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Stacy Neal
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: February 26, 2015
RE: PCard Database

A new table has been added to the SAMII financial data warehouse to help agencies with reporting needs related to purchasing card (PCard) payments. The table contains a history of all purchasing card transactions from July 1, 2011 to January 30, 2015. This information originates from our current vendor's (UMB) database and has transactions for purchases only. Payments made to UMB for payment of purchases made on a PCard are not included nor referenced on the table. The table will be updated on a monthly basis by the 5th of each month for the previous calendar month.

The table is named ODWOWN01.PCard_Purchases and contains the following fields:

Posting Date
Transaction Date
Last four digits of card
Company Unit (Agency number is the first 3)
Cardholder – First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip
Transaction Reference (Unique number for each transaction)
Transaction Amount
Supplier – MCC (Merchant Category Code), MCC Description, TIN (Taxpayer Identification Number), Name, Address, City, State, Zip
Supplier – Incorp Status
1 = Individual/Sole proprietorship
2 = Partnership
3 = Corporation-Chapter S, C
4 = Medical or legal corporation
5 = Associations/estates/trusts
6 = Tax-exempt organizations (501C)
7 = Government (Federal/state/local)
8 = International organization
9 = Limited liability company

Supplier – Minority Owned

N = Not Minority-Owned

AI = Asian Indian

AP = Asian Pacific

BL = Black

HI = Hispanic

NA = Native American

OT = Other (not a default – indicates other minority).

Supplier – Woman Owned (Y=Yes, N=No)

Description – Description of items purchased

Some of the fields in the table are not required by the credit card industry and will be left blank. Please keep in mind that we do not disclose the TIN to anyone, but it can be used to tie vendors together under one company.

Any questions regarding this table, please contact Dwayne Rasmussen at (573) 751-4761.