



CHIEF FINANCIAL OFFICER  
**JEFF ATWATER**  
STATE OF FLORIDA

## **Agency Purchasing Card Administrators' Meeting**

Monday, April 24, 2017 – 2:00 - 4:00

Winewood Office Complex, Building 4

### **AGENDA**

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- ◆ **Introductions** – Michelle Oliver, DFS
  
- ◆ **Presentations/Discussion**
  - Chip and PIN Cards – Brenda Vila, DFS
    - Migration Update
    - Lessons Learned
  - Representation Letters and PCard Plans – Brenda
  - Copies of PCards for Tax-Exemption Verification – Brenda
  - Statewide PCard Administrator's Office Reports – Michelle
    - No Matching Report – Monica Ferguson
    - MCC Exception Report – Evangaline Benton
    - Decline Report – Yamecike McMillan
  - Merchant Category Codes (MCCs) – Michelle
    - New codes
    - Process for updating current MCCGs
    - Override process
  - Recent Scam Attempts – Michelle
  - Data Clean-up – Michelle
    - Active Cardholders w/No Activity Report
      - Last Charge Date Report
    - Card Limits vs. Charge Total Report
    - Employee Verification Report
  - Works Project Update – Natalie Hanks, DFS