Corporate Purchasing Card

Enhanced Reporting

June 2024

Web Version

Agenda

- Background
- AccessOnline
- Level 3 Data (by cardholder and merchant)
- Declined Transaction Review
- Multiple Vendors at One Address
- Employee Address and Vendor Address are the Same
- High Dollar Volume of Purchases by One Cardholder from an Obscure Vendor
- Purchases Structured to Avoid Transaction Limits

Background

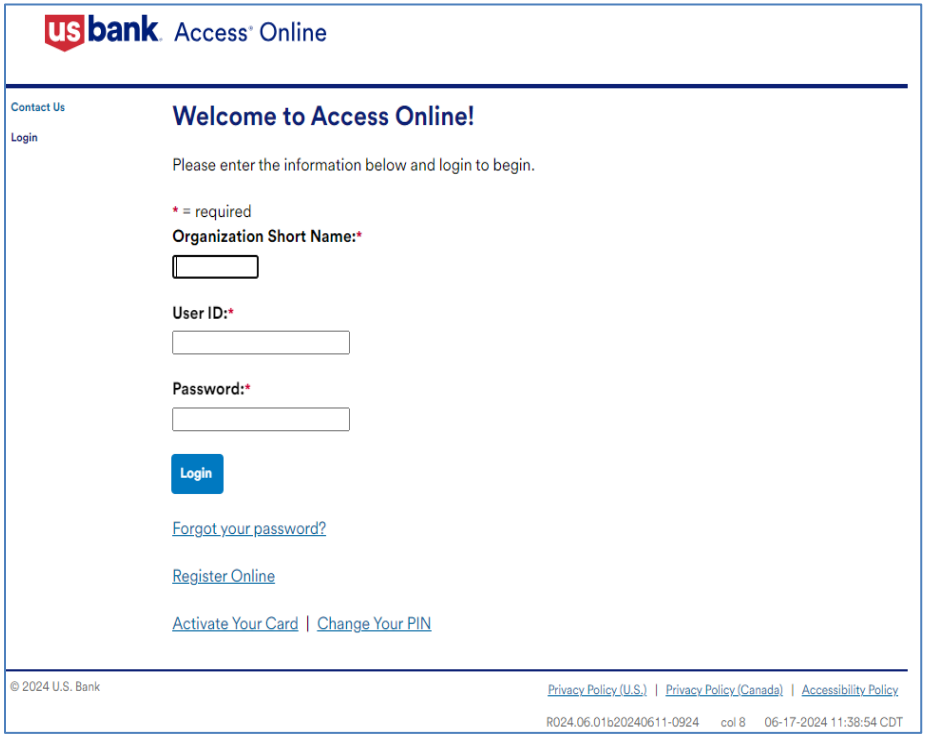
- CPC Program has:
  - Established roles and responsibilities
  - Separation of duties
  - Policies and controls in place to detect fraud, waste and abuse, IF FOLLOWED
  - Various reports in Access Online to assist with administration of the program and identification of waste, fraud and abuse

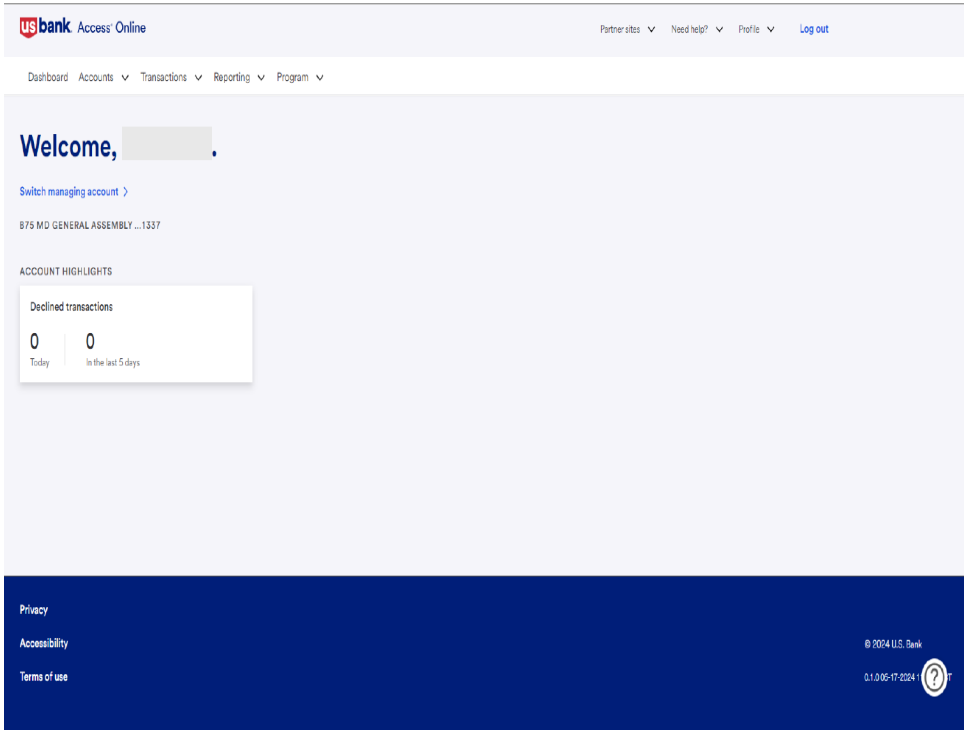
Background

- Key CPC personnel:
  - Bank Customer Service and Fraud Staff
  - GAD CPC staff
  - CPC Steering Committee
  - Agency Fiscal Officers and Agency PCPAs
  - Authorized Reviewers, Supervisors, Internal Auditors and OLA
  - Cardholders
  - Merchants

