

JAMES MADISON UNIVERSITY
VISA CHARGE CARD NEWSLETTER
JANUARY 2012

Commonly Used Account Codes:

- Advertising 121200
- Airline Tickets related to training/conferences 122700
- Apparel Supplies 131100
- APPS 221800
- Banners 226100
- Books not used in the Library 222400
- Booth Rentals 128500
- Calculators 226400
- Classroom Furniture 222200
- Educational Supplies 137400
- Express Services 121100
- Food Service Supplies 136300
- Food Supplies 136200
- Honorariums 141300
- Lab Supplies 134100
- Office Furniture 226200
- Office Incidentals 226300
- Memberships 122100
- Picnic Shelters 153500
- Pizza 126400
- Premiums 141300
- Printer Cartridges 131200
- Printers/Scanners 221700
- Printing 121500
- Stationery/Forms 131300
- Toner Cartridges 131200
- Training Courses/Workshops/Conferences 122400

Do not use Recovery Account codes

For add'l clarifications please refer to the Financial Procedures Manual

Friendly Reminders:

- **December SPCC charges will be posting to your budget in January as JMU DISBURSEMENTS in the vendor name**
- **When purchasing pizza make sure you use the account code 126400**
- **You must have a Travel Authorization (TA) signed prior to making any travel related purchases**
- **You may not make any travel arrangements more than 90 days before the departure date for a trip. If you need to book outside this time frame, please type a detailed memo w/ the reason you need to book outside of the guidelines and email the memo as an attachment to Sharon Rodgers, Director of AP**
- **If you want to purchase a declining balance debit card you must have an approved exception on file with AP before you purchase. The Declining Balance Card Exception Form can be found on the AP website under SPCC Forms.**
- **SPCC Reconciliation Dates for 2012 are now on the AP Webpage**
- **Shipping must be split out when reconciling your SPCC: the shipping account code is 121900**
- **When purchasing APPS for the iPad you must include a justification memo with your reconciliation**

Good News!

You no longer need to send in copies of your TA's with your SPCC recon each month! We can now scan copies of all TA's that come into AP so we can reference them at any time. All you need to do when a TA is required for an SPCC purchase is reference the TA number in the description line during recon and we will look up that TA while reviewing your charges to make sure the purchase falls within all the travel guidelines.