

**P-Card Roundtable Meeting**  
**March 17, 2011**  
**1:00 – 3:00 p.m.**  
**Minutes of Meeting**

**Attendees:**

Virginia Blanchard – OA/FMDC	Sarah Riggins – OA/FMDC
Shalonda Graham – DHSS	Amber Willis – DPS/SEMA
Denise Massman – DNR	Julie Miller – DPS/MVC
Andrea Beck – DESE	Crystal Smith – DPS/MSHP
Angela Sutton – MODOT	Denise Lehmen –DOR
Leonard Lenger – DOC	Tracy Farris – DPS/SEMA
Marilyn Trachsel – OA/DPMM	Cindy Schulte - MDC
Rob Verslues – DIFP/Prof. Registration	Rachel Dietzel - DESE
Jodi Goodrick – OA/Accounting	Debbie Davis – DIFP/Credit Unions
Lisa Bacon – OA/Accounting	Brian Dowden - OSCA
Karen Wood - MDA	Sherry Reeves - DHE
Tom Veasman – MODOT	Candy Groes – MODOT
Michelle Mealy – DOR	Shelly Drake – DOR
Chris Laughlin – DPS/MSHP	Stacey Jacobs – STC
Pamela Boyd – DESE	Teddie Velleri – DPS/MVC
Nancy Tennison – STO	Gayla Holliday – OA/ITSD
Cindy Voss – MDC	Jill Benne – DESE/VR
Deanna Tillison – DHSS	Cheryl Bonner – MODOT
Shirley Gerling – DIFP/Ins.	Carol Weller – DED/Tourism
Diane Kemna – DPS/MVC	Carla Massman – DPS/MVC
Kim Sandbothe – DIFP/Finance	

OA Accounting Representatives: Jennifer Hall  
Carrie Todd

UMB Representatives: Tim Jackson  
Christian Lenz

**Introductions - Jennifer Hall**

**State P-Card Coordinator Discussion – Jennifer Hall**

Jennifer stated that most, if not all, agencies have attended Visa Intellilink training. She also asked agencies to let her know if additional training is needed.

The p-card manual was updated in February. The requirements for 1099-reportable services have changed. Previously due to reporting requirements, services coded to a 1099-reportable object code could only be obtained from an incorporated vendor. The burden of this reporting is now the responsibility of the issuing bank. The list of unallowable/excluded p-card purchases has not changed. Should an agency wish to request an exception to the manual they should e-mail Jennifer. Jennifer will forward these requests to the Assistant Director and Director for the Division of Accounting for authorization.

Jennifer will answer general guidance questions from cardholders as to what are statewide allowable p-card purchases. More specific questions regarding a particular purchase will be routed back to the department coordinators, as agency policy may be more restrictive than statewide policy.

Jennifer stated that there had been some confusion recently regarding the Individual Business Travel cards. These cards are issued to an individual employee and it is a personal liability credit card. Cardholders are responsible for payment. Should there be a discrepancy, the cardholder should contact UMB. There is a report that interfaces with SAMII HR that should capture the names of employees that are no longer with the state and these cards will be cancelled.

Past due payment reports are generated twice a month near statement cycle dates. For the accounts that are 60-days or greater past due, agencies need to follow-up with Jennifer. The accounts that are highlighted on this report are current; however, were past due as of the statement date.

### **UMB Discussion – Christian Lenz and Tim Jackson**

Christian stated that he is working on several different manuals for the new Visa Intellilink system to address common topics. The Administrator Manual is posted on OA's p-card website and more manuals are in the process of being developed. If there is a particular aspect of Visa Intellilink that additional guidance needs to be addressed, contact him and he will provide assistance.

Christian gave an overview and demonstrated some of the navigation techniques in the new system. He also indicated that he has templates, which are set up as Excel spreadsheets that he can send to the agencies for numerous changes. He can load this information into the new system to prevent agencies from spending too much time making individual changes.

For agencies that use the interfaced PVQs in SAMII, the default accounting code information for each account will be available in the new system. There is currently no report for those accounts with no activity for a particular month. Christian is working on this issue. Closed accounts will also appear in this system. Agencies are encouraged not to delete this information or they will lose their ability to track historical data for these accounts. A separate "company unit" can be created to keep them separate from open accounts. Agency administrators also have the ability to add new company managers and set up user names and passwords. When new accounts are established they are set up in Visa Intellilink and agency administrators will need to move them under the correct company unit.

For security purposes, e-mailed statements will be terminated after the conversion to Visa Intellilink is complete. It is also industry standard that cardholders must log in to obtain their monthly statements. Visa Intellilink does offer the capability of generating an e-mail notification to let cardholders know their statements are available.

Tim asked if there were any outstanding issues for the cards that were recently replaced due to the possibility of them being compromised. He also explained that this was an isolated incident where one processor had potentially compromised data.

**Closing Remarks – Jennifer Hall**

The next meeting is June 22, 2011, at 1:00 p.m. The Annual Forum will be held in September.