UT-Austin
ProCard Project Team Agenda

Project Team: **Date:** **Start/End Time:** **Location:**	ProCard Policy and Process Team January 8, 2019 1:00 - 2:00 pm UTA 3.212 Antones Conference Room
Team Members:	Susie Brown, McCombs School of Business Dorothy Gillette, College of Pharmacy Theresa Kelly, Integrative Biology, College of Natural Science Julie Lake, Jackson School of Geosciences Cynthia Martin-Hajmasy, Internal Audit Erica Moreno, Athletics Sara Palacios, Cockrell School of Engineering Cheryl Pyle, Office of the Dean of Students Amy Ramirez, College of Fine Arts Andy Spiegel, College of Liberal Arts (Team Leader) Ellis Trinh, Dell Medical School Echo Uribe, Briscoe Center
Staff Resources:	Felix Alvarez, Process Owner Matt Burns, Administrative Support Kendyl Cervenka, Subject Matter Expert Olga Finneran, Communications Ed Horowitz, FIS Natalie Kendrick, Subject Matter Expert Terri Shrode, Subject Matter Expert Alice Gustafson, Project Manager (by phone)
Invited Guests:	Carol Lee, Information Technology Services Todd Pardee, Citibank Brian Smith, Citibank
Objectives:	Introduction to Citibank ProCard reports in relation to internal controls

----- AGENDA ----

TOPICS	WHO	TIME
1. Welcome	Andy	5 min
2. Citibank reports	Todd Pardee	55 min

Meeting Notes:

1. Andy welcomed the team and introduced Todd Pardee and Brian Smith from Citibank. He then turned the meeting over to them.

2. Todd and Brian indicated their role at Citibank is to offer data to make sure cardholders are using the procards correctly. They described several reporting tools, including one which filters on particular vendors. They also can provide a system to upload receipts to allow visibility into line items. The retention for this system is three years online and seven years at Citibank.
3. Currently, there is integration with PeopleSoft but not Workday.
4. There are a number of reports which will assist with auditing, some in real time. They suggest auditing new cardholders for the first three months to catch issues early and reduce mistakes in the future.
5. They noted UT Austin has the lowest average spend per card per month.
6. They discourage the use of departmental cards or card sharing. Instead they suggest the use of virtual cards (a one-time card for a specific purchase only) and a ghost card (set us with one vendor for a particular type of purchase.)

ACTION ITEMS (from Today's Meeting)	RESPONSIBLE	DEADLINE
None		