AccessOnline

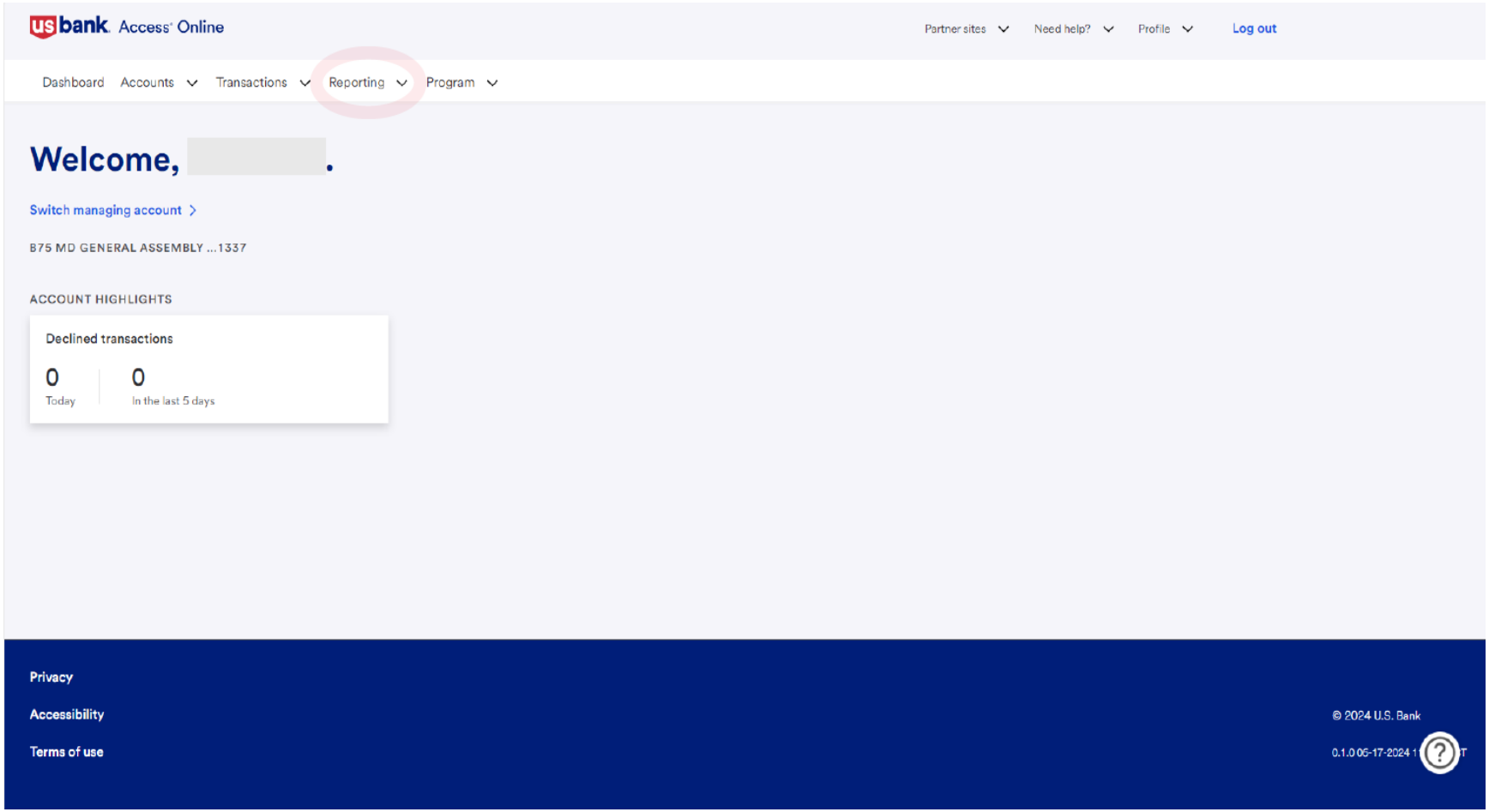
- Sign onto AccessOnline





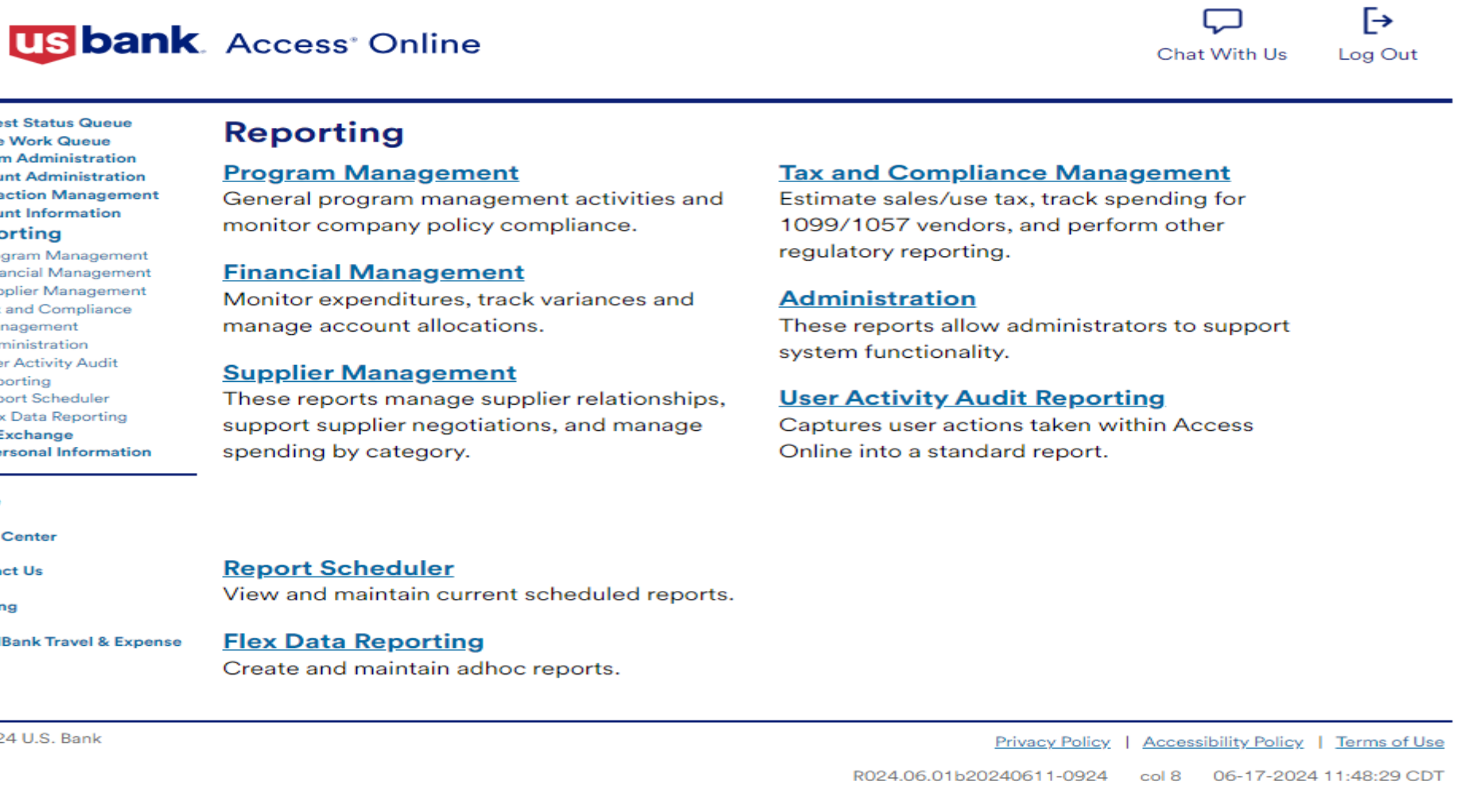
AccessOnline

- Select Reporting from the top menu



AccessOnline

- Choose the report you'd like



Level 3 Data

Full Transaction Detail and Order Detail

&

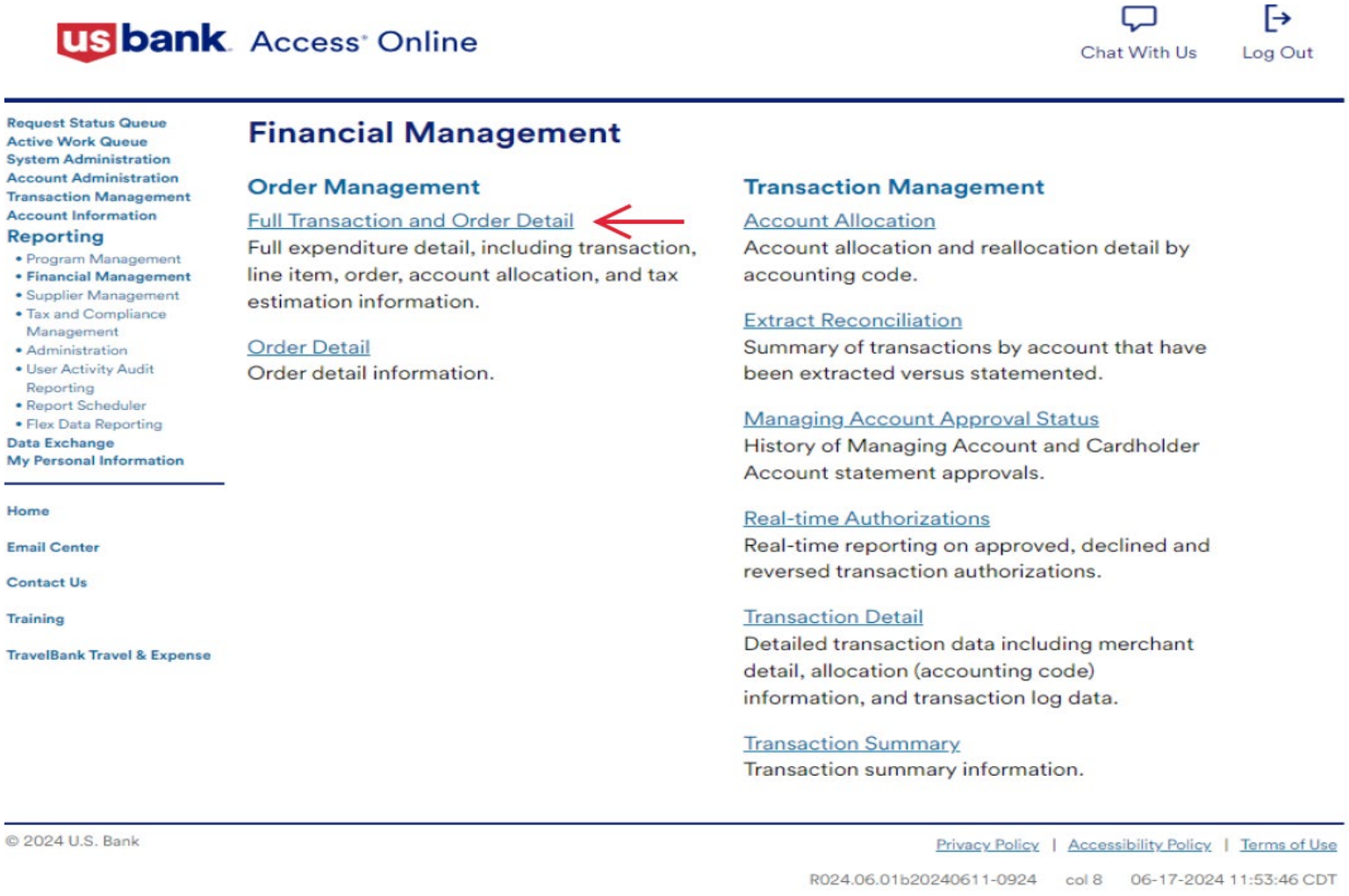
Merchant Spend Analysis by Line Item

Transaction detail by Cardholder and Line Item (Level 3 Data)

- Select Financial Management

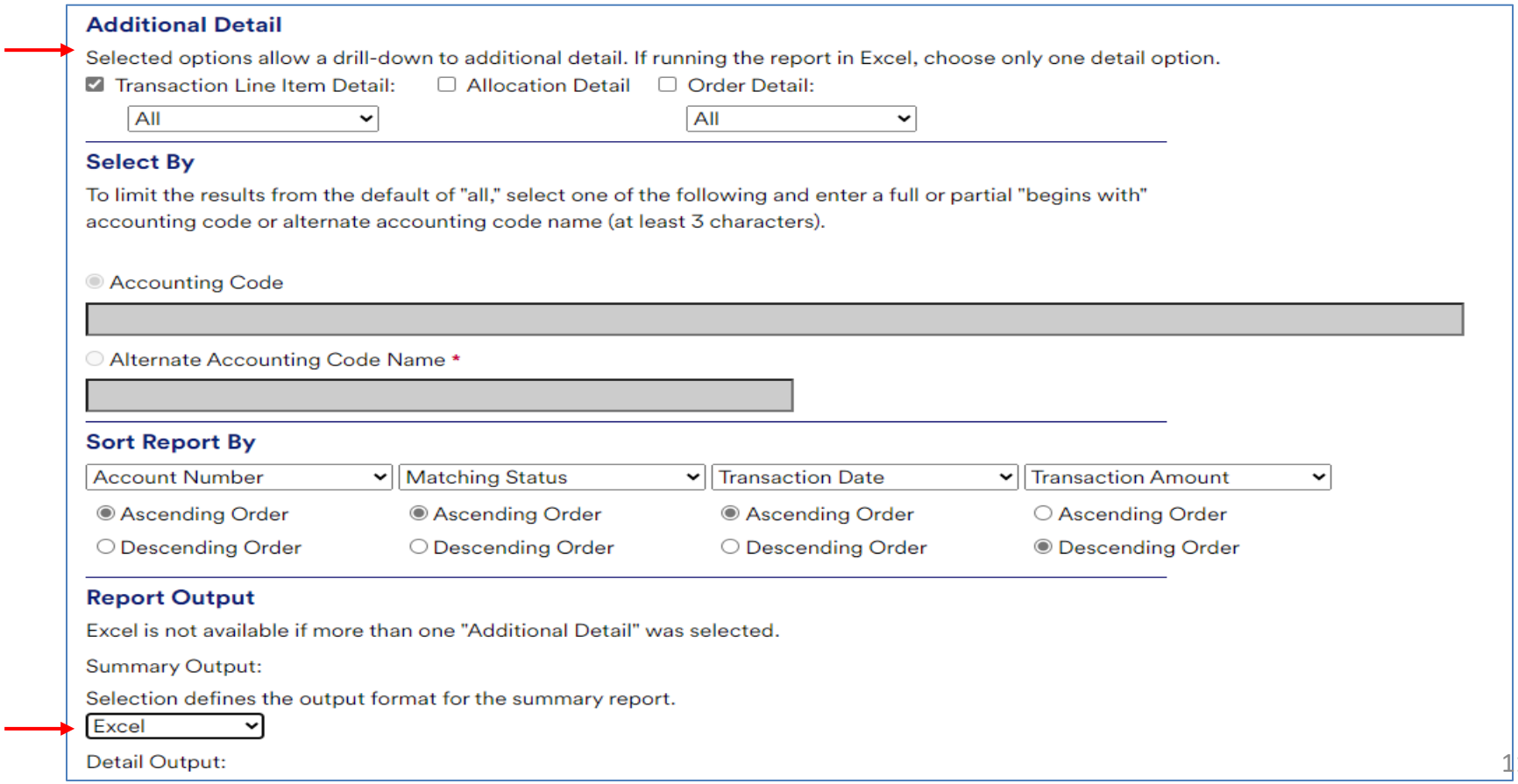
Transaction Detail by Cardholder and Line Item (Level 3 Data)

- Then select Full Transaction and Order Detail



Transaction Detail by Merchant and Line Item(Level 3 Data)

- You must select only one Additional Detail to produce the report in Excel



Transaction Detail by Cardholder and Line Item (Level 3 Data)

