

VISA Charge Card Newsletter

**SPECIAL
POINTS OF
INTEREST:**

- Year End
- Card Sharing
- Deadlines
- Travel
- Utilization of SPCC

2010 - 2011 Year End

In order for small purchase charges to be on your June 15th statement and paid out of this fiscal year's funds, please make sure all charges are made by June 9, 2011. Be sure to check your account on WORKS to verify the charges have posted to your account as not all vendors will charge your VISA right away.

you need to purchase something over your limit. Whenever there are charges to the same vendor, on

from them we will email Department of Accounts in Richmond. Once we have both approvals we will email you letting you know you may go ahead and purchase your items.



Please do not split orders to get them under the limit or you will be at risk for having your charge card suspended.

Remember, your transaction limit on the charge card is \$4999 and there's a process that must take place if you want to order something costing more than this limit. Let either Jennifer Dellinger or Tanya Shifflett know on the front end, by an email, if

the same day, that total over \$4999 a state auditor sees this as the cardholder having circumvented state policy. When you email us with the request of raising your transaction limit we then will email Procurement to make sure the items you want to order are on state contract. Once we have approval

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Sharing Your Small Purchase Charge Card

It has been brought to Accounts Payable's attention some small purchase charge cardholders are allowing others to take their charge cards to stores to make purchases. You are solely responsible for keeping the card safe and in your possession only. In having someone else take

your charge card to the store to make a purchase in some circumstances a sales receipt must be signed. (your card and someone else's signature on a receipt is not acceptable)

If you are caught doing this, your charge card will be permanently revoked as this is considered fraud.

Travel Charges

Travel-related charges not allowed on the SPCC:

Baggage fees
Parking
Rental Cars
Hotels
Meals

JMU Fleet Vehicles while traveling:

If you are traveling on official JMU business

and an issue occurs with the JMU vehicle, please remember there is a Risk Management Driver's Info Insurance Packet in the glove compartment of the vehicle. (see additional information on the Accounts Payable website – under Travel heading – you'll see the link "Risk Management Driver's Info Insurance Packet")

If you need to pay for a repair for the vehicle, if you have a JMU Travel Charge Card you may use this card. If you do not have a JMU Travel Charge Card you will need to use your own funds and submit a reimbursement upon return.

Wal-Mart Tax Exempt Cards



Please note: If you are purchasing from Wal-Mart you must be presenting the Wal-Mart tax exempt card that was given to you when you first signed up for the small purchase charge card. If you need a new card, please contact either Tanya Shifflett or Jennifer Dellinger and one can be sent to you.

After speaking to one of the employees in the Wal-Mart Cash Office, they wanted to let all of our charge cardholders know to please be certain you follow the proper procedures when purchasing from Wal-Mart with the JMU charge card:

Be absolutely certain you make it known to the cashier you are tax exempt and hand

them your card BEFORE they ring up the first item.

It is timely for the cashier to have to void the entry and start over with the tax exempt status.

Ordering with Your Small Purchase Charge Card in eVA

Anytime a credit card order is placed and the pcard box is NOT marked—example: Confirming Only orders—that's when A/P needs the notation "PAYING BY SPCC" on the comments line of the DO.

Confirming orders can be done as DO's (direct order) and therefore do not begin with PCO (purchase card or-

der). If doing a confirming order without marking the pcard box, A/P will not know the order is to be paid by a credit card unless the notation is made in the PO comments line.

Also, confirming only orders should have "DO NOT DUPLICATE ORDER" in the description area—that is really for

the vendor so they will know it is not to be shipped again.

Please remember when you check the pcard box you should always receive a PCO# and never a DO#. If you do not receive the PCO#, then you will automatically know your pcard information is either not correct and/or needs to be updated.

Tax on the Small Purchase Charge Card

Janet Marston in Accounts Payable is required to question charges that may have been charged sales tax. Sometimes the vendors pass tax information through Bank of America WORKS and when the tax report is processed it shows tax, which of course may be incorrect. Please know Janet is only questioning your charges because the report is stating there was tax charged. If you were not charged sales tax, she will ask you to scan/mail/fax a copy of the receipt to

her for her backup documentation.

Janet is also required to audit small purchase charge card packets so please remember to send her all requested information and she will get back to you in a timely manner as soon as she has audited everything.



VISA Reconciliation Paperwork

COVERSHEET

There have been some questions as to who needs to sign as an approving signature authority on the coversheet. The person who needs to sign is someone who has budget authority for that particular department listed on the coversheet.

ACCOUNT CODES

If you are looking for the correct account code for a purchase, please go to Section 2000, 2015 Expenditure Account Codes and Definitions within the Financial Procedures Manual. Once in the listing you can search for a certain word by clicking

CONTROL F. Once you type the word in, the document will search for that word in each line.

Reward Cards

Some stores offer reward cards to their customers. Some reward programs send rebates to their customers. If you receive a rebate through the mail, you must remember you are a state employee and must not use the rebate for personal use.



DEADLINES!!

On May 9th you will receive an email about the Declining Balance Card Exception Form. If you are needing to purchase department declining balance cards, you must fill this form out and return by Friday, May 27th.

On May 9th you will receive an email about the Restaurant Exception Form. If you are needing to purchase pizza for events which will fall under one of the Food and Business Functions, you must fill this form out and return by Friday, May 27th.

**M O R E I N F O I N
U P C O M I N G E M A I L S**

U s i n g t h e S m a l l P u r c h a s e C h a r g e C a r d a n d I n v o i c e s b e i n g s e n t t o A / P f o r P a y m e n t

As you know, The Virginia Department of Accounts requires the use of the VISA Small Purchase Charge Card for small dollar purchases less than \$5,000. Use of the SPCC has become a point of emphasis by the Department of Accounts as well as the State Auditor's office. All departments are expected to use the VISA SPCC for small purchases. If a vendor accepts the VISA card as a method of payment, either as a "point of sale" or in eVA, departments **must** utilize the SPCC. Reports will be processed to check to see which departments are not utilizing the charge card for vendors who will accept the VISA.

As the Program Administrators question charges, the ladies who pay the invoices, Pam, Linda, Cat and Vickie, will also be questioning any charges they feel are questionable before making payment to the vendor(s). Again, please remember if the vendor accepts VISA you must utilize the charge card instead of having the vendor send Accounts Payable an invoice.

Remember, some purchases may not be paid for with state funds. Below are a few examples:

Inflatables for entertainment

Retirement parties or employee going away parties

Decorations

Gifts and flowers

