

**P-Card Roundtable Meeting
December 8, 2010
1:00 – 3:00 p.m.
Minutes of Meeting**

Attendees:

Virginia Blanchard – OA/FMDC	Rhonda Fogelbach – DPS
Sarah Riggins – OA/FMDC	Donna Stovall – DPS/MSHP
Tracy Farris – DPS	Courtney Borman – DPS/MSHP
Shawn Schulte – DESE/VOC REHAB	Lindsey Stieffermann - DED
Melissa Wadley – Lottery	Sherry Reeves - DHE
Shirley Morfeld – DMH	Julie Keilholz - DED
Carrie Todd – DNR	Shalonda Graham - DHSS
Denise Massman – DNR	Julie Miller – DPS/MVC
Andrea Beck – DESE	Crystal Smith – DPS/MSHP
Angela Sutton – MODOT	John Long - DMH
Denise Lehmen –DOR	Theresa McDonald - DSS
Leonard Lenger – DOC	Monica Tucker - DOR
Jessica Schwartz - DHE	Shirley Gerling – DIFP/Insurance
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	Lindsay Ready - SOS
Gloria Schmitz - DOLIR	Brian Dowden - OSCA
Shawn McCauley – OA/Accounting	Karen Wood - MDA

OA Accounting Representatives: Vandee DeVore
Jennifer Hall
Shellie Pervinich

UMB Representative: Christian Lenz
Tommy Townsend

Introductions - Jennifer Hall

State P-Card Coordinator Discussion – Jennifer Hall

Jennifer stated agencies recently received an email describing changes to the automated interface document invoice numbers. Jennifer explained those changes are only applicable to agencies interfacing at the present time. There have been some instances of duplicate invoice numbers, so the new format was implemented. Jennifer showed an example of what the new invoice numbers look like.

Jennifer also explained beginning January 1, 2011, all transactions paid by credit card are not 1099 reportable, whether the vendor is incorporated or not, as long as the transaction is \$10,000 or less. This new policy allows agencies to pay for services with p-cards which previously were not allowed. The merchants' banks will be handling the 1099 reporting for payments made by credit card. Jennifer further encouraged agencies to look for new opportunities to use their p-cards.: The p-card could reduce the data entry, approval process, and check costs within the state. Agencies should review payments to search for opportunities to use the p-card for small dollar transactions because there are a large number of transactions (less than \$50) that are being processed as check payments; and some of the transactions were previously unallowable services on the p-card, such as medical services. Jennifer also advised that these changes would be incorporated into a revision of the State Purchasing Card Policy & Procedure Manual, which is intended to be released in January 2011. Comments or suggestions for the revision of the State Purchasing Card Policy & Procedure Manual can be sent to jennifer.hall@oa.mo.gov.

UMB Discussion – Christian Lenz

Christian Lenz stated the migration with VISA Intellilink System Management will take place very soon. New updates are being implemented such as bulk migration and a quicker log-in. Christian explained some of the updates; for example, when a user's password expires, the user can still log in by resetting their password. The user will no longer be locked out. A brief demonstration of VISA Intellilink's reporting capabilities was given explaining menu options, various reports, such as the Enhanced Data Analysis Report, and the ability to export to Excel. Christian explained intelligence could be built into the system to, for example, flag legitimate expenses that agencies may want to audit at a later point. Christian demonstrated sending a bulk email to alert cardholders their statement was available.

Christian went over UMB's new contacts and contact information. He stated he can still be reached on his direct line, but in the future UMB will be rerouting Level I calls through a service center team.

Christian introduced Tommy Townsend who will be working on the UMB team.

Closing Remarks – Jennifer Hall

Jennifer closed the meeting by reminding everyone that next year's roundtable meetings will be held March 17, 2011; June 22, 2011; and December 7, 2011. The annual forum will be held in September.