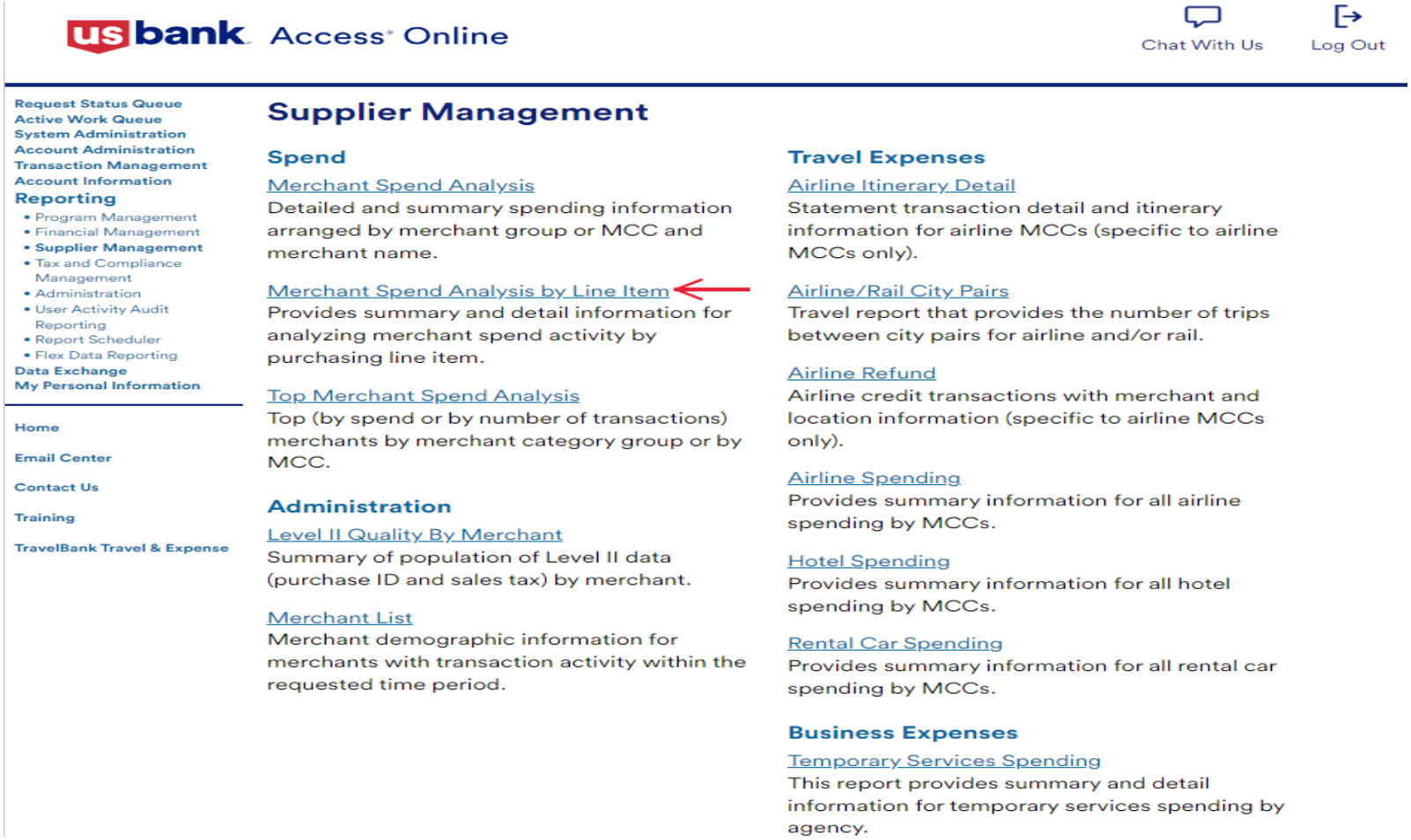
Matching Status	Name	Managing Account Name	Transaction Date	Merchant Name	Transaction Amount	Sales Tax	Merchant City	Merchant State/Province	Freight Amount	Product Code	Item Description	Item Commodity Code	Quantity	Unit of Measure	Unit Cost	Line Item Total
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/09	YUBICO INC.	$195.00	$0.00	HTTPSWWW.YUBI	CA	$0.00						$0.0000	$0.00
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/13	KINGSWAYSOFT	$1,895.00	$0.00	OAKVILLE	ON	$0.00						$0.0000	$0.00
Unmatched	JAMES	E20 MD TREASURER'S OFF	2024/05/14	IN *APPLIED TECHNOLOGY SE	$840.00	$0.00	443-8447972	MD	$0.00	851714757302	CISCO DUO ADVANTAGE EDITIO	85171475730 2	35.0000	NMB	$24.0000	$840.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/03	AGENT FEE 8900872960808	$399.97	$0.00	GLOBETROTTER	MD	$0.00						$0.0000	$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/03	AGENT FEE 8900872960809	$24.75	$0.00	GLOBETROTTER	MD	$0.00						$0.0000	$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	$2,076.91	$0.00	4IMPRINT.COM	WI	$156.31	EXTRA	Set-Up Charge	5969	1.0000	PCE	$50.0000	$50.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	$0.00	$0.00	4IMPRINT.COM	WI	$0.00	EXTRA	Set-Up Charge	5969	1.0000	PCE	$60.0000	$60.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	$0.00	$0.00	4IMPRINT.COM	WI	$0.00	128675	Full Color Spirit Towel	5969	400.0000	PCE	$2.5100	$897.60
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/07	4IMPRINT, INC	$0.00	$0.00	4IMPRINT.COM	WI	$0.00	131603-C-FS-	Clear Impact Line Up Bottl	5969	400.0000	PCE	$2.5500	$913.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/20	USCA 2ND CIRCUIT	$25.00	$0.00	212-857-8585	NY	$0.00						$0.0000	$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/21	USCA 2ND CIRCUIT	($25.00)	$0.00	NEW YORK	NY	$0.00						$0.0000	$0.00
Unmatched	MICHEL	E20 MD TREASURER'S OFF	2024/05/24	0009P - PARKINGCOM	$20.99	$0.00	844-4727577	IL	$0.00						$0.0000	$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/04/27	STAPLES INC	$79.50	$4.50	STAPLES.COM	MA	$0.00	24550355	UPLOAD YOUR OWN 24X36	24550355	1.0000	EA	$75.0000	$75.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/04/29	AT&T PAYMENT	$340.85	$0.00	800-331-0500	TX	$0.00	BILL	925546541		1.0000	ITM	$340.8500	$340.85
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/01	OFFICE DEPOT #3251	$44.99	$0.00	ANNAPOLIS	MD	$0.00	754381	BADGE NAME,U,160CT,WHIT	754381	1.0000	NMB	$44.9900	$44.99
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/02	GIOLITTI DELI	$750.87	$0.00	410-2668600	MD	$0.00						$0.0000	$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/03	REM HISTORIC INNS OF A	$2,401.29	$0.00	ANNAPOLIS	MD	$0.00						$0.0000	$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/03	ADOBE *ADOBE	$33.99	$0.00	408-536-6000	CA	$0.00	65185922	CPTV ALL MLP DR01 MUN 001	43230000	1.0000	PCS	$33.9900	$33.99
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	ASHORE RESORT AND BEAC	$468.89	$0.00	OCEAN CITY	MD	$0.00						$0.0000	$0.00
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$384.50	$0.00	410-5761544	MD	$0.00	DEFAULT	BIC ROUND STIC GRIP XTRA C		1.0000	PK	$30.7200	$30.72
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	BIC ROUND STIC XTRA-LIFE B		1.0000	PK	$4.9400	$4.94
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	BIC ROUND STIC XTRA-LIFE B		2.0000	DZ	$2.2400	$4.48
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	BIC XTRA COMFORT ROUND STI		2.0000	DZ	$1.9100	$3.82
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	CLOROX DISINFECTING WIPES		1.0000	PK	$16.6300	$16.63
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	COASTWIDE PROFESSIONAL		3.0000	EA	$5.1600	$15.48
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	GREAT PAPERS FAUX-PARCHMEN		1.0000	EA	$8.9500	$8.95
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	JOHNSON JOHNSON ALL-PURPO		1.0000	EA	$22.9800	$22.98
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	NXT TECHNOLOGIES 6-OUTLET		5.0000	EA	$9.8200	$49.10
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	PAPER MATE SHARPWRITER MEC		1.0000	PK	$10.0900	$10.09
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	POST-IT NOTES, 1 3/8 X 1		1.0000	PK	$10.3500	$10.35
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	SHARPIE TANK HIGHLIGHTER,		1.0000	PK	$17.5900	$17.59
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	STAPLES AURA RETRACTABLE G		2.0000	DZ	$5.7700	$11.54
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	STAPLES COMBO PACK DESKTOP		3.0000	EA	$5.0100	$15.03
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	STAPLES NOTES, 3 X 3 ,		1.0000	PK	$21.0900	$21.09
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	STAPLES SMOOTH PAPER CLIPS		1.0000	PK	$7.7300	$7.73
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	TOMBOW MONO ORIGINAL CORRE		1.0000	PK	$19.7800	$19.78
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	TOPS LEGAL JUNIOR NOTEPADS		1.0000	DZ	$24.1500	$24.15
Unmatched	DUSTY	E20 MD TREASURER'S OFF	2024/05/08	RGH ENTERPRISES	$0.00	$0.00	410-5761544	MD	$0.00	DEFAULT	TRU RED NOTEPAD, 5 X 8		6.0000	DZ	$8.9500	$53.70

Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Select Supplier Management

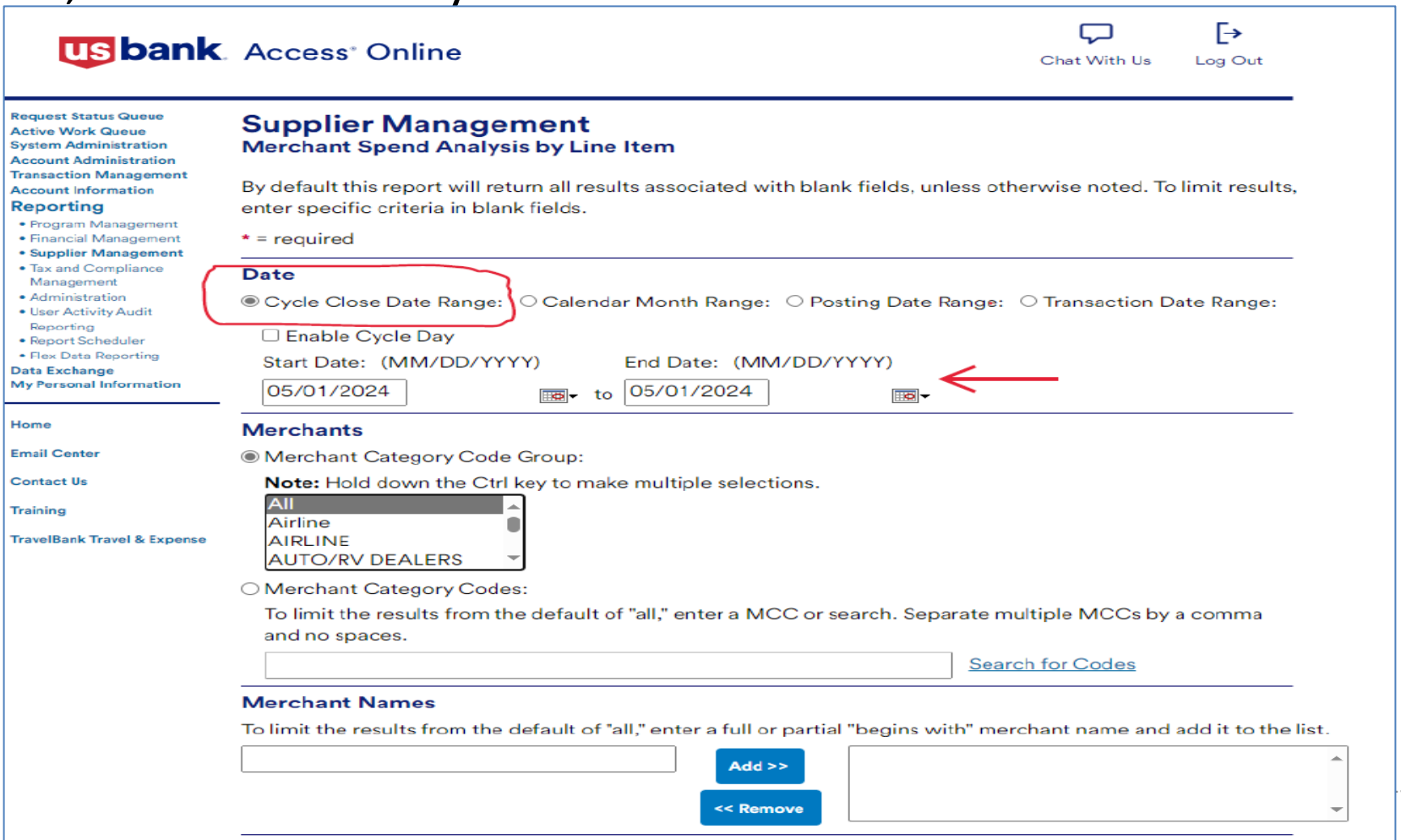
Merchant Spend Analysis by Merchant and Line Item(Level 3 Data)

- Then select Merchant Spend Analysis by Line Item



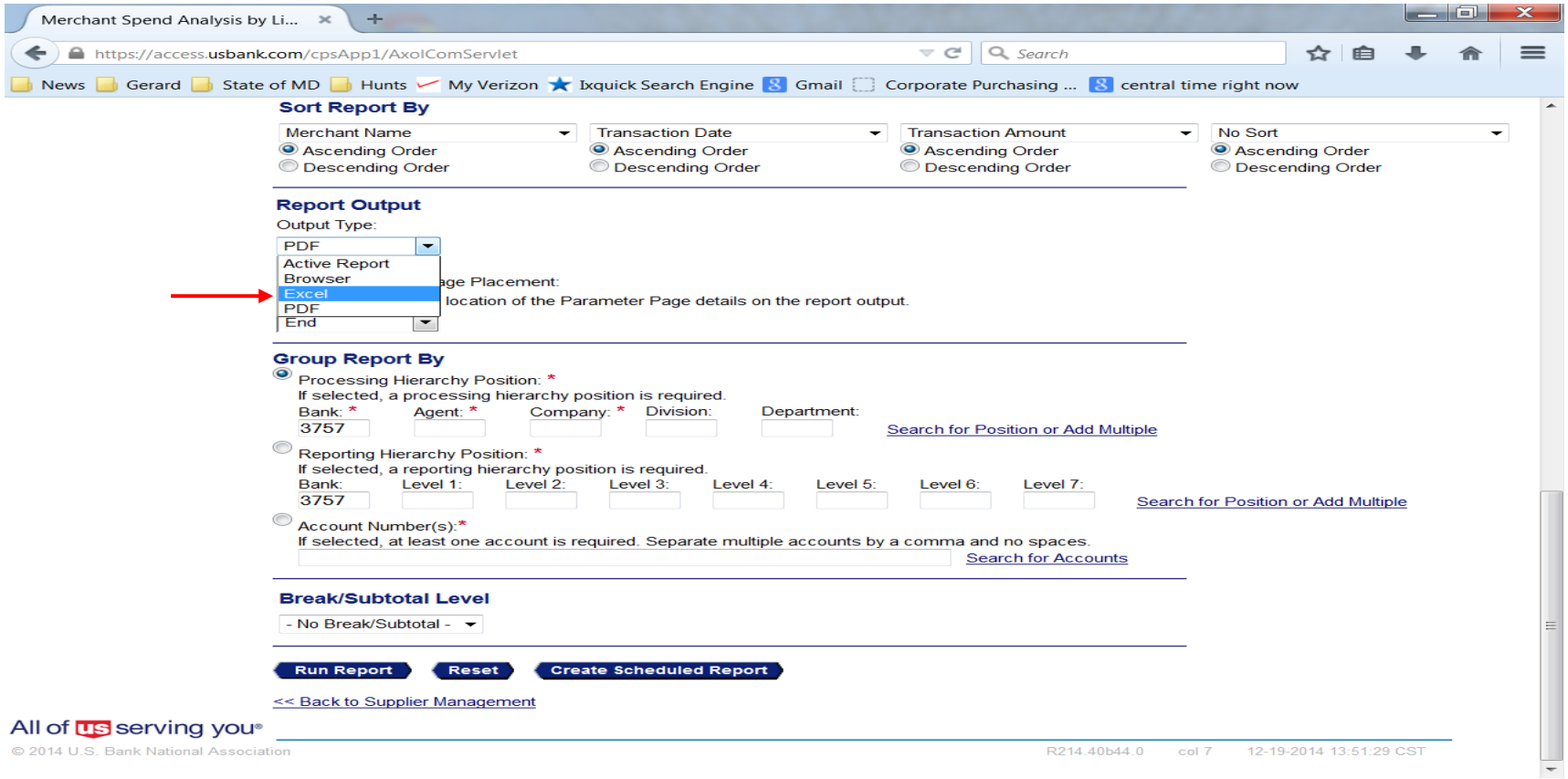
Merchant Spend Analysis by Merchant and Line Item

