

IC Purchase Card Coordinators Meeting September 4, 2014

Attendees:

Adams, Deborah (NIAAA)	Palacios, Vanessa (PCard)**
Bandel, Amy (NCI)	Parker, Melissa (NITAAC)
Brown, Michael (NEI)	Peltier, Paula (NIDA)
Bruce, Sharon (ORF)	Rappaport, Doreen (PCard)**
Camman, Sandy (NIAAA)	Romero, Michelle (PCard)**
Cunningham, Cindy (JP Morgan)	Ricche, Andi (NIAMS)
Cunningham, Christopher (NITAAC)	Rozankowski, Kristine (NIA)
Cuzzolina, Marilyn (CSR)	Sanders, Jimmy (NIDCR)
Davis, Nancy (NIAID)	Schneider, David (NHGRI)
Davol, Tabitha (PCard)**	Smith, Ebony (NIMH)
Dorsey, Denise (NINDS)	Simmons-Drake, Pat (ORF)
Dreier, Jennifer (NINR)	Snowden, Maria (PCard)**
Ellis, MIA (NEI)	Spates, Chris (NIMHD)
Errett, Paul (NICHD)	Stanley, "Jenny" Geneva (ORS)
Gray, Makita (PCard)**	Spates, Chris (NIMHD)
Greenleaf, Stephanie (CIT)	Stanley, "Jenny" Geneva (ORS)
Harris, Denna (NICHD)	Thompson, Richard (NICHD)
Hyde, Alan (NIDA)	Tolbert, Theresa (NIMH)
Jones-Johnson, Shelley (NIBIB)	Twann, Jackson (OD)
Kanti, Sup (NBS)	Yau, Janet (PWC)
Ongaro, Daniel (PWC)	

** Purchase Card Program

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

Rebates and How they Work (JP Morgan) - Cindy Cunningham, with JP Morgan, presented information on the rebate process for NIH thru the GSA SmartPay 2 contract. She discussed general rebate qualification conditions, average payments, and how the rebate process works. Cindy mentioned that rebates are determined based on two components: total amount spent and promptness of payment.

She explained that 4th quarter rebates are estimated based on previous year spend and issued before and any differences are reconciled during the next rebate cycle. This is why some ICs may see a zero balance or a smaller rebate for the first quarter after the end of the fiscal year.

Construction and Handyman Service (ORF) - Sharon Bruce of the Office of Research Facilities (ORF) presented information on ORF's IC Self Performance of Handyman Services. ORF conducted a pilot which is now being moved to implementation across NIH. The program will enable ICs to acquire "handyman" services with a cost of \$2,000

or less and receive approval from ORF. This program allows the obtainment of cost-effective and timely handyman services needed by ICs rather than waiting for ORF to make the purchase. Individuals interested in using the Self Performance of Handyman services must be trained by ORF. Once trained, users will be able to access a website and complete a form (see attached worksheet provided by ORF) and once ORF approves, the IC can contact an approved vendor and obtain the necessary service. This worksheet with the requisite approvals must then be included with the cardholder documentation. If ICs would like to add vendors to the list of approved vendors, they can contact Clarence Dukes in ORF. All contractors using this process must be trained annually. Cardholders should contact Scott Koehler or Dan Hall if they aren't sure whether something is construction or not. Any IC interested in training, should contact Dan Hall.

Update on Use of the PCard over the Micro-Purchase threshold – Patrice Thompson with the Purchase Card Program Office, provided an update on use of the PCard as a payment mechanism for Simplified Acquisitions above \$3,000 and proposed NBS enhancements. Ms. Thompson reviewed [FAR 13 Simplified Acquisition Procedures](#) for orders that exceed the micro purchase threshold. She discussed how the proposed NBS Solution in this phase will allow reporting to DCIS and USAspending.gov. Ms. Thompson also provided information on actions taken to date to implement enhancements. Phase I training will begin mid-October 2014.

HHS Purchase Card Guide Changes – Ms. Rappaport provided information on proposed major changes to the HHS Purchase Card Program Guide from Version 6.0 to Version 7.0. A summary of the major proposed changes was sent to IC Coordinators. If anyone has other changes or suggestions, please let her know.

Purchasing of Mobile Devices and Plans thru NITAAC - Michelle Street, Christopher Cunningham, and Melissa Parker of NITAAC, gave a presentation on NITAAC and showed some of the items that can be purchased thru this vehicle including mobile devices and mobile device plans. NITAAC will train any IC on how to utilize NITAAC. Their telephone number is 1-888-773-6542, or email at NITAACSupport@nih.gov or visit their website.

Reconciliation and Suspensions – Michelle Romero of the Purchase Card Program Office, reminded the group on the reconciliation process and how to handle credits/disputes. Reconciliation dates are the 13th of every month for CHs and 18th of every month for CAOs. She explained the extension process for which requests should be sent by IC Coordinators. She also gave information about suspensions. The unreconciled transaction report is available thru nVision. If an extension isn't requested for an account that has not been reconciled by the deadline, the cardholder account will be suspended. For the 1st suspension, the account is usually suspended 24 to 48 hours. If the cardholder account has been suspended twice in a calendar year, the account may be suspended for two weeks after reconciliation is completed and verified. The IC must notify the program office once the reconciliation is completed. For the 3rd Suspension, the cardholder account may be cancelled.

Other – Doreen reminded IC Coordinators that purchase card accounts will be suspended on Sept 19 thru Oct 1. The only individuals that will be allowed to use their cards during this time period are Year End emergency cardholders previously designated by each IC. Shipping cards will also remain open.

The meeting adjourned. The next IC Coordinator meeting is tentatively scheduled for November 6, 2014 from 9:30-11:30 am.