC. IC Coordinators should ensure that their warranted cardholders and warranted CAOs complete one of the training classes.
- **Attestation language** – GSA and JPMorgan are still reviewing the suggested attestation language on the cardholder application. Additional information will be shared once available.
- **EMV/Chip & Pin cards** – The Chip & PIN cards will replace the current mag stripe purchase cards. The other 2 banks under GSA SmartPay have already begun issuing new chip & pin cards. GSA is still working with JPMorgan on their plan and the decision to potentially charge for the replacement cards. We have been told that Account numbers will remain the same. Additional information will be provided as it is known.