- Select date range - for Cycle Close Date Range choose the first day of the month you'd like to report on for **both** the Start and End date; below is for May 2024



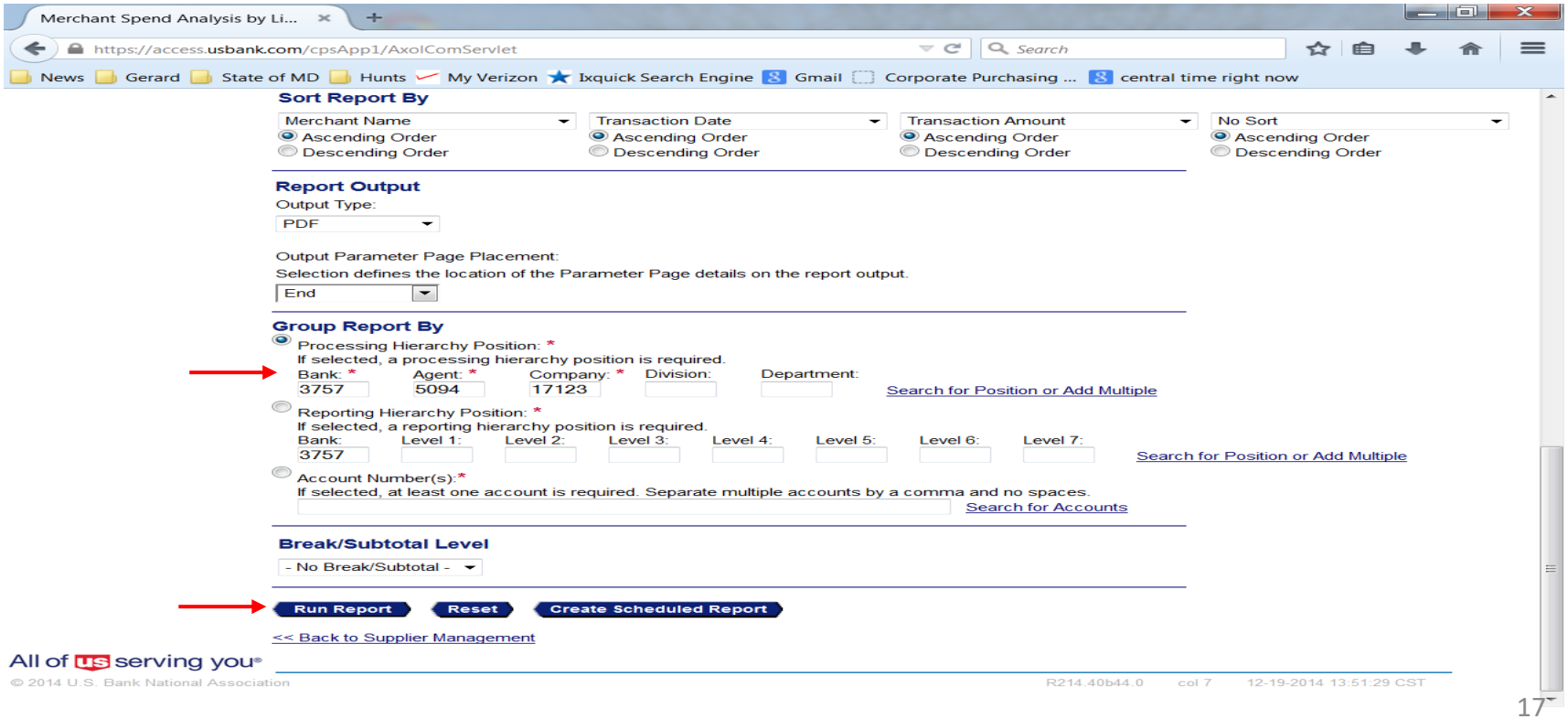
Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Select Excel



Merchant Spend Analysis by Merchant and Line Item (Level 3 Data)

- Your agency Agent and Company numbers should be populated
- Select Run Report



Merchant Spend Analysis by Line Item (Level 3 Data)

- Scroll Right & review Item Description column

Merchant Category Code Group	Merchant Category Code Group Description	Merchant Category Code	Merchant Name	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Merchant ID	Transaction Date	Transaction Amount	Source Currency Amount	Purchase ID	Product Code	Item Description	Item Commodity Code	Quantity	Unit of Measure	Unit Cost	Line Item Total Amount
19231	VEHICLE EXPENSE	7523	0009P - PARKINGCOM	844-4727577	IL	60601	331646845	2024/05/24	$20.99	20.99	517003136							
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	$2,076.91	2,076.91	27190457	128675	Full Color Spirit Towel	5969	400.0000	PCE	$2.51	$897.60
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	$0.00	0.00	27190457	EXTRA	Set-Up Charge	5969	1.0000	PCE	$60.00	$60.00
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	$0.00	0.00	27190457	131603-C-FS-	Clear Impact Line Up Bottl	5969	400.0000	PCE	$2.55	$913.00
19223	MRO SUPPLIES	5969	4IMPRINT, INC	4IMPRINT.COM	WI	54901	320894295	2024/05/07	$0.00	0.00	27190457	EXTRA	Set-Up Charge	5969	1.0000	PCE	$50.00	$50.00
19225	OFFICE SUPPLIES	5734	ADOBE *ADOBE	408-536-6000	CA	95110	498221422	2024/05/03	$33.99	33.99	BL2754106760	65185922	CPTV ALL MLP DRI01 MUN 001	43230000	1.0000	PCS	$33.99	$33.99
271625	Airline	4511	AGENT FEE 8900872950808	GLOBETROTTER	MD	22201	611058985	2024/05/03	$399.97	399.97								
271625	Airline	4511	AGENT FEE 8900872950809	GLOBETROTTER	MD	22201	611058985	2024/05/03	$24.75	24.75								
19219	HOTELS	7011	ASHORE RESORT AND BEAC	OCEAN CITY	MD	21842	0	2024/05/08	$468.89	468.89	0000046199							
19217	BUSINESS EXPENS	4814	AT&T PAYMENT	800-331-0500	TX	75211	463545000	2024/04/29	$340.85	340.85	825546541	BILL	825546541		1.0000	ITM	$340.85	$340.85
19217	BUSINESS EXPENS	4814	AT&T PAYMENT	800-331-0500	TX	75211	463545000	2024/05/21	$366.33	366.33	825546541	BILL	825546541		1.0000	ITM	$366.33	$366.33
19218	EATING/DRINKING	5812	GIOLITTI DELI	410-2668600	MD	21401	499332531	2024/05/02	$750.87	750.87	0000666403							
19217	BUSINESS EXPENS	8999	IDC FINANCIAL PUBLISHI	WWW.IDCFP.COM	WI	53029	0	2024/05/17	$1,495.00	1,495.00	opsnt7ng4m5b4r1	subscription	enhanced subscription	subscription	1.0000	item	$1,495.00	$1,495.00
19224	OFFICE SERVICES	7379	IN *APPLIED TECHNOLOGY SE	443-8447972	MD	21220	871685948	2024/05/14	$840.00	840.00	MQ0223838031	851714757302	CISCO DUO ADVANTAGE EDITIO	85171475730	35.0000	NMB	$24.00	$840.00
19225	OFFICE SUPPLIES	5734	KINGSWAYSOFT	OAKVILLE	ON	00000	234579619	2024/05/13	$1,895.00	1,895.00								
19217	BUSINESS EXPENS	9399	MARYLAND GFOA	301-608-3878	MD	21401	151782112	2024/05/09	$325.00	325.00	86090002							
19224	OFFICE SERVICES	7399	NACHA	703-561-1100	VA	20171	188609010	2024/05/21	$1,399.00	1,399.00	200566530781							
19225	OFFICE SUPPLIES	5943	OFFICE DEPOT #3251	ANNAPOLIS	MD	21401	600100220	2024/05/01	$44.99	44.99	325120240501	754381	BADGE NAME,IJ,160CT,WHIT	754381	1.0000	NMB	$44.99	$44.99
19219	HOTELS	7011	REM HISTORIC INNS OF A	ANNAPOLIS	MD	21401	499332658	2024/05/03	$2,401.29	2,401.29	0000224787							
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$384.50	384.50	7631910939	DEFAULT	NXT TECHNOLOGIES 6-OUTLET		5.0000	EA	$9.82	$49.10
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	POST-IT NOTES, 1 3/8 X 1		1.0000	PK	$10.35	$10.35
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	CLOROX DISINFECTING WIPES		1.0000	PK	$16.63	$16.63
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	TRU RED 9-COMPARTMENT P		5.0000	EA	$7.27	$36.35
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	STAPLES AURA RETRACTABLE G		2.0000	DZ	$5.77	$11.54
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	COASTWIDE PROFESSIONAL		3.0000	EA	$5.16	$15.48
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	STAPLES NOTES, 3 X 3 ,		1.0000	PK	$21.09	$21.09
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	BIC XTRA COMFORT ROUND STI		2.0000	DZ	$1.91	$3.82
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	TOMBOW MONO ORIGINAL CORRE		1.0000	PK	$19.78	$19.78
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	PAPER MATE SHARPWRITER MEC		1.0000	PK	$10.09	$10.09
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	JOHNSON JOHNSON ALL-PURPO		1.0000	EA	$22.98	$22.98
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC GRIP XTRA C		1.0000	PK	$30.72	$30.72
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	GREAT PAPERS FAUX-PARCHMEN		1.0000	EA	$8.95	$8.95
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	SHARPIE TANK HIGHLIGHTER,		1.0000	PK	$17.59	$17.59
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC XTRA-LIFE B		1.0000	PK	$4.94	$4.94
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	TRU RED NOTEPAD, 5 X 8		6.0000	DZ	$8.95	$53.70
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	STAPLES SMOOTH PAPER CLIPS		1.0000	PK	$7.73	$7.73
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	BIC ROUND STIC XTRA-LIFE B		2.0000	DZ	$2.24	$4.48
19225	OFFICE SUPPLIES	5943	RGH ENTERPRISES	410-5761544	MD	21223	236154597	2024/05/08	$0.00	0.00	7631910939	DEFAULT	STAPLES COMBO PACK DESKTOP		3.0000	EA	$5.01	$15.03

Merchant Spend Analysis by Line Item (Level 3 Data)

- Remember that level 3 data is provided by some, not all, merchants
- Non-level 3 transactions should also be reviewed
- Remind the cardholders that detailed item descriptions are available from VISA
- Let them know you are reviewing these reports

Declined Transaction Review

Declined Transaction Report

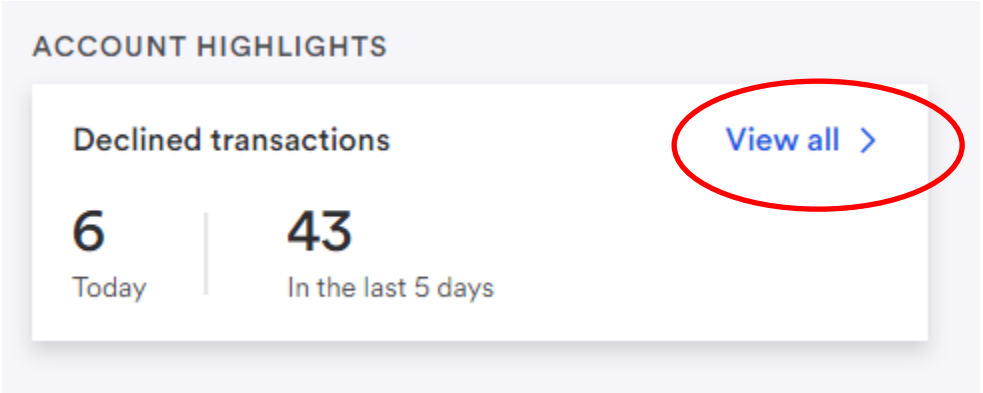
There are options for reviewing declined transactions (Widget and Reporting)

Declined Transactions Widget

Announcements

New declined transaction widget and page

- The Decline Transaction widget is now available within the Home Dashboard, along with a newly redesigned Decline Transaction page. The widget allows users to monitor and resolve declined transactions in near real-time.
- To view the new Decline Transaction page, simply navigate to **View All** within the **Account Highlights** section of the widget. This page provides a list of reasons for transaction declines for the assigned managing account.

