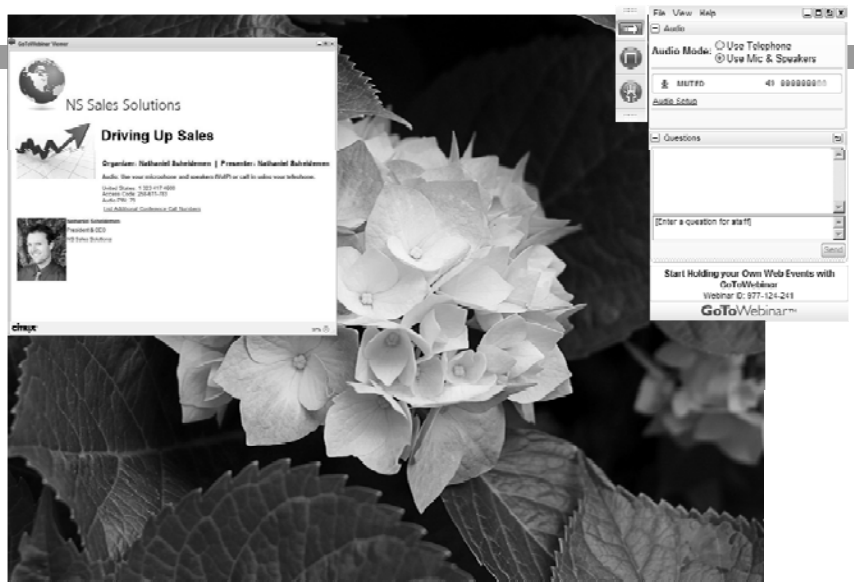
PCARD ADMINISTRATOR MEETING
JULY 27, 2012

Panelist
Bonnie Kahakui, State Procurement Office

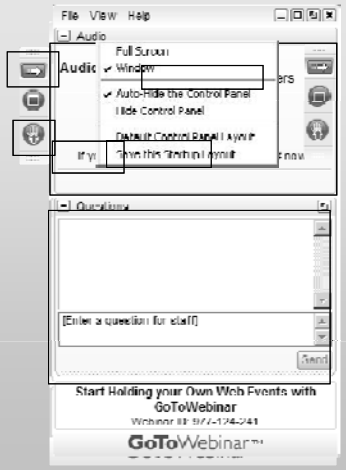
First Hawaiian Bank
David Yamafuji,
Nelson Nakagawa
Lynn Hirayama
Jonathan Lucina

The GoToWebinar Attendee View



CITRIX online

How to Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Raise your hand
- Q&A addressed at the end of today's session

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TOPICS

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- Statistical Data FY 2004 - 2012
- CentreSuite Updates
- Fraud/Abuse Procedures
- Dispute Process
- Credit Card Transaction Fees
- HCE Compliance
- SPO-035, Request to Use pCard for Blocked Purchases
- pCard Administrator/Alternate Update, SPO-036
- Departmental Procedures

pCard Data

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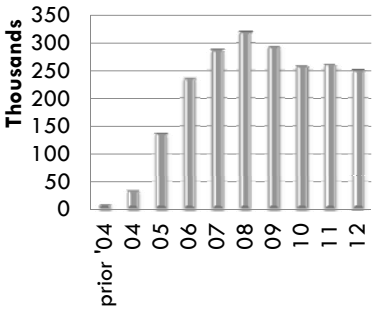
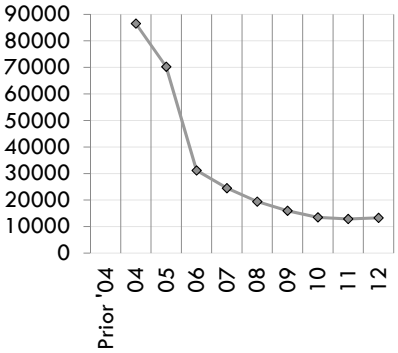
pCard Transactions FY2004 - 2012



