IC PURCHASE CARD COORDINATOR MEETING MINUTES

June 14, 2006

ATTENDEES:

NIH Purchase Card Program Office
Georgiann Wilson
John Best
Nancy Davis
Theresa Arnold

IC Coordinators & Representatives
Debbie Britton - CC
Edith Smith - CIT
Marilyn Cuzzolina - CSR
Kathleen Hargett - NCI
Billie Kulp - NCRR
Barbara Wilson - NEI
David Schneider - NHGRI
Jim Mitchel - NHLBI
Susan Windsor - NIA
Pat Meise - NIA
Pat Parks - NIAAA
Shamay Knox - NIAID
Olga A. Polston - NIAID
Angela Burks - NIBIB
Traci Pelan - NICHD
Inez Demery - NICHD
Bridget McDonald - NIDA
Sheila Zichos - NIDA
Anne Sumner - NIDCD
Patricia Barton - NIDDK
Virginia Betson - NIDCR
Barbara Vermillion - NIMH
Elizabeth Elliott - NINDS
Linda Fitzwater - NINDS
Tina Tyler - ORF
Amanda Daye - ORF
Jody Sallah - ORS
Tabitha Davol - OD
Deborah Adams - NIAAA
Erin Goldstein - NLM

Guest Speakers

NBS: Jim Marx, Doran Penney, Rob Alfred, Priscilla Logan

Georgiann Wilson opened the meeting at 9:30 a.m. Agenda items discussed were as follows.

NBS Presentation

Jim Marx of the NIH New Business System (NBS) presented on P-Card functionality. Mr. Marx demonstrated the process that allows cardholders to log acquisitions made with the purchase card. Mr. Marx stated where possible, some of the mandatory fields will be populated automatically by the system to facilitate the process. Object Class codes would also be pre-populated. Mr. Marx said that multiple delivery locations would all be there for the user to choose from and that they would be fixed and maintained in a table. Mr. Marx stated that the NEDS ID will be used to ensure non-government people cannot get cards. Also, using the ID will mean name changes will not require any change inside the system.

Mr. Marx next demonstrated the reconciliation process. Mr. Marx mentioned that the ORACLE system was designed so that at the time of the log entry money would be immediately obligated for that purchase. If an incorrect amount has been entered and then is changed in the reconciliation, PFT (pending financial transaction) will appear next to it meaning that more money needs to be obligated. The requisition or document number will show a dash one to indicate a modification to the purchase order.

Mr. Marx next demonstrated the role of the approving official by logging out and logging back in as a different user. The NBS provides two options, P-card reconciliation and card routing. Card routing addresses instances where Card Approving Officials (CAO) is scheduled to be out on leave and require another approving official to look at their approvals. Mr. Marx followed this statement by saying P-Cards that are not routed prior to a CAO going on leave will not be reconciled until the official returns. In an emergency leave situation one could ask a fellow CAO or a system administrator to handle the routing. Mr. Marx said that suggestions for changes should be referred to the NIH Agency Program Coordinator for the P-Card, Ms. Georgiann Wilson.

SREA Presentation

Ms. Georgiann Wilson addressed the issue of SREA, which deals with NIH Scientific Peer Review Meetings. Ms. Wilson also stated that the Purchase Card Program policy takes precedent over any other guidance. The P-card is not authorized for lodging; however, Health & Human Services and NIH upper management thought it would be an appropriate tool in the interim. The interim procedures will be in effect from May 15 to August 31. Cardholders finalizing and using the P-card to pay for signed contracts do not have to comply with the Federal Acquisition Rules (FAR) requirements regarding individual lodging. Cardholders will however, have to verify if the lodging rate falls within the per diem.

The FAR rules do apply for open market buys and cardholders must negotiate with the hotel and ensure the price is reasonable, have sole source justification, and the price must be in line with the travel per diem rate. Ms. Wilson instructed the audience that actions regarding SREA that exceed cardholders dollar limits must be sent to Mr. William Kelley. Questions relating to the SREA program should be directed to Diane Bernal, SREA Director. Questions on acquisitions should be directed to the Purchase Card Program Office. Further instruction from Ms. Wilson maintained under no circumstances is the P-Card to be used to pay for food. Working meals must be paid for at the expense of the reviewers; only light refreshments may be paid for as defined in the Federal Travel Regulations.

Other Business

Ms. Wilson addressed the issue of contractors using P-cards. NIH upper management is not planning to expand the issuance of cards to contractors. Ms. Wilson further added contractors supplementing staff in individual offices are not government employees, did not receive contracts, and are not associated with course reimbursement contracts.

Ms. Wilson raised the issue of incomplete applications for purchase cards, specifically the Automated Data Base IDs. Applications will be verified as being complete; notifications will be sent to those who have submitted incomplete applications. If there is no response, the application will be returned. The P- Card program office will not be responsible for unprocessed applications.

Ms. Wilson next addressed the issue of the 100 percent review of purchase card holders. CAOs will also eventually be reviewed; Deloitte has developed the process for doing so, but it has not yet been approved by NIH upper management.

Ms. Wilson mentioned that email questions should be sent to the help line rather than to Nancy Davis.

With regard to the NED IDs, Ms. Wilson stated that they were working to verify them within the ICs, and she reminded everyone that the NED ID, not the card number, should be used in NBS.

The U.S. Bank is changing their system as it relates to the Purchase Card Program. They will be scrambling the account numbers in light of the issue of identity theft. The scheduled roll-out for the bank change is December 6, 2006, which is prior to the deployment of NBS so that any problems can be addressed.

Ms. Wilson introduced Diane Johnson, Maria Fernandez, Sharonn Starks, and Nieshia Blocker, staff members from Kelly who is assisting the program office with processing card applications.

The meeting concluded at 11:51 a.m.