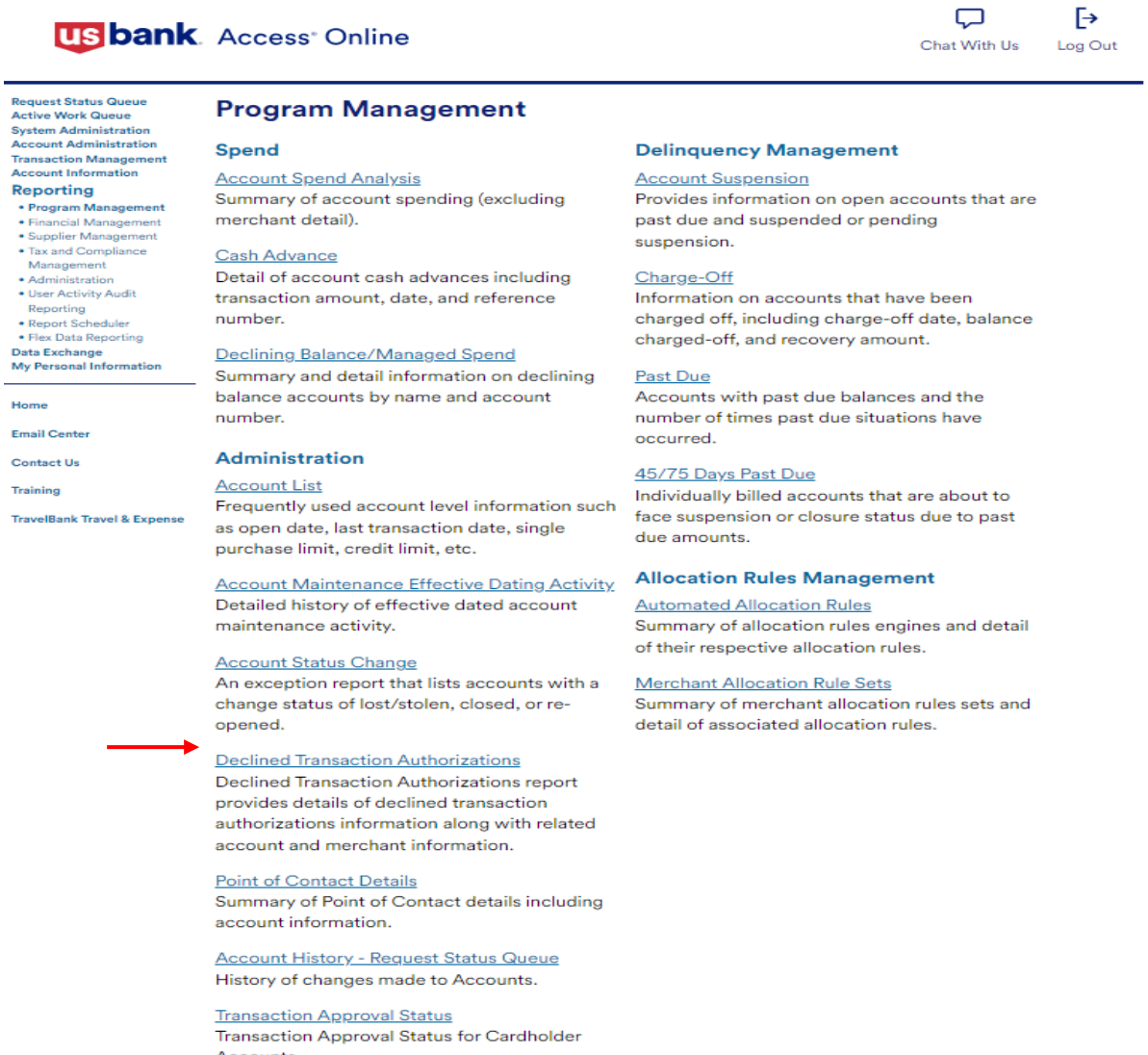


Declined Transaction Report

- Select Program Management

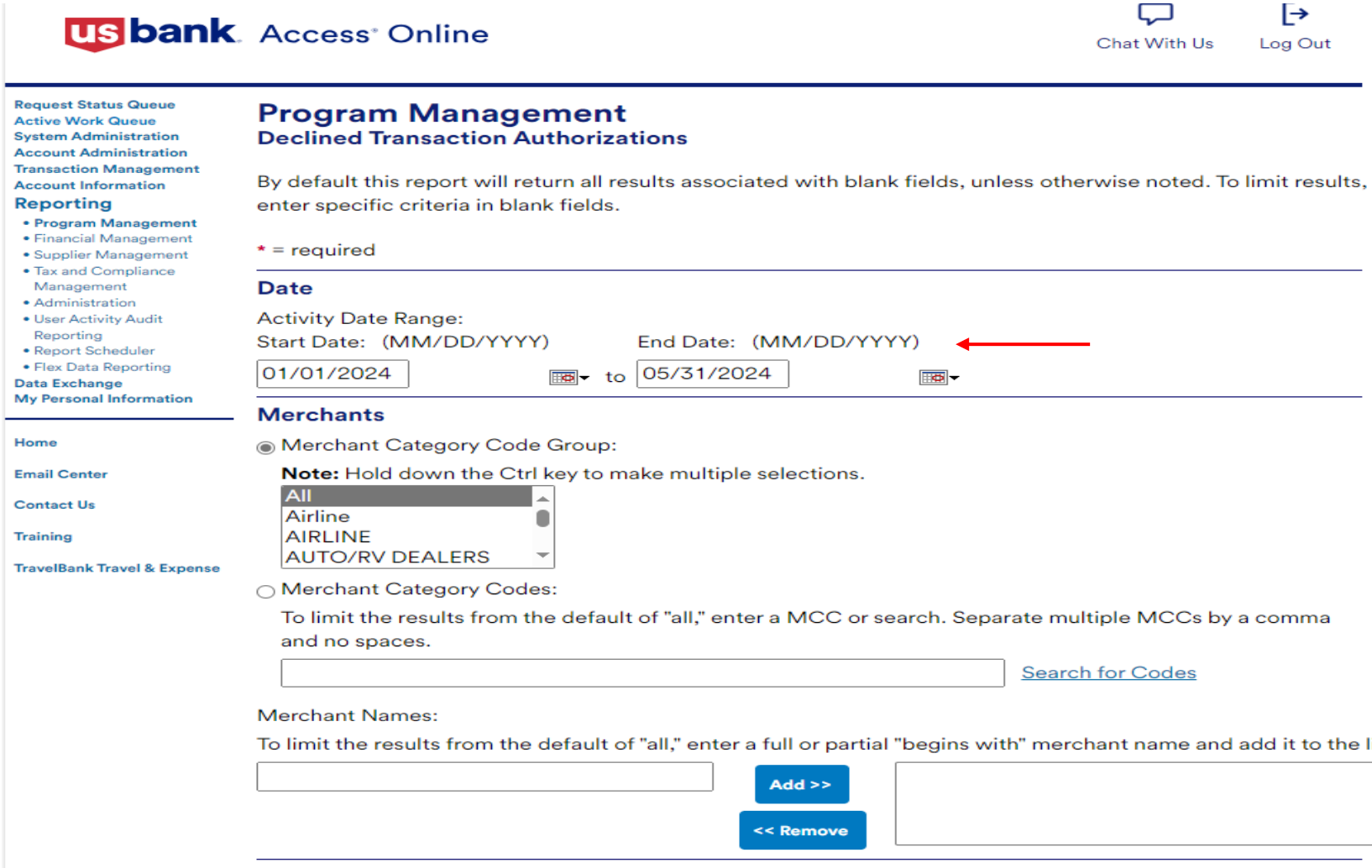
Declined Transaction Report

- Select Declined Transaction Authorizations



Declined Transaction Report

- SELECT DATE RANGE – chose the specific start and end dates for your search; below is for January 2024 - May 2024



Declined Transaction Report

- Generate the Excel file, which can be saved

Account Name	Managing Account Name	Decline Date	Decline Time	Decline Reason	Requested Amount	Request Type	Transaction Method	Merchant Category Code	Merchant Category Code Description	Merchant Name	Current Balance	Account Credit Limit	Single Purchase Limit
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/06/14	11:46:32	Unapproved merchant category	$889.26	Purchase	Ecommerce and internet	7299	MISC PERSONAL SERVICES	PAYPAL *MITCONGRESS	$0.00	$2,100.00	$2,100.00
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/03/14	15:30:36	Account Closed (V9)	$178.43	Purchase	Full Magnetic Stripe Read	5065	WHOLESALE ELEC PARTS	Shepherd Electric Supply	$0.00	$2,100.00	$2,100.00
ABDELLAH	R13 MD MORGAN STATE UNIV	2024/03/14	15:30:03	Account Closed (V9)	$178.43	Purchase	Full Magnetic Stripe Read	5065	WHOLESALE ELEC PARTS	Shepherd Electric Supply	$0.00	$2,100.00	$2,100.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/18	12:46:59	Exceeded Account Single Purchase Limit	$5,267.97	Purchase	Ecommerce and internet	5945	HOBBY, TOY, AND GAME SHOPS	SP NZXT, INC.	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/01/11	09:27:35	Transaction flagged for potential fraud (ADS I)	$85.01	Purchase	Manual Entry	5046	WHOLESALE COMMERCIAL	Advance Business Systems	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/02	00:04:44	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/02	00:03:06	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/02	00:02:43	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/02	00:01:21	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/01	23:58:20	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/01	23:57:31	Caution account	$0.00	Purchase	Manual Entry	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ACQUANE	R13 MD MORGAN STATE UNIV	2024/04/01	23:56:26	Transaction flagged for potential fraud (ADS II)	$31.46	Purchase	Ecommerce and internet	5300	WHOLESALE CLUBS	SAMSCLUB.COM	$4,333.24	$50,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/02	13:43:44	Not enough available money	$795.00	Purchase	Manual Entry	8398	CHARITABLE/SOCIAL SERVICE	CHESAPEAKE SHAKESPEARE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:38:47	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	14:44:44	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:47:35	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:46:25	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:39:12	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/03	13:38:45	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	11:00:29	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	11:00:23	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	10:59:44	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	10:59:39	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	09:08:07	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/04	09:07:45	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/04/05	12:41:46	Unapproved merchant category	$538.00	Purchase	Manual Entry	7991	TOURIST ATTRACTION AND EXHIBIT	MMA ADMISSIONS	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:38:02	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:37:26	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:37:07	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:36:52	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:35:16	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/03	23:35:12	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/05	14:43:59	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/05	14:43:55	Unapproved merchant category	$40.50	Purchase	Manual Entry	4112	PASSENGER RAILWAYS	AMTRAK TELEPHONE SALE	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/25	20:37:35	Not enough available money	$5,000.00	Purchase	Manual Entry	4789	TRANSPORTATION SERVICES	CHARTER LINKZ	$0.00	$10,000.00	$5,000.00
ADELE S H	R13 MD MORGAN STATE UNIV	2024/02/25	20:37:54	Not enough available money	$5,000.00	Purchase	Manual Entry	4789	TRANSPORTATION SERVICES	CHARTER LINKZ	$0.00	$10,000.00	$5,000.00
ALBERT E	R13 MD MORGAN STATE UNIV	2024/03/23	09:40:14	Unapproved merchant category	$40.00	Purchase	Manual Entry	3066	SOUTHWEST	SOUTHWES	$11,304.04	$40,000.00	$5,000.00
ALBERT E	R13 MD MORGAN STATE UNIV	2024/05/31	09:44:06	Unapproved merchant category	$603.78	Purchase	Manual Entry	3066	SOUTHWEST	SOUTHWEST AIRL WN LHMHVE	$11,304.04	$40,000.00	$5,000.00
ALBERT E _____	R13 MD MORGAN STATE UNIV	2024/01/26	13:35:32	Transaction flagged for potential fraud (ADS I)	$250.00	Purchase	Ecommerce and internet	8398	CHARITABLE/SOCIAL SERVICE	NATL SOC BLACK ENGINEE	$11,304.04	$40,000.00	$5,000.00

Declined Transaction Report

- Attempts in excess of the Single Purchase limit, Monthly Credit limit, a blocked MCC could indicate a cardholder training issue or an attempt at misuse.
- Use this report to determine patterns of potential abuse. Purchases made outside of regular business hours should also be scrutinized.

