

**P-Card Roundtable Meeting**  
**June 19, 2013**  
**1:30 – 3:30 p.m.**

**Attendees:**

Dee Cook – MDC	Sherry Reeves – DED
Melissa Blankenship – Lottery	Andrew Mitan – OSCA
Teddie Velleri – MVC	Stacey Peters – OA ITSD
Jocelyn Oligschlaeger – OA Accounting	Lenard Lenger – DOC
Lisa Bacon – OA Accounting	Jodi Goodrick – OA Accounting
Amy Morgan – MDC	Lindsay Evers – MDC
Theresa McDonald – DSS	Justa Brendel – DHSS
Jonathan Schnieders – DSS	Deanna (Jones) Zweifel – SOS
Dana Ferguson – SOS	Kerry Branch – DHE
Jessica Schwartz – DHE	Virginia Blanchard – OA FMDC
Lindsay Sanders – DED	Rachel Dietzel – DESE
Ralph Poettgen – DHSS	Denise Massman – DNR
Laura Payton – DNR	Cyndi Voss – MDC
Candy Groes – MoDOT	Tom Veasman – MoDOT
Lori Tackett – MoDOT	Jennifer Hall – OA Accounting
Dwayne Rasmussen – OA Accounting	

OA Accounting Representatives: Jennifer Hall & Dwayne Rasmussen

UMB Representatives: Kevin Meyerhoff & Tim Jackson

**Introductions & OA updates - Jennifer Hall**

Jennifer discussed the importance of using the employee's legal name on P-card accounts and travel card accounts. During the recent audit, several employees listed as cardholders did not have names matching their SAMII HR records. Jennifer advised the coordinators to ensure all new applications and card account requests have the employee's legal name on those documents. She will provide a list to the coordinators of any cardholders identified with names different from their SAMII HR records to update the existing discrepancies.

**Technology & Industry Updates – Tim Jackson & Kevin Meyerhoff, UMB**

Tim provided a presentation to discuss the current process of implementing the new In Command Tool. Tim also provided a demo of some of the new features that will be available in In Command. The pilot program is set to begin with a couple of agencies within the next few months and UMB anticipates rolling out the tool to all agencies by the end of the year.

One of the new features available with In Command is the ability for coordinators to process new account requests. Previously, coordinators were able to submit the request electronically, but it still had to be data entered by UMB into the processor. With In Command, coordinators will be able to automatically process new accounts, without the additional data entry requirement by UMB. This new automated procedure requires random system-generated account numbers. Currently, some agencies are utilizing specialized account number formats for their own internal processes. Tim offered to work with agencies needing specialized numbers to come up with other solutions. If not, they will not be able to use the online account request.

Tim advised the coordinators that UMB would be discussing with each agency the hierarchy structure and reporting needs to ensure their company units would be set up accurately in the In Command software. He also recommended they think about the reports they are currently using in Intellilink and let him know what types of reports they would need to have access to with In Command.

Next, Tim announced that the annual forum had been scheduled for September 17, 2013 at the Capital Plaza Hotel in Jefferson City.

#### **Closing Remarks – Jennifer Hall**

Jennifer reminded everyone that the next meeting will be the annual forum, scheduled in September and announced that registration and agenda information for the forum would be distributed sometime later in July or early August.