

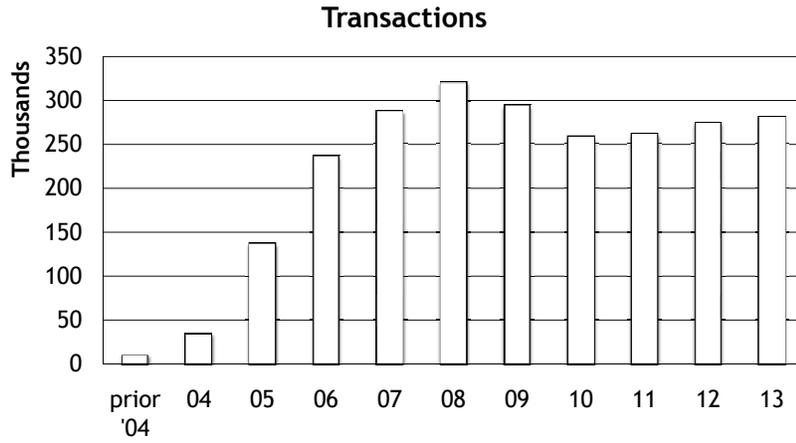
WORKSHOP #176

pCard Administrators and Alternates
Annual Meeting
September 24, 2013

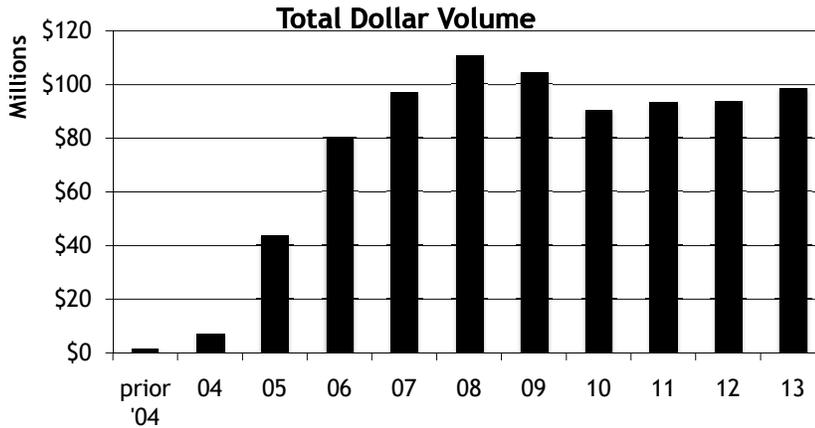
AGENDA

- FY2013 transactions and rebates
- Updating contact information
- SPO-035, Request to Use pCard for Blocked Purchases
- Mandatory Procurement Training
- Late Payments
- Transparency Project
- First Hawaiian Bank Presentations
 - CentreSuite FAQs
 - MasterCoverage Liability Protection Program
 - Zero Liability & Disputes
 - New Cardholder Process (photo ID letter)