Multiple Vendors at One Address

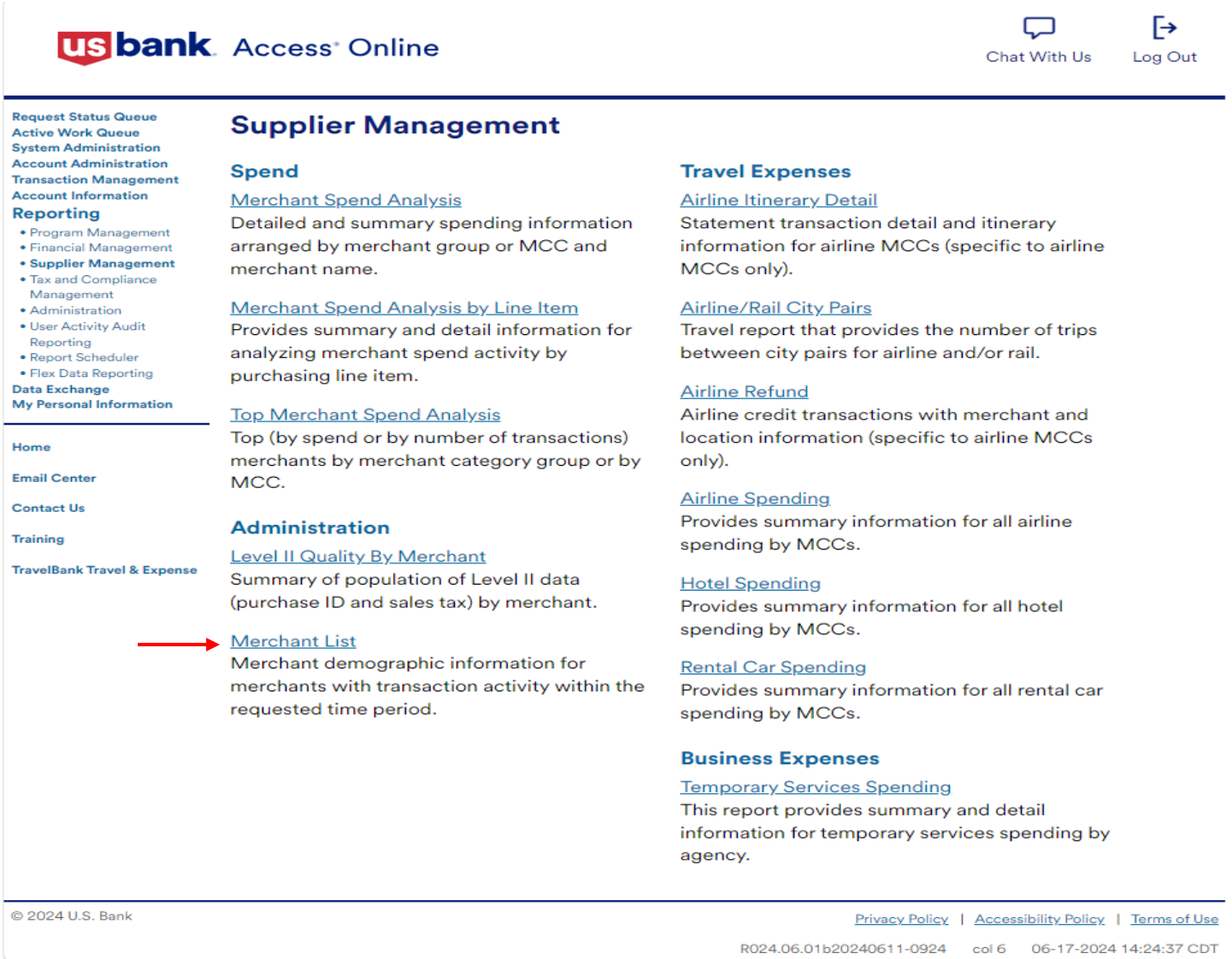
Supplier Management Report

Multiple Vendors at One Address

- Select Supplier Management

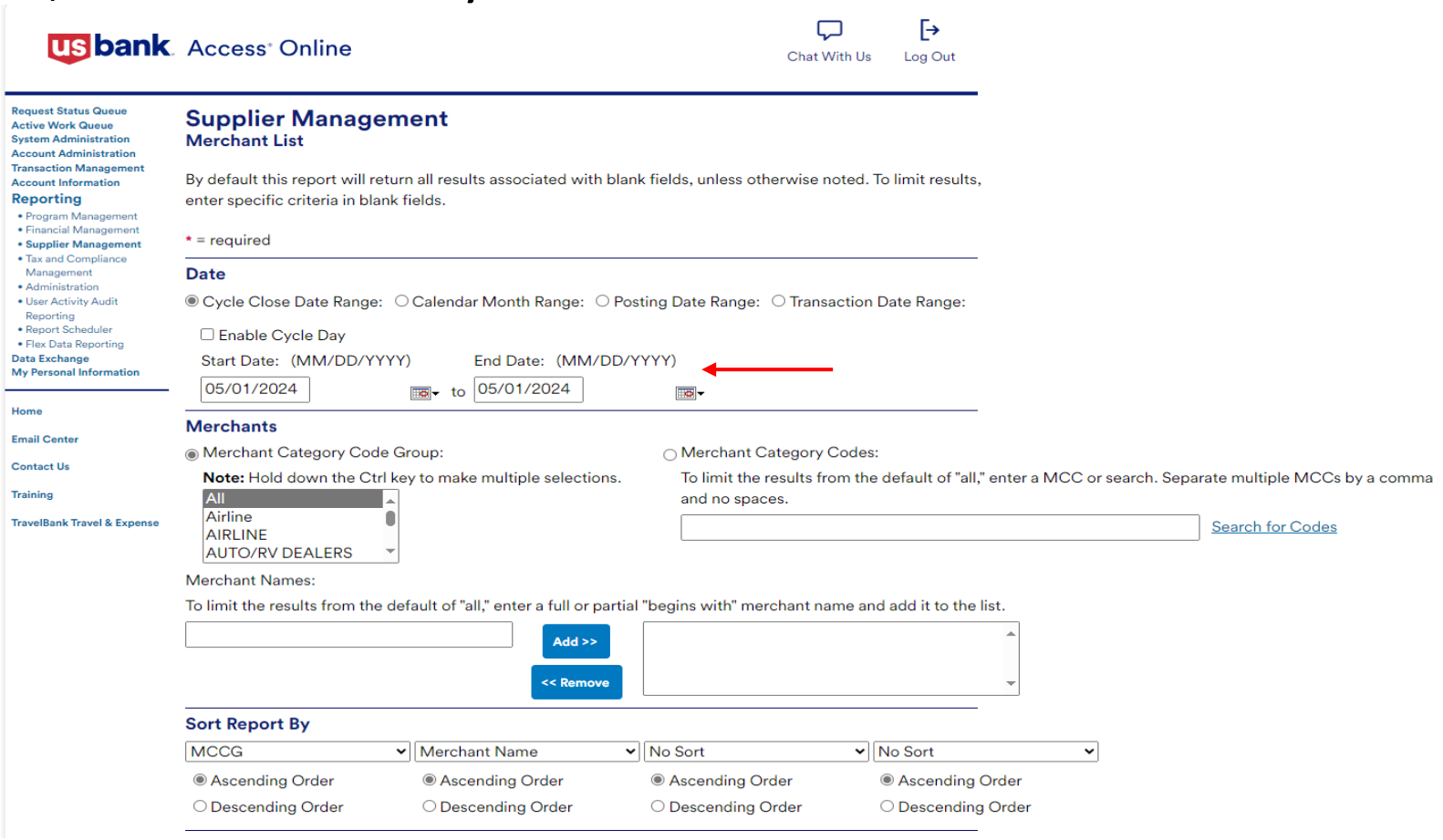
Multiple Vendors at One Address

- Select Merchant List



Multiple Vendors at One Address

- Select date range - for Cycle Close Date Range choose the first day of the month you'd like to report on for **both** the Start and End date; below is for May 2024



Multiple Vendors at One Address

- Sort the document by merchant address

MCCG	Merchant Category Code Group Description	MCC	Merchant ID	Merchant Name	Merchant Address	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Report Date	Report Name	Date Type	Start Date	End Date	Sort1	Sort2
19226	OTHER	7941	244353430	BALTIMORE RAVENS-ECOMM	1101 RUSSELL ST	410-2617283	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19224	OFFICE	7393	163416831	S.A.F.E. MANAGEMENT SB LL	1101 RUSSELL ST STE 5	904-633-6182	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19232	WHOLESALE	5046	601516673	AIRECO BR 014	1102 RUSSELL ST # A	410-7839220	MD	00002-1230	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19217	BUSINESS	8398	499365622	NASPA NIMBLE	111 K ST NE FL 10	202-265-7500	DC	00002-0002	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name
19228	RENTAL CARS	7512	225373507	ECONOMY RAC (E-COMMERCE)	111 SW 33RD ST	754-3122938	FL	00003-3315	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05	MCCG	Merchant Name

Multiple Vendors at One Address

- Determine if more that one merchant is using the same address.
- If so, is the business legitimate?
  - Search the Internet for information
  - Determine products being sold
  - Determine if the business is registered with the Secretary of State
  - Determine if vendor is on a statewide contract

Multiple Vendors at One Address

- Search the address on the internet
  - Google Maps has a street view of most addresses
  - Does the item purchased fit with the location of the vendor (for example: industrial equipment being purchased from a residential house)
- Follow-up as necessary

Employee Business Address and Vendor Address are the same

Supplier Management Report

&

Agency address

(Employee's personal address **cannot** be used as their p-card address – all goods must be sent to agency address)

Employee Business Address and Vendor Address are the same

- Source: Merchant List previously saved

MCCG	Merchant Category Code Group Description	MCC	Merchant ID	Merchant Name	Merchant Address	Merchant City	Merchant State/Province	Merchant Zip/Postal Code	Report Date	Report Name	Date Type	Start Date	End Date
19217	BUSINESS	8220	485705500	MORGAN STATE BURSAR	1700 E COLD SPRING LN	BALTIMORE	MD	00002-1251	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19217	BUSINESS	9399	376319486	MORGAN STATE ST CENTER	1700 E COLD SPRING LN	443-7107854	MD	00006-3753	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19218	EATING/DRINKI	5499	474210159	MSU FOOD COURT	1700 E COLD SPRING LN	BALTIMORE	MD	00004-2502	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19225	OFFICE	5942	485705500	MORGANSTATEUBKSTORE	1700 E COLD SPRING LN	BALTIMORE	MD	00034-0016	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19232	WHOLESALE	5065	493736847	ADI-BT-CR	1701 W 94TH ST	631-692-1728	MD	00011-0862	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19226	OTHER	5940	465747606	BAYNESVILLE BICYCLE SHOP	1703 E JOPPA RD STE 8	PARKVILLE	MD	00002-1234	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19224	OFFICE	2741	204138447	THE FRAME ROOM	1706 ALICEANNA ST	BALTIMORE	MD	00002-1231	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05
19217	BUSINESS	8699	148999277	ASWB	17126 MOUNTAIN RUN VISTA CT	540-829-6880	VA	00009-0804	2024/06/17	Merchant List	Cycle Close Date Range	2024/05	2024/05

