

PCard Works® Project

Agency PCard Administrators' Meeting

August 25, 2016

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

BANK OF AMERICA MERRILL LYNCH



DELIVERABLES UPDATE

- **15 of 49 Deliverables Approved**
 - **Plans**
 - Agency Program Staffing Plan
 - Agency Program Transition Plan
 - Agency User Training Plan
 - Agency Program Operation Plan (in progress)
 - Program Disaster Recovery Plan (in progress)
 - **Operations/Technology**
 - Monthly Spending Reports
 - Disputed Transaction Procedures
 - Solution Security Report

TECHNOLOGY UPDATE

- **PCard Works [®] Technology Integration Kickoff Meeting July 18 & 19, 2016**
- **Initial JAD Session August 31, 2016**
 - **General Ledger Fields**
 - **Custom Fields**
- **Future JAD Planning**
 - **Error Handling**
 - **Approvals/Workflows**
 - **Files, Reports**

COMMUNICATIONS & PLANNING

- **Quarterly Meetings**
- **Conference Calls**
- **Emails**
- **Data Clean-up Effort**

PCARD PROGRAM INFO

Statewide PCard Program Administrator

Michelle Oliver, Financial Administrator

850.413.5451

Michelle.Oliver@myfloridacfo.com

PCard Works® Project Manager

Natalie Hanks, PMP®, FCCM

850.413.4610

Natalie.Hanks@myfloridacfo.com



Thank You!

