

Quarterly Purchasing Card Administrators' Meeting

Tuesday, November 19, 2013 – 9:00-11:00

Winewood Office Center, Building 4

AGENDA

Introductions

Ongoing Items

- ITN Update
- Internal Travel Agent/Co-traveler Issue
- Convenience Fees
- Rep Letters
- Use of PeopleFirst ID
- Charge Reviews – Erica Catledge

New Items

- New Staff Introduction
- Assignment of Agencies
- SWVF Reference Guide
- Reports
- Questions/Other Discussion

Conference Call Information

Join by Phone

(850) 413-1558

[Find a local number](#)

Conference ID: 6121238

If you have problems with the conference line during the meeting, please call (850) 528-5995.

Quarterly Purchasing Card Administrators' Meeting Minutes

Tuesday, November 19, 2013 – 9:00-11:00

Winewood Office Center, Building 4

Facilitator: Michelle Oliver

Introductions

Ongoing Items

- **ITN Update** –The ITN for Purchasing Card Services was posted on MFMP's Vendor Bid System on Tuesday, November 12th. The proposed timeline was discussed. (http://www.myflorida.com/apps/vbs/vbs_ad.view_ad?advertisement_key_num=109981)
The Statewide Administrator's Office and DMS will be forming an evaluation team soon. Michelle asked the agency administrators to email her if they are interested in participating.
- **Internal Travel Agent/Co-traveler Issue** – The Statewide Administrator's Office is writing a policy to address cardholders paying for other employees' travel. The policy will speak to internal travel agents, as well as co-travelers. It will also include guidance for delegation of authority.
- **Convenience Fees** –The guidance for convenience fees has not been completed. According to discussion at the last quarterly meeting (8/29/13), the primary challenge the agencies are having with convenience fees is when attempting to pay for utility charges.
- **Rep Letters** –The requests for Representation Letters are being distributed differently this year. The requests are being emailed to the agencies' Administrative Directors. (The email was sent 11/20/13). The email asks that the management representation letter be signed by the agency head and either emailed to the Statewide Administrator's Office (PCardReporting@myfloridacfo.com) or mailed to the Bureau of Auditing. The email also requests that agency plans be reviewed and any necessary changes be submitted to the Statewide Administrator's Office.
- **Agency Plans** - When changes are made to agency plans, the Statewide Administrator's Office reviews the plans and responds with comments and/or recommendations. Some of the comments include requirements that must be included in the plan or corrections to the plan. Michelle asked that the agency administrators update the plans and return them to the Statewide Administrator's Office for additional review, until we acknowledge that the plan is considered final. The Statewide Office currently has several outstanding plans that have been returned to agencies with comments. It is the Statewide Office's goal to have

finalized plans for all agencies. Reminders will be sent to the agencies that have outstanding reviews. (Reminders were sent the week of December 2nd.)

- **Use of PeopleFirst ID** – According to our Vendor Relations bureau, DFS is still interested in pursuing the use of the PeopleFirst ID in lieu of the SSN; however, the discussion has been tabled until the new calendar year.
- **Charge Reviews** –Erica Catledge discussed common items that have been discovered through charge reviews since the previous meeting. Erica's presentation is posted on the PCard Meetings website.
(<http://www.myfloridacfo.com/Division/AA/StateAgencies/PowerpointforChargeReviews11-19-13.pdf>)

New Items

- **Introduction of New Staff in the Statewide PCard Administrator's Office** - Monica Ferguson was introduced. Monica joined the Statewide Administrator's Office on November 12th.
- **Statewide Administrator's Office Contact Information** – The contact information for all of the Statewide Administrator's Staff will be posted on the Administrators Only page of the PCard website soon.
- **Assignment of Agencies** – Once the Statewide Administrator's Office is fully staffed, agencies will be assigned to staff. The staff will be responsible for the charge reviews and monitoring the 10-day reports for the agencies assigned to them. The agency administrators will be informed of their assigned team member once the assignments are made.
- **SWVF Reference Guide** – The Statewide Administrator's Office receives calls and emails on a regular basis from agencies, inquiring about adding vendors to the Statewide Vendor File (SWVF). Michelle reminded the agency administrators that the SWVF Group has a reference guide (link below) that includes assistance for adding PCard vendors. If additional information is required regarding adding or assigning PCard vendors, the administrators should contact the SWVF group.
(<http://www.myfloridacfo.com/Division/AA/Manuals/StatewideVendorFileReferenceGuide050713.pdf>)
- **Reports** – The Information Warehouse Group has been working on new PCard reports for the PCard website. (Two reports were released November 21st. Additional reports are in the development or testing phase.)
- **Questions/Other Discussion**
 - As requested by Lisa Punausua, from DOH, performance measures/expectations for agency PCard administrators was discussed.

- Bob Notman, from DOR, asked about using a PCard to pay for copier leases set up through a Purchase Order. The Statewide Administrator's Office did not have an issue with agencies using the PCard for these types of payments.
- Revision of the Purchasing Card Administrator's Manual was discussed. Bob Notman suggested that the Statewide Administrator's Office include agency administrators in the rewriting of the manual.

Purchasing Card Administration

CHARGE REVIEWS

Common Findings

- Preferred Seating

What we have heard:

“The charges are mandatory”

“The charges are due to a disability”

Preferred Seats Include

- Bulkhead seats
- Aisle seats toward the front of the plane
- Window seats toward the front of the plane
- Emergency exit row seats
- Extra legroom
- Priority boarding

\$9-\$99 per segment

Delta, Air Tran, United Airlines

- Purchase a Preferred Seat
- Pay the applicable Preferred Seat fee
- It is a “choice”

- *Passengers needing special assistance should contact an agent in advance to accommodate any request for a disability.

Charge Review Findings: *Preferred Seating*

\$226
worth!



Busn Nm	Chrg Dt	Chrg Amt
UNITED 0162929580160	03/12/2013	\$49.00
UNITED 0162929580161	03/12/2013	\$69.00
UNITED 0162929580162	03/12/2013	\$39.00
UNITED 0162929580163	03/12/2013	\$69.00

United Airlines does provide the following for customers with disabilities:

Certain seats are made available to persons with a disability if the request is made at least 24 hours in advance of the scheduled flight. Please call our disability desk in United Reservations at 1-800-228-2744 for information concerning available accommodations including:

- An aisle chair to more easily access the aircraft
 - A seat in a row with movable aisle armrest
 - Any other seat that provides greater legroom than other seats on the side of the aisle that best accommodates a disability
 - Adjoining seats
-
- Please make cardholders aware of these accommodations.

Questions?

Please contact the Purchasing Card Administration:

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Monica Ferguson
850-413-5733

Erica Catledge
850-413-5539

Evangeline Benton
850-413-5669

PCard Transaction Process