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor

Transaction Detail Report

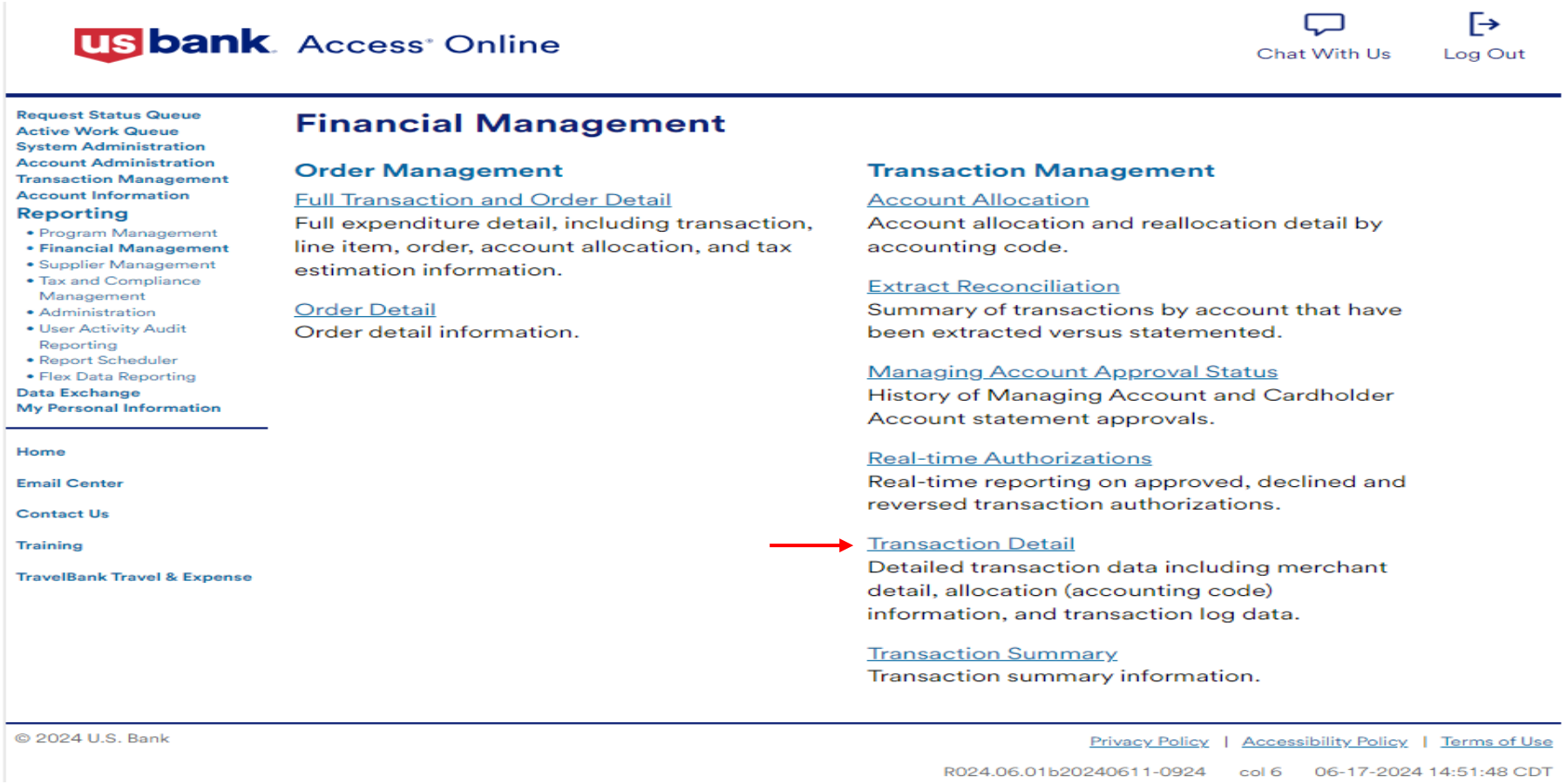
High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor - Transaction Detail Report

- Select Financial Management

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor -

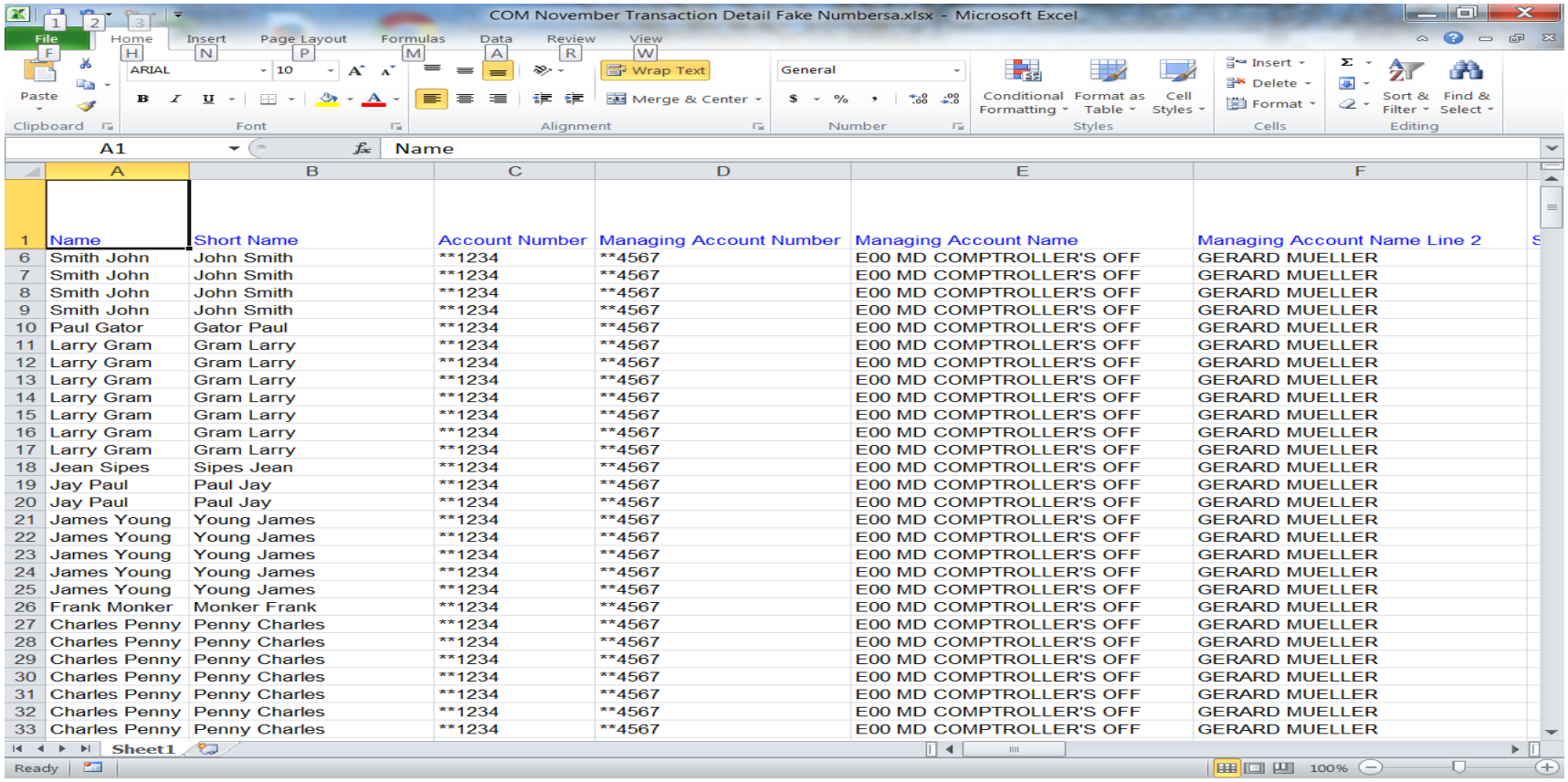
Transaction Detail Report

- Select Transaction Detail



High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor
Transaction Detail Report

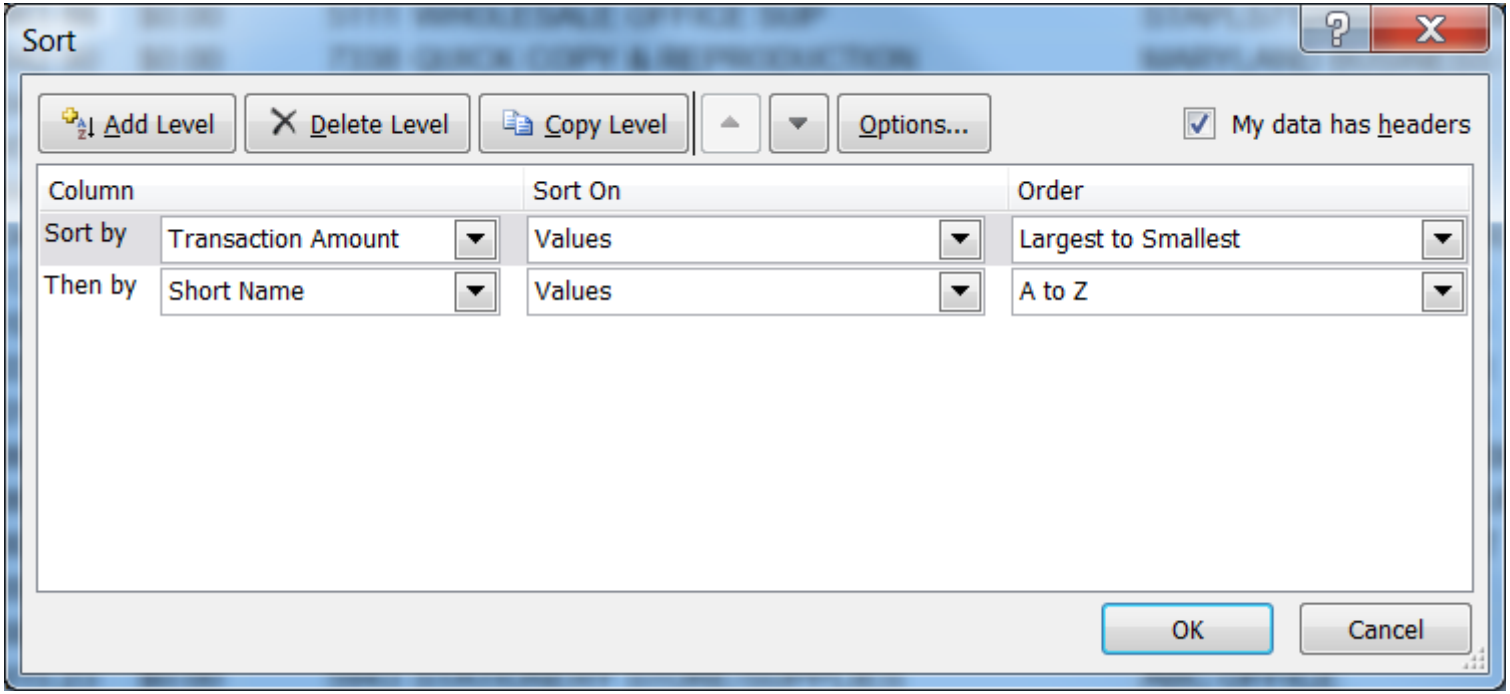
- Save the spreadsheet to your hard drive



