

Quarterly Purchasing Card Administrator Meeting Minutes
With Marie Walker's Additions
DEP - CARR Building
Thursday, July 22, 2010 @ 9:00 – 11:00 am

Update on ITN for Purchasing Card Services:

- July 2nd ITN responses are due back.
- **Next Tuesday is the public opening.**
- 3 Banks are:
 - o Bank of America
 - o Citibank
 - o Regions Bank
- ITN number: 13-973-120-X
- Another possible addendum coming out next week (Addendum 10). **The schedule for the rest of the process will change at that point.**

Marie Walker replaced Crystal Read.

Pcard survey results:

- There are some areas that need improvement. **The lowest score was for training.**
- There were 24 respondents to the survey. They will be sending out the survey results via email **if people want them.**
- Training programs start in August along with MRE Training.
 - o **Per Christina Smith, there is already an Approver's Class. Administrator classes are held as necessary. She requested the agencies let her know if there is a need for card holder classes.**
- Mark Merry said he would send the survey to everyone electronically.

Electronic toll fees update:

- DFS/DOT – Convenience fee is the hold up. They are trying to come up with a solution for electronic toll fee.
- DOT is doing away with toll booths. If they drive through the SunPass Only lane, a picture will be taken of your license plates. This includes personal or work vehicles. Avis created this system to assist DOT with capturing those violators.
- Agency to pay convenience fee for tolls instead of passing it on to the employees.
- DFS' preferred method is using transponders first, going through and paying the toll second – if that's not an option then use your best judgment. **If there is no other option and the agency opts to pay the convenience fee, the situation should be well-documented in the agency's files.**
- Floating transponders should be used for employees that don't travel as much and you can use those in rental vehicles as well. **Per Mark Merry, there should be agency accountability over the use of the transponders. There should be an audit process, and there should be a log associated with each transponder, so the agency**

can account for how it has been used. As far as Mark Merry knows, there is no policy that a transponder can be used for a state vehicle only.

1099/PayPal update:

- PayPal is registered as a Corporation.
- DFS doesn't have a 1099 issue, but they have an issue with third party vendors.
- Responsibility of the bank to do 1099 payments starts Jan 1, 2011.
- 3% **withholding is mandatory** in 2012. IRS Regulations are in draft.
- PayPal hides who the state is doing business with.
- Still meeting with legal and DFS will issue a memorandum outlining the use of third party vendors.
- Watch high volume, high dollar usage using PayPal.
- Need documentation of what you are paying for. PayPal has limited details. If you need to do print screens on the items that you are purchasing do so. Make sure all receipts document the purchase with great detail.
- There is a 3rd field to be used to put FEIN numbers there for PayPal payments. This field is called "Other vendor" per DFS. DFS will send out more information about this 3rd field. It may be the SND field on the 1st page, not sure.

- Amazon and Ebay are considered high risk areas. Make sure the purchases are valid and well documented.

Pcard Website & Manual update:

- Pcard website should be up and running by August.
- There's a demo website .
- Need a template made.
- Waiting to update manual when new contract has been established. **We will send the draft out for review and comment. We will be updating the Administrator Manual, the Guidelines, and the model plan template.**

Convenience fees:

- The fees violate our agreement with the bank.
- Due to economy they are charging 4% etc. DFS' legal department agrees it's not legal.
- Push all vendors to use EFT (?) See FS 215.322 about this subject. **There is no minimum dollar amount for EFTs. Discussion about EFT issues and processes followed.**

MCC Codes:

- Model plan (added into) – will be visited and updated. **DFS would expect agencies to incorporate additional review activities for high risk codes.**
- DFS will evaluate the below and let us know.
- Trying to find a way to open up the following MCC Codes.
 - o 9211
 - o 9222
 - o 9311

After-the-Fact Approvals

- Vendors can push through a restricted code; the current process is that the bank pays the charge.
- Per Mark, we cannot always undo what has been done. We have to document why it happened and the effect—was this a valid obligation of the State?
- We will look at the history of declines to determine how often it happens and whether it is a vendor issue.
- The agencies want to know if approvals to over-ride restricted codes can be done after-the-fact instead of before-hand.

Monthly & Cycle Limits:

- DFS will look at opening. Need to look at history and maybe make a decision and have the agencies answer how risk would be recognized.
- We agreed to wait for the new contract to be established as well.

Contractual Billing Forms:

- Statue 287 has changed a lot, DFS will look at why it is needed or does the form need to be revised.
- Discontinue contractual billing form and replace with Direct Order, may be one option.

Scanned Receipts:

- Scanned receipts can be used as original receipts due to receipts fading etc.

Workshops

- We will most likely be doing workshops based on the new contract, new manuals, representation letters, etc.

Department of Revenue will host next meeting.