

Quarterly Purchasing Card Administrators Meeting

11/03/2010

Capital Circle Office Complex, Building 1 Room 1220

Suggested Agenda Items

UPDATES:

Third Part Billing Update by DFS (from Dec 17, 2009 meeting)

ITN Update by DFS (from July 22, 2010 meeting)

National Association of Purchasing Card Professionals Update by DFS (from Dec 17, 2009 meeting) – DFS to look at contracting with NAPCP for a statewide rate.

Tolls and Fees Update by DFS (from July 22, 2010 meeting)-

Hotels copy credit cards (Rule 12A-1.038) update by DFS. DFS to meet with DOR to discuss rule and possible change.

Monthly and Cycle Limits, Why do we need both? by DFS (from July, 2010 meeting)

PCard Website Update by DFS (from March 24, 2010 and July 22, 2010 meetings)

Improving monitoring? by DFS (from March 24, 2010 meeting)

Additional Information

Special notes:

Quarterly Purchasing Card Administrators' Meeting Minutes

Wednesday, November, 3, 2010

9:00 – 10:30

Department of Revenue, Building 1 – Room 1220

Agenda Items:

- **Third Party Billing** – *Marie Walker*
 - Ongoing issue due to current PCard ITN
- **ITN** – *Christina Smith*
 - Currently in Negotiation Stage
 - Should be awarded in mid-December
- **National Association of Purchasing Card Professionals** – *Marie Walker*
 - DFS will follow-up with DMS on membership for all state agencies
- **Tolls/Fees** – *Marie Walker*
 - Ongoing issue due to current PCard ITN
- **Hotels copy credit cards (Rule 12A-1.038)** – *Mark Merry*
 - DFS has met with DOR and the two agencies are at a standstill
- **Monthly and Cycle Limits: Why do we need both?** – *Marie Walker*
 - DFS is working on this issue
- **Demo of PCard Website** – *Marie Walker and Christina Smith*
 - A contact list of the Agency Administrators and the quarterly meeting minutes will be added to the website.
 - **Additional Requests for website:**
 - Post Executive Orders (or links to Executive Orders)
 - An interactive forum is not available at this time. Marie Walker is working with DIS staff to determine other avenues for discussion on website.
 - Post new CFOMs and Agency-Addressed Memos under "Announcements"
 - Post information from BOA regarding fraud, etc., under "Announcements"
- **Improving monitoring?** – *Christina Smith*
 - **Additional Requests regarding improving monitoring:**
 - Daily Decline Report?
 - Average Processing Time reports will be sent to Administrators
 - Discussed "garbled" fraud messages from BOA. Marie Walker has informed her BOA contact of the issue.
 - DOH and SCA currently use charge log reports to monitor payment processing time, including approver levels. DFS will review these reports to incorporate with PCard MRE queries.
- **Access to Information Warehouse Data (PCPFLTRN)** – *Marie Walker*
 - Table is only available to Statewide Purchasing Card Administrator's Office, due to sensitive data (all cardholders' account numbers). Reports related to Closed Cards can be created without using this table. Under Additional Topics below, see "Closed Cards with No Close Reason Codes" for more information.

Additional Topics:

- **Closed Cards with No Close Reason Code** – *Michelle Oliver*

- Currently, some agencies only enter the lost/stolen card information to close a card. This sends the card to "D" status in FLAIR, but does not inform BOA to close the account. The Close Reason Code activates a message to BOA. DFS will be sending e-mails to the Administrators who need to address the issue, asking them to follow up with BOA to confirm the accounts have been closed. DFS will begin monitoring on a quarterly basis and will include this information under the "Tips and Techniques" section of the PCard website.

It was also suggested that DFS obtain a list of all account number from BOA and compare them to the account numbers in "A" status in the PCM.

- **MRE PCard Domain and Class** – *Michelle Oliver*
 - DFS is still working on creating queries for the PCard domain and is in the final stages of putting together a basic MRE class for PCard Administrators. The class will be very basic, for those Administrators who do not currently use MRE. DFS will send an e-mail and post the dates of the classes on the PCard website, once the schedule is established. Ed Sanchez, MRE Instructor, was introduced.
- **Change in Financial Disclosure Threshold** – *Michelle Oliver*
 - The threshold amount for Category One (in 287.017, FS) changed to \$20,000 in 2010. Section 112.3145, FS, requires all purchasing agents having the power to make any purchase exceeding the Category One threshold to file a financial disclose form with the Commission on Ethics. Therefore, any cardholder with transaction limits of \$20,000 or more will need to file. This will be included as an "Announcement" on the PCard website.
 - **Additional Discussion regarding Financial Disclosure:**
 - DFS will send a report showing cardholders with STL greater than or equal to \$20,000.
 - DFS will send an Agency-Addressed Memo regarding Financial Disclosure, Christina Smith
 - DFS will send Florida Statute regarding financial disclosure
 - Does this apply to cardholders with emergency credit limit increases to \$20,000 or more? Agencies should follow up with appropriate personnel within their agencies.
- **Coordination of Future Meetings** – Marie Walker offered to coordinate future quarterly meetings. The group accepted.