

**P-Card Roundtable Meeting**  
**December 5, 2012**  
**1:30 – 3:30 p.m.**

**Attendees:**

Andrew Stoecklein – DOC	Robin Siebeneck – DMH
Jodi Goodrick – OA	Rachel Dietzel – DESE
Missy Blankenship – MO Lottery	Sybil Schlater – DHSS
Ralph Poettgen – DHSS	Theresa McDonald – DSS
Debbie Davis – DIFP Credit Unions	Donna Stovall – MSHP
Virginia Blanchard – OA	Brian Dowden – OSCA
Andrew Mitan – OSCA	Dee Pardue – MODOT
Lori Tackett – MODOT	Shirley Gerling – DIFP Insurance
Nancy Tennison – STO	Andrea Beck – DESE
Sandy Bennett – SOS	Deanna Jones – SOS
Lee Ann Braun – OA	Kelly Copeland – DNR
Denise Massman – DNR	Tom Veasman – MODOT
Gloria Schmitz – DOLIR	Deanna Tillison – DHSS
Shalonda Graham – DHSS	Gayla Holliday – OA
Stacy Peters – OA	Lynn Bock – DHE
Jessica Schwartz – DHE	Sherry Reeves – DED
Lindsay Sanders – DED	Pam Boyd – DESE Voc Rehab
Sherry Hess – DIFP Professional Registration	Dana Kliethermes – Agriculture
Mary Vaughn – DIFP Professional Registration	Shawn McCauley – OA

OA Accounting Representatives: Jennifer Hall & Dwayne Rasmussen

UMB Representatives: Tim Jackson & Kevin Meyerhoff  
Darren Davis (via conference call)

**Introductions & OA updates - Jennifer Hall & Dwayne Rasmussen, OA**

Jennifer reminded the agency coordinators that the annual spending analyses are due back to OA and that even if their reviews resulted in updating their accounts with UMB, they still needed to return the list of account changes to OA. Jennifer advised the group that during the review, it was noted that several agencies had MCC override strategies in permanent status. The MCC overrides strategies were intended to allow authorized and legitimate charges to go through when the regular strategies were not working; however, it was not intended to be permanent. Jennifer recommended agency coordinators research their MCC strategies to ensure the overrides were not being used on a permanent basis. In addition, she informed the group UMB would be looking over these as well and reaching out to the agencies to create strategies that were applicable for them, without using the override codes.

Dwayne provided an update on the P-Card audit by informing the group the audit had been delayed until after the first of the year.

### **Technology & Industry Updates – Tim Jackson, UMB**

A conference call was arranged with Daren Davis of UMB to participate in a webinar demo of the In-Command tool UMB has been working on. This new program is expected to eventually combine the functionality of the Online Account Maintenance Tool (used by coordinators) and Commercial Card Center (used by cardholders). The program is still in the production phase and not expected to be ready for pilot launch until second quarter of 2013. OA and UMB will coordinate selection of a smaller P-Card agency for piloting the program.

Tim shared a presentation with the group and reviewed the current technology tools available, including Commercial Card Center, Visa Intellilink and CommercialCARD-Account Admin (online account maintenance tool). Tim also discussed the need for standardizing and reducing the number of strategies open now, especially in preparation for loading the information into the new In-Command tool. Tim advised that UMB would be reaching out to the agencies to help them create appropriate strategies for their purchasing.

Part of the presentation also focused on the contactless card technology featured in the news recently with credit card information theft. These cards are also known as smart cards and contain a chip that communicates with the merchant's terminal using radio waves. Fraud can occur with these cards when an individual uses a device that can pick up the radio wave from nearby (without the card being touched and still in a wallet or purse). Although these cards are being issued in the U.S., UMB does not plan to utilize this technology in the near future.

Tim also discussed in the presentation the plan to implement EMV chip cards. This technology was presented at the Annual P-Card Forum. These cards help deter fraud and theft because they contain an embedded chip which changes a security code each time a transaction is made. If the credit card data is stolen from this card, any transactions attempted with it would be declined because they would be using an expired security code. Tim advised that the U.S. is one of the last countries to adopt this new technology and that it is already being utilized in European countries. He also mentioned that merchants will be liable for fraud if not set up to accept chip cards in 2015. UMB expects to be ready to issue their EMV chip cards in 2014.

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

Jennifer stated that the past due reports were being sent out and that there had been an upswing in overdue activity. She offered to assist agencies if needed.

Jennifer said UMB was working on developing short-topic webinars to assist agencies with any training on technology that may be requested and topics of interest should be emailed to her to coordinate with UMB.

In addition, she informed the group that the meeting locations for next year were being scheduled now, and if anyone had any suggestions for locations to let her know.