

PURCHASE CARD PROCEDURES FOR END OF FY 2007

NOTE: This document is for all cardholders and card approving officials. Cardholders may use their purchase cards to make FY 2007 purchases through 11:59 pm EDT on Sunday, September 30th. Earlier Cut-Off Dates may be required by the cardholders' ICs.

A. Purchase Card Logs for FY 2007 Purchases

All cardholders must enter their log entries daily. The last day to create log entries for FY 2007 purchases in the NBS is on **Monday, October 1, by 3:00 pm EDT**. If the log entries are not in the NBS by this deadline, the Invoice will be paid against FY 2008 monies.

B. What happens to the Buyer Requisitions that become Purchase Card Buys?

Once the buyer decides to use the purchase card instead of other Simplified Acquisition Awards, the requisition must be cancelled and a purchase card log entry must be created for that buy. The purchase card log entry must be created by **3:00 pm EDT on October 1**, to ensure a FY 2007 obligation.

C. What happens after September 30th?

Beginning in October, the NBS will resume receipt of daily invoices files from US Bank. The cardholder may continue to perform their reconciliation in the NBS. If the cardholder does not reconcile on time, and the Bank statement is paid by NIH, the items will be paid against the default PROJECT number for FY 2008.

D. What Happens during FY 2008?

If a valid FY 2007 purchase is discovered after the NBS reopens for FY 2008, and a log entry was never entered into the NBS Purchase Card Log, the cardholder should follow IC established procedures for use of prior year funds.

E. Problems/Questions?

If you have any questions, first contact your IC Point of Contact for the Purchase Card Program (See Appendix B). If you still have questions, please call the Purchase Card Helpline at 301-435-6606. If you have questions regarding OFM issues, please contact John Slovikosky at 301-402-6599. If you have any NBS questions, please contact the NBS Helpdesk at 301-496-4357.

Purchase Card Procedures for End of FY 2007

SUMMARY TABLE OF CRITICAL DATES AND ACTIVITIES FOR END OF FY 2007 PURCHASE CARD OBLIGATIONS	
CRITICAL DATES	ACTIVITIES
September 30th	Cardholders may make FY 2007 purchases through 11:59 pm EDT .
October 1st	Last day for 2007 log entries. Cardholders will have until 3:00 pm EDT to create purchase card logs in the NBS for their FY 2007 transactions.
October 1st to October 3rd	NBS will be down from 3 PM EDT on October 1 , through 8:00 am EDT on October 3 .
October 3rd	NBS reopens for business at 8:00 am EDT .
During FY 2008	After October 1, for valid FY 2007 purchases which were never entered into the NBS Purchase Card Log, the cardholder should follow IC established procedures for use of prior year funds.

Appendix B

IC Purchase Card Coordinators

ICD	Designated Coordinator	Telephone Number	Alternate Coordinator	Telephone Number
CC*	Debbie Britton	301-594-5914	Janice Brunson	301-496-2301
CIT*	Stephanie Greenleaf	301-496-1470	Andrea Redmond	301-496-9864
CSR*	Marilyn Cuzzolina	301-435-1099		
FIC*	Sonya Thomas	301-496-4625	Lauren Sikes	301-496-4625
NCCAM*	Celena Shirley	301-496-9678	Valery Gheen	301-402-4335
NCI*	Amy Siller	301-496-8608	Kristen Mistichelli	301-435-3810
NCMHD*	Donna Brooks	301-4352135		
NCRR	Billie Kulp	301-435-0719	Dorothy Keys	301-435-0721
NEI*	Traci Pelan	301-451-0750	Barbara Wilson	301-435-8836
NHGRI*	Pam Klein - Extramural David Schneider - Intramural	301-594-8192 301-496-8489	Mike Philippi - Intramural	301-496-7909
NHLBI*	Jim Mitchel	301-496-5931		
NIA*	Extramural - Susan Windsor Intramural** - Patricia Meise	301-402-7721 410-558-8043	Extramural – Jennifer Croy Intramural – Valerie Jones	301-402-2717 410-558-8042
NIAAA*	Pat Parks	301-443-1275		
NIAID*	Shamay Knox	301-402-6990	Olga Acosta-Polston Lesley Williams	301-435-4322 301-402-6545
NIAMS*	Valerie Green	301-496-6053	Andi Ricche	301-435-5314
NIBIB*	Angela Burks	301-594-3830	Jeanellen Kallevang	301-594-9826
NICHHD*	Extramural – Paul Errett Intramural - Ruth Maraio	301-402-2082 301-402-3098	Intramural – Inez Demery	301-402-3699
NIDA*	Extramural – Donna Tolson Intramural – Sheila Zichos	301-443-4577 410-550-1527	Extramural-Bridget McDonald Intramural - Diane French	301-443-4577 410-550-0813
NIDCD *	Anne Sumner	301-496-9298		
NIDCR*	Candace Lindsay	301-402-3576		
NIDDK*	Extramural-Patricia Barton Intramural-Francie Kitzmiller	301-594-7731 301-435-2925		
NIEHS*	Antoinette Bridges	919-541-5415	Beverly Hall	919-541-3301
NIGMS*	Crystal James	301-594-1747	Gail Grosman	301-594-1747
NIMH*	Extramural - Barbara Vermillion Intramural – Erin Manor	301-443-6093 301-496-4271		
NINDS*	Sabrina Ferguson	301-435-7714	Elizabeth Elliott	301-496-9273
NINR*	Ana Ferreira	301-402-7096		
NLM*	Karen Riggs	301-496-6546	Erin Goldstein	301-435-4386
OD*	Charles Baron	301-594-8277		
ORF*	Armenda Daye	301-435-1602	Melissa Richardson	301-402-0878
ORS*	Jody Sallah	301-496-8275	Dinah Huffer	301-402-0770

*IC requires that **ALL** NIH purchase card actions (i.e., applications, limit changes, name changes, cancellations, etc.) must be approved by their Purchase Card Coordinator and then forwarded to the NIH Purchase Card Program for processing.