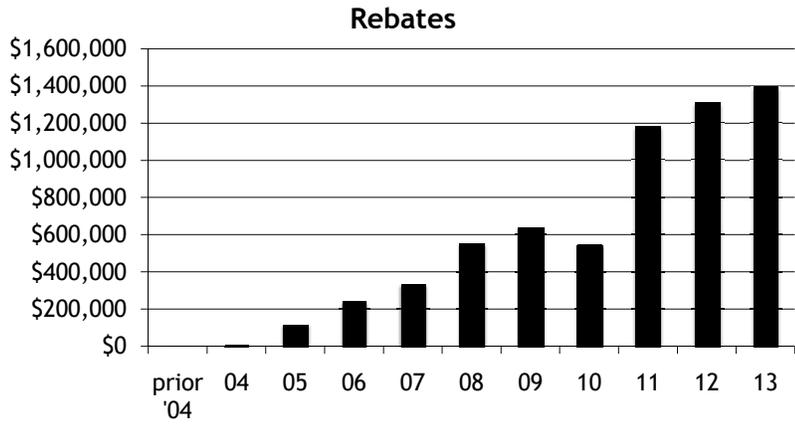
PCARD HISTORICAL DATA



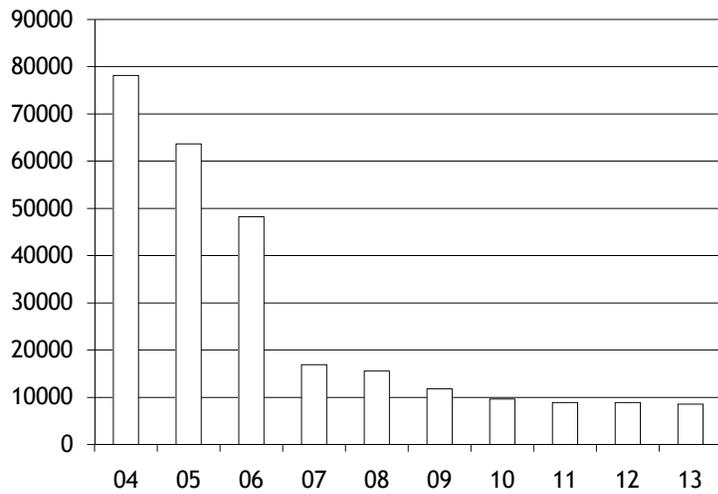
PCARD HISTORICAL DATA



PCARD HISTORICAL DATA



PURCHASE ORDER TRANSACTIONS UNDER \$2,500



PURCHASE ORDER BREAKDOWN

Expense Type by Object Codes	# of transactions
Supplies - Operating	1874
Supplies - R&M	372
Supplies - Office	775
Supplies - Food	632
Supplies - Other	216
Dues & Subscription	162
Intra-State Transportation	263
Out-of-State Transportation	156
Car Rentals	468
Rentals/leases	322
Repair & Maintenance	1758
Other	1655
Machinery & Equipment	201
Other Capital Outlay	5
Total	8859

UPDATING CONTACT INFORMATION

- Form SPO-036 for Executive Branch
Departments/agencies

- Form SPO-041 for all CPO jurisdictions
due 10/15/2013

- Updated Rebate contacts due 10/15/2013

Forms available on the SPO website:
<http://hawaii.gov/spo/spo-forms/forms-for-state-and-county-personnel>

REQUEST TO USE PCARD FOR BLOCKED PURCHASE

- ❖ Use form SPO-035
 - ✓ Submit minimum 7 days prior to event
 - ✓ Insert MCC if known
 - ✓ Indicate date(s) for unblocking merchant category code(s)-MCC
 - ✓ Make alternate arrangements in the event date cannot be approved
 - ✓ Periodic check requiring cardholder agreement

PROCUREMENT TRAINING

pCard is a form of payment. Does not replace the procurement process. (i.e. Small purchase, IFB, RFP, Sole Source, or Emergency)

Executive Departments/Agencies required to take mandatory training, pursuant to Procurement Delegation 2010-01, Amendment 1.

LATE PAYMENTS

- \$50.00 late fees waived
- Interest/finance charges incurred if balance not paid in full for each billing period at the rate of prime + 2%, not to exceed 12%
- Interest/finance fees may be waived if:
 - First time, with no history of past due account
 - Last finance charged assessed more than 12 months ago
 - Finance charge due to bank operational processing
 - Extenuating circumstances

Procedure: pCard administrator submits e-mail to SPO with the following information:

- ❖ Statement requesting a waiver
- ❖ Amount of the finance charge
- ❖ Payment amount
- ❖ Payment due date
- ❖ Reason for late payment

TRANSPARENCY PROJECT

OIMT/ICSD Project to promote open and transparency in government via open data portal.

Transaction data (for Executive Departments/Agencies only) captured from Centresuite (TSYS)

Data to include: Department
Merchant
Expenditure
Category/Expense Type

SPO INFORMATION

hawaii.gov/spo

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