PO transactions FY2004-2012 (Executive Branch)



pCard Data

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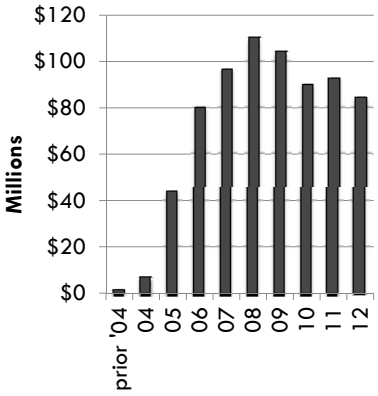
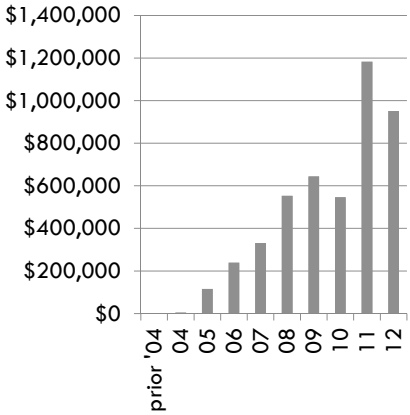
Total Dollar Volume FY2004-2012



Rebates FY2004-2012



Executive Branch
Purchase Order Transaction $2,500 and Less

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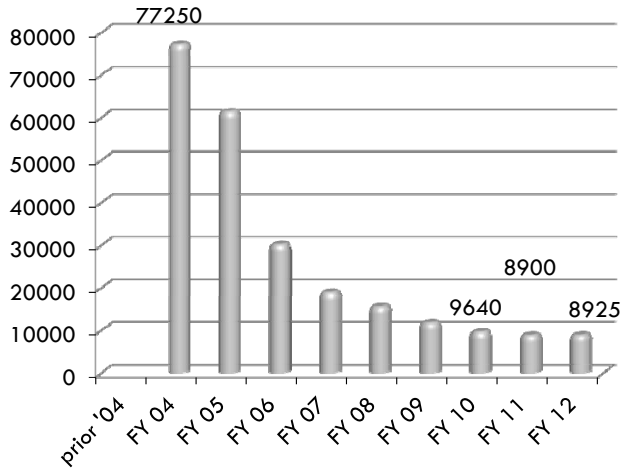

Credit Card Transactions Fees

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- **News Article - Credit Card Settlement May Mean More Fees For Consumers,** Posted on: 10:23 pm, July 17, 2012, by Natasha Chen.
- A proposed settlement between retailers and some credit card issuers may result in consumers seeing an extra fee on each transaction.
- Settlement need judicial approval, may take effect 2013.

HAWAII COMPLIANCE EXPRESS (HCE)

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ACT 190, SLH 2011

Verification of Compliance for Small Purchase Contract Awards

PC 2011-02, State & County procurement personnel are required to obtain proof of compliance through HCE.

- pCard is only a method of payment HCE compliance is still required for purchases $2,500 or greater.
- Purchasing agencies are not required to check HCE is using a SPO Price/Vendor list contract.
- Fiscal offices should be checking for compliance docs.

Form SPO-035
Request to Use pCard for Blocked Purchases

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SPO-035 may be submitted to request unblock of MCC

- Submit a minimum 7 days prior to event
- Include relevant MCC (available on the SPO website)
- Must have effective dates(s)
- Include Comptroller approval, OSTR etc. (if applicable)
- CPO jurisdictions provide copy of approved SPO-035 to SPO.

pCard Administrators & Alternates

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- Executive Branch must use SPO-036 to delegate and Update administrative/alternates.
- Other CPO jurisdictions may send an e-mail
- Only those delegated have the authority to make changes with First Hawaiian Bank.

DEPARTMENTAL PROCEDURES

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1. State of Hawaii Purchasing Card, Program & Procedures
2. Cardholder Agreement
3. Comptroller Memorandum
4. Procurement Circulars
5. Department Policy & Procedures

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Thank You & Have A Great Weekend!