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P-Card Roundtable Meeting
December 11, 2013
1:30 – 3:30 p.m.

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Attendees:

Carol Weller – DED	Candy Groes – MoDOT
Lisa Bacon – OA	Jodi Goodrick – OA
Laura Payton – DNR	Jon Schnieders – DSS
Ralph Poettgen – DHSS	Theresa McDonald – DSS
Rhonda Fogelbach – DPS	Virginia Blanchard – OA
Jocelyn Oligschlaeger – OA	Shalonda Graham – DHSS
Kim Sandbothe – DIFP/Finance	Amy Morgan – Conservation
Deanna Zweifel – SOS	Denise Massman – DNR
Sandy Bennett – SOS	Deanna Tillison – DHSS
Lee Ann Braun – DPMM Surplus	Andy Stoecklein – DOC
Andrew Mitan – OSCA	Sherry Reeves – DED
Pam Boyd – DESE	Sarah Ralston – DIFP PR
Tom Veasman – MoDOT	

OA Accounting Representatives: Jennifer Hall & Dwayne Rasmussen

UMB Representatives: Kevin Meyerhoff & Tim Jackson

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

Tim demonstrated a new enhancement within Visa Intellilink which provides a Card Activity Report. This information is useful in assessing cards without recent activity for additional monitoring. This report is located in the Administration unit of Visa Intellilink, under Card Activity. Tim informed the group that they must select "Employee Mode" in the top right corner in order to extract the correct data. This report can be filtered by typing in employee name or last 4 numbers of the account number if the entire company unit report is not needed. Under Card Status, coordinators can select "Active, Suspended, Expired, Closed, or All" and under Card Activity, they should select "No Activity". Next they will need to click the Run button to initiate the report. The report will be downloaded to the Vault in the Outbox folder. Tim reminded the group that the Vault is only meant for temporary storage of files and that as reports are generated, they need to be downloaded to personal computers and deleted out of the outbox folder as there is a size limit on the files that can be stored in the Vault.

At this time, the No Activity Report only has date selections based on calendar months or annual calendar year. Tim stated they hope Visa will be able to provide a drop down box of statement cycle dates in the future. Tim also pointed out that statements in Visa Intellilink now have signature lines on them. Jennifer reminded the group this does not replace the need for transaction logs without a waiver.

Next, Tim shared some statistics regarding card utilization, as part of the annual review. He reported that the average balance compared to credit line overall for the state shows about 16% utilization. In some agencies, that number was higher, and in others it was lower. He stated that this data shows that either card limits overall have too high of a credit limit for their utilization or are not being utilized to their potential.

Tim then discussed using the Online Account Maintenance Tool for account changes and new account requests. In the early days of the program, fax was used as the main source of communication for these forms to be sent to UMB. However, with technology advances, it is more efficient and more accurate to utilize the Online Account Maintenance Tool for these requests. He also mentioned that changing the address in the Online Account Maintenance Tool required entering both lines (even if the second line was to remain the same) and then save or the second line of the address would not be retained.

In closing, Tim announced that we were working on reducing the overall number of strategies as there were so many duplications. Tim informed the coordinators UMB was currently analyzing their strategies to develop standard statewide strategies that will be used on all cards. More information will be given to the coordinators after the strategy analysis is complete.

OA Updates –Dwayne Rasmussen

Dwayne discussed the recent statewide audit findings with the group and described changes being implemented as a result. The first section dealt with Policy & Procedures issues including outdated interagency agreements, interagency payments, non-bulk motor fuel, waivers not being on file, transaction logs not completed per policy, and payments not being entered timely. Dwayne stated that in response to the audit, we are working on enhancing reporting capabilities to increase oversight, continuing to remind coordinators of policies and procedures, and reminding coordinators that they are responsible for notifying us when change in duties occur regarding the agency coordinator(s). The next section addressed concerned cardholder account controls including active cards for terminated employees, a large amount of inactive cards, and cardholder data not matching SAMII HR records. The response to these problems will include creating a procedure to terminate cards when employees are no longer active, collaborating with UMB on generating a No Activity Report to periodically review inactive accounts, and reminding agencies of the importance of ensuring cardholder names match the employee's legal name, as it is in SAMII HR.

Closing Remarks – Jennifer Hall

Jennifer reminded the group that the new pcard@oa.mo.gov email should be used for all P-Card questions and concerns, as this mailbox is monitored by a few different people to ensure prompt response and also to maintain documentation where it will be accessible to P-Card management.

Jennifer announced the 2014 quarterly roundtable dates had not been scheduled yet but information would be coming soon on those dates.