

**Jeremiah W. (Jay) Nixon**  
Governor



**Doug Nelson**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

**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 5<sup>th</sup> 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.