

DATE: April 20, 2016

TO: Agency Addressed (No. 32, 2015-2016)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Agency Purchasing Card Administrators' Meeting

The Department of Financial Services will host an Agency Purchasing Card Administrators' meeting on May 4, 2016, 2:00 p.m. - 4:00 p.m., at Building 4 of the Winewood Office Complex (1317 Winewood Boulevard). The agenda items will include the following:

- New contract implementation project overview
- Purchasing card redesign
- Accelerated chip and PIN card migration

Due to space limitations, we ask that no more than two (2) representatives from each agency attend the meeting.

A conference line will be reserved for agencies not headquartered in Tallahassee. Please contact the Statewide Purchasing Card Administrator's Office at PCardReporting@myfloridaCFO.com or call (850) 413-5512 if you need the conference line information or have questions.