

Charting a Successful Voyage for your Card Program

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A Successful Voyage...

- Ways To Make Your Program a Leader!
 - Key Items to Incorporate into your Program
 - Industry Information
 - Resources
 - Upcoming Card Voyages





A Successful Voyage...

- Key Items
 - Administrator – What is That?
 - Performance of executive duties
 - The execution of public affairs as distinguished from policy making



A Successful Voyage...

■ Key Items

- You are the one who needs to develop and massage the program
 - Utilize counterparts in Public Sector for best practices
 - Utilize data from the card industry for best practices



A Successful Voyage...

- Key Items
 - Respond to Needs
 - Needs by Management/Staff
 - Changes in State Policy
 - Changes in industry



A Successful Voyage...

- Key Items

- Challenge yourself

- To grow your program

- Analyze Utilization data

- Have cards in Accounts Payable

- To make your program more effective/efficient

- Explore ways to streamline your agencies process of card use



A Successful Voyage...

- Key Items

- Resources

- Counterparts

- VAGP/NIGP

- DGS/DPS Procurement Forum

- Bank of America Annual Virginia Conferences

- Websites

- National Association of Purchasing Card Professionals (NAPCP)

- National Business Travel Association (NBTA)



A Successful Voyage...

- 5 Key Actions
 1. Documentation
 2. Audit
 3. Monitor
 4. Communicate
 5. Training





A Successful Voyage...

- Documentation
 - Ensure adequate documentation
 - Request Forms
 - Employee Agreements
 - Limits
 - Industry Restrictions
 - Backup to support purchases



A Successful Voyage...

- Audit

- Perform “Mini Audit” Periodically

- Will prepare you for an audit

- Ensure all documentation is easily accessible if requested

- Ensure all I’s are dotted and T’s are crossed

- Follow up on any missing information



A Successful Voyage...

- Monitor all Activity on a Regular Basis

- Eyeball Transactions



- Use Bank of America's System and Reports



A Successful Voyage...

- Communicate
 - Constant Contact with Cardholders
 - Contact with Department of Accounts
 - Contact with Management



A Successful Voyage...

- Training
 - Training for you
 - Cardholder Training
 - Management Training



A Successful Voyage...

- Industry Information
 - Updates
 - Qualified Purchasing Card Agent (QPCA)
 - Purchase Card Industry (PCI) Standards



A Successful Voyage...

- Industry Information - QPCA
 - IRS should be issuing more information in ?
 - MasterCard, VISA and American Express has to validate annually with all merchants their information (i.e. Tax Identification Number)



A Successful Voyage...

- Industry Information – PCI Standards
 - Not required by Public Sector Card Programs
 - If your entity accepts cards as a form of payment you **MUST** comply – Penalties!!!
 - Providers are taking a pro-active step to ensure all data is as secure as possible



A Successful Voyage...

- Resources

www.napcp.org

www.nbta.org

http://www.irs.gov/irb/2004-31_IRB/ar16.html

<https://www.pcisecuritystandards.org/>



A Successful Voyage...

- Upcoming Voyages
 - Online Reconciliation
 - Options to best suit your agency
 - Pilot will begin November/December 2009
 - Full Roll Out will be Spring/Summer 2009



A Successful Voyage...

- Upcoming Voyages

- Audit Tool

- VISA Based system
- Allows for sampling of data to aid in agency audit
- Allows DOA to request additional data of certain transactions
- Possible roll out 2010



A Successful Voyage...

- Upcoming Voyages

- Bank of America enhancements

- Retail Transaction Limit on IL Travel Cards Fall 2009
- Card Activation Status in 2010
- IL Cash and Credit limits on reports Nov 2009
- Ability for PA's to schedule reports for cardholders Nov 2009



A Successful Voyage...

- Upcoming Voyages

- Bank of America Virginia Conference

- 1 day annual Conference
- February/March 2010
- General Sessions and Breakout sessions
- Will have alternatives for folks who cannot attend (Video, call in, etc)



A Successful Voyage...

- Questions