	A	B	C	D	E	F
1	Name	Short Name	Account Number	Managing Account Number	Managing Account Name	Managing Account Name Line 2
6	Smith John	John Smith	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
7	Smith John	John Smith	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
8	Smith John	John Smith	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
9	Smith John	John Smith	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
10	Paul Gator	Gator Paul	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
11	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
12	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
13	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
14	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
15	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
16	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
17	Larry Gram	Gram Larry	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
18	Jean Sipes	Sipes Jean	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
19	Jay Paul	Paul Jay	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
20	Jay Paul	Paul Jay	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
21	James Young	Young James	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
22	James Young	Young James	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
23	James Young	Young James	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
24	James Young	Young James	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
25	James Young	Young James	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
26	Frank Monker	Monker Frank	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
27	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
28	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
29	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
30	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
31	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
32	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER
33	Charles Penny	Penny Charles	**1234	**4567	E00 MD COMPTROLLER'S OFF	GERARD MUELLER

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor
Transaction Detail Report

- Sort Transaction amount Largest to Smallest, then by cardholder
- Hide extra columns



High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor -

Transaction Detail Report

- Review for obscure merchants

Name	Transaction Date	Posting Date	Transaction Amount	Source Currency Amount	Source Currency	Sales Tax	Merchant Category Code Group Code	Merchant Category Code Group Description	Merchant Category Code	Merchant Category Code Description	Merchant Name	Merchant City	Merchant State/Province
YVONNE	2024/05/01	2024/05/06	$5,000.00	5,000.00	USD	$0.00	19217	BUSINESS	8999	PROFESSIONAL SERVICES	PAYPAL *MSJAPPLE	4029357733	CA
LARRY JO	2024/04/26	2024/04/29	$5,000.00	5,000.00	USD	$0.00	19226	OTHER	7941	COMMERCIAL SPORTS/PROFESS	BALTIMORE RAVENS ECOMM	410-2617283	MD
GERARD	2024/05/15	2024/05/16	$5,000.00	5,000.00	USD	$0.00	19231	VEHICLE	5599	MISCELLANEOUS AUTOMOTIVE	LIBERTY DISCOUNT LAWN EQU	410-8332700	MD
SHARROI	2024/04/25	2024/04/26	$4,995.00	4,995.00	USD	$0.00	19217	BUSINESS	8299	SCHOOLS/EDUCATIONAL SCHL	ACADEMIC IMPRESSIONS INC	303-7708800	CO
MICHAEL	2024/05/11	2024/05/13	$4,985.00	4,985.00	USD	$369.26	19224	OFFICE	8911	ARCHITECTURAL/ENGINEERING	EIGENPHASE	607-387-3025	NY
NEVILLE	2024/05/06	2024/05/07	$4,984.95	4,984.95	USD	$299.10	19216	BUILDING	1731	ELECTRICAL CONTRACTORS	EASTERN TECHNICAL INC	410-2387678	MD
LARRY JO	2024/05/15	2024/05/16	$4,922.92	4,922.92	USD	$5.42	19232	WHOLESALE	5044	WHOLESALE PHOTO EQPT	B&H PHOTO 800-606-6969	800-2215743	NY
ANITA JO	2024/05/08	2024/05/09	$4,900.00	4,900.00	USD	$0.00	19232	WHOLESALE	5045	WHOLESALE COMPUTERS/	SAWTOOTH SOFTWARE	801-477-4700	UT
NEVILLE	2024/05/09	2024/05/10	$4,875.00	4,875.00	USD	$0.00	19232	WHOLESALE	5039	WHOLESALE CONSTRUCT	IN *K & J INSULATION LLC	410-9167959	MD
MICHAEL	2024/05/13	2024/05/14	$4,831.29	4,831.29	USD	$0.00	19217	BUSINESS	8999	PROFESSIONAL SERVICES	SQ *STRUCTURED MATERIALS	877-417-4551	NJ
SHUANG	2024/04/30	2024/05/01	$4,758.75	4,758.75	USD	$0.00	19225	OFFICE	5942	BOOK STORES	AMZN MKTP US*ZH0YY1LN3	AMZN.COM/BILL	WA
OSCAR E	2024/04/29	2024/04/30	$4,738.00	4,738.00	USD	$268.22	19218	EATING/DRINKI	5811	CATERERS	CLASS ACT CATERS	4105210200	MD
NAKISHA	2024/05/18	2024/05/20	$4,711.67	4,711.67	USD	$349.01	19232	WHOLESALE	5072	WHOLESALE HARDWARE/S	INNOVATIVE DEHUMIDIFIE	216-362-0755	OH
ROMIE PI	2024/05/18	2024/05/20	$4,711.67	4,711.67	USD	$349.01	19232	WHOLESALE	5072	WHOLESALE HARDWARE/S	INNOVATIVE DEHUMIDIFIE	216-362-0755	OH
CARLA JO	2024/05/05	2024/05/06	$4,680.00	4,680.00	USD	$0.00	19232	WHOLESALE	5045	WHOLESALE COMPUTERS/	DMI* DELL K-12/GOVT	800-981-3355	TX
NEVILLE	2024/05/02	2024/05/02	$4,600.00	4,600.00	USD	$260.37	19216	BUILDING	7217	CARPET AND UPHOLSTERY CLEANING	STANLEY STEEMER 32	614-764-2007	MD
STACY LI	2024/05/20	2024/05/21	$4,575.00	4,575.00	USD	$0.00	19232	WHOLESALE	5045	WHOLESALE COMPUTERS/	DMI* DELL K-12/GOVT	800-981-3355	TX
JON PAR	2024/05/17	2024/05/20	$4,574.13	4,574.13	USD	$0.00	19232	WHOLESALE	5045	WHOLESALE COMPUTERS/	HP *HP.COM STORE	888-345-5409	CA
NEVILLE	2024/05/06	2024/05/07	$4,500.00	4,500.00	USD	$0.00	19216	BUILDING	1740	MASONRY , STONEWORK ,TILE	E FLORES MASONRY LLC	410-3408611	MD
MAIA C M	2024/04/30	2024/05/01	$4,500.00	4,500.00	USD	$0.00	19224	OFFICE	7392	MANAGEMENT,CONSULTING	IN *SPECIALTY MARKETING A	443-6042050	MD
ACQUANI	2024/05/17	2024/05/20	$4,460.03	4,460.03	USD	$0.00	19232	WHOLESALE	5065	WHOLESALE ELEC PARTS	DKC*DIGI KEY CORP	800-344-4539	MN
JASPER S	2024/05/18	2024/05/20	$4,444.00	4,444.00	USD	$0.00	19226	OTHER	5815	DIGITAL GOODS MEDIA: BOOKS, MOVIES, MUSIC	PAYPAL *SPRINGERPUB	402-935-7733	NJ
DIANE W	2024/05/22	2024/05/23	$4,399.00	4,399.00	USD	$263.94	19226	OTHER	5732	ELECTRONICS STORES	SQ *SIDELINE POWER	GOSQ.COM	NE
BARBARA	2024/05/15	2024/05/17	$4,389.00	4,389.00	USD	$0.00	19217	BUSINESS	4900	UTILITIES-ELECTRIC , GAS , WA	BOBBYS POTTYS	410-6797108	MD
JON PAR	2024/04/25	2024/04/26	$4,381.00	4,381.00	USD	$0.00	19224	OFFICE	7399	BUSINESS SERVICES -OTHER	IN *DESIGN & INTEGRATION	410-4672815	MD
CHEVONI	2024/05/06	2024/05/07	$4,378.00	4,378.00	USD	$0.00	19217	BUSINESS	8299	SCHOOLS/EDUCATIONAL SCHL	FREDPRYOR CAREERTRACK	800-5563012	KS
JON PAR	2024/05/20	2024/05/21	$4,378.00	4,378.00	USD	$0.00	19225	OFFICE	5942	BOOK STORES	AMZN MKTP US*MT8XQ7YA3	AMZN.COM/BILL	WA
NAKISHA	2024/05/01	2024/05/02	$4,325.24	4,325.24	USD	$0.00	19232	WHOLESALE	5085	WHOLSALE INDUST SUPP	ACME PAPER AND SUPPLY	410-792-2333	MD
ACQUANI	2024/05/14	2024/05/16	$4,323.94	4,323.94	USD	$282.87	19232	WHOLESALE	5099	WHOLESALE DURABLE GO	MESO SCALE DIAGNOSTICS, L	240-314-2795	MD
STACY LI	2024/04/26	2024/04/29	$4,275.00	4,275.00	USD	$0.00	19216	BUILDING	1520	GENERAL CONTRACTORS - RES	SQ *CSD CONSTRUCTION LLC	BALTIMORE	MD
ERIC L CO	2024/04/29	2024/04/30	$4,267.00	4,267.00	USD	$0.00	19232	WHOLESALE	5074	WHOLESALE PLUMBING/H	NORTHEASTERN SUPPLY INC G	410-5740010	MD
JON PAR	2024/05/17	2024/05/20	$4,261.66	4,261.66	USD	$4.69	19232	WHOLESALE	5044	WHOLESALE PHOTO EQPT	B&H PHOTO 800-606-6969	800-2215743	NY
BIROL OZ	2024/04/26	2024/04/29	$4,235.00	4,235.00	USD	$249.12	19225	OFFICE	5734	COMPUTER SOFTWARE STORES	HCM*COMSOL INC	877-6436246	MA
RICHARD	2024/05/09	2024/05/10	$4,199.50	4,199.50	USD	$0.00	19217	BUSINESS	8999	PROFESSIONAL SERVICES	IN *MID TIMING, LLC	443-3866278	MD
ROMIE PI	2024/05/08	2024/05/09	$4,191.00	4,191.00	USD	$0.00	19216	BUILDING	7349	CLEANING AND MAINTENANCE	IN *ROJANI FACILITIES MAN	301-5592733	MD
NAKISHA	2024/05/02	2024/05/03	$4,104.57	4,104.57	USD	$0.00	19226	OTHER	5999	MISCELLANEOUS AND SPECIAL	SP K2AWARDS	HTTPSK2AWARDS	VA
SHAWN S	2024/05/15	2024/05/17	$4,008.00	4,008.00	USD	$0.00	19226	OTHER	5994	NEWS DEALERS/NEWSSTANDS	THE ASSOCIATED PRESS	212-6211733	NY

High Dollar Volume of Purchase by One Cardholder from an Obscure Vendor -
Transaction Detail Report

- Any obscure vendor needs to be investigated
- Ask the cardholder for additional information
- Research the vendor on State Department of Assessment and Taxation (SDAT) website to determine if registered to do business in MD or Secretary of State if outside of MD
- Google the company to determine legitimacy

Purchases Structured to Avoid Transactions Limits (Split Purchases)

Transaction Detail Report

Purchases Structured to Avoid Transactions Limits (Split Purchases)

- Select the Transaction Detailed Report previously used

Name	Transaction Date	Posting Date	Transaction Amount	Source Currency Amount	Source Currency	Sales Tax	Merchant Category Code Group Code	Merchant Category Code Group Description	Merchant Category Code	Merchant Category Code Description	Merchant Name	Merchant City	Merchant State/Province
ACQUANETTE	2024/04/29	2024/04/30	$962.76	962.76	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	$962.76	962.76	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	$962.76	962.76	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	$962.76	962.76	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
DIANE HUGHE	2024/04/29	2024/04/30	$878.01	878.01	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
DIANE HUGHE	2024/04/29	2024/04/30	$878.01	878.01	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	$878.01	878.01	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
ACQUANETTE	2024/04/29	2024/04/30	$878.01	878.01	USD	$0.00	19219	HOTELS	3640	HYATT HOTELS	HYATT REGENCY BETHESDA	3016571234	MD
SHERRIE EAT	2024/04/29	2024/04/30	$840.58	840.58	USD	$0.00	19224	SERVICES	7399	BUSINESS SERVICES -OTHER	HILTON PALMER HOUSE SERTI	312-7267500	IL

Purchases Structured to Avoid Transactions Limits (Split Purchases)

- Remember that you will get some false positives
  - Five people attending a conference that stay in the same hotel (each room is a separate transaction)
  - Getting parts to repair a vehicle (SHA), but when the mechanic tears down the engine and finds that additional parts are needed
- Look for when a large ticket item is split

Recommended Practices

- These enhanced techniques are in addition to your monthly CPC reviews.
  - Ensuring compliance with the *CPC Program Policy and Procedures Manual*, COMAR And Procurement rules
  - Purchases “Further the Business of the State”
  - No gift cards or other cash like items
  - Reviewers and Managers practice due diligence in their reviews and approval
  - Cards and Account numbers are secured at all times
  - Problems are reported timely

Contact Information

- Comptroller GAD Corporate Purchasing Card Staff
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