VISA Charge Card Newsletter

MARCH 2011

FY 2011 ISSUE 1

NEW EMPLOYEE in A/P

Janet Marston is now a full-time employee in A/P and with this new position she is now responsible for partially helping out the charge card department. Her responsibilities will be to audit SPCC packets, make sure tax is not charged on purchases, audit gift card packets, and various duties as assigned.

Purchases with State Funds

Have you ever been asked to reimburse your department for a purchase you made and thought was okay to be paid for with state funds?

Please keep this in your thoughts before making a purchase:

Would you want your tax dollars spent for the purchase?

How would it look for JMU's name to be in the newspaper for the purchase you made with state tax monies? Those purchases would be your tax dollars being spent!

Annual Credit Card Training

There are 3 trainings required yearly by Dept of Accounts. These trainings are located on the Accounts Payable website. You will see the individual links underneath the picture of Massanutten Hall.

The trainings are:

Supervisor Training
Definition: You are a supervisor of a small purchase charge cardholder.

Travel Refresher Training
Definition: You are a current travel cardholder

SPCC Refresher Training
Definition: You are a current small purchase cardholder

Each training has a certificate that must be returned to Accounts Payable in April. Please review your required training and submit your certificate by its due date or your card will be suspended until the certificate is received.

There's lots of good information in the slides so please take a moment to carefully review them. As always please let Jennifer or Tanya know if you have any comments or questions.

Purchases from vendors such as Supply Room

During recent audits of SPCC charges made through vendors such as Supply Room, items that should have never been purchased with state monies have been found.

The following items are just a sample of what you should not be purchasing with state funds without prior Accounts Payable (A/P) approval:

Kleenex
Coffee Makers/Filters
Lint rollers
Break room Supplies: Dishwashing liquid, paper towels, cutlery, paper plates

Facilities Management Supplies: Brooms, dust pans, mops, trash bags, recycle bins, Windex, furniture polish, desk wipes, all-purpose cleaners, disinfectants, air freshener, hand sanitizers, sponges

Please remember if any of these purchases are caught being paid for on the small purchase charge card without prior approval from A/P you will not only have to pay the money back, with non state funds, to your department but your card may also be temporarily suspended.

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*YEARLY SPENDING ANALYSIS

Department of Accounts requires you to have a Spending Analysis on file **in your office**, yearly. A good time to do this is after each month's reconciliation, as you will have the information readily available.

A Yearly Spending Analysis helps determine what you've spent each month for the year and if you need to lower or increase your monthly limit. It is not a good idea to have too high of a monthly limit, if you don't need it, because of possible fraudulent activity that could occur on your card.

***Form: A/P Website, Small Purchase Charge Cards, Forms, "Yearly Spending Analysis"**

You must show this form to the Program Administrator if you are ever audited.

Scanning VISA Recons

*Please remember to scan over your recon paperwork in **one file** whether it is in PDF or TIF format. If you have several departments, please scan over as **one file**. One file per cardholder please.*

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FORGOT TO RECONCILE IN PS?

If you missed the deadline for reconciling in PeopleSoft, you will need to manually reconcile. You will find instructions for this process on the A/P webpage under Small Purchase Charge Cards. Look for "Manual Reconciliation." All charges default into account code 130900 and it is your responsibility to move them out before the fiscal year ends.

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Deadline for Recon Paperwork

Please scan all paperwork to spcc@jmu.edu by the 15th of the month following the bill date. Example: Paperwork for the March 15 bill date is due April 15th.

Your packet must be complete with all paperwork required (TA's, BMCF's, itemized receipts) by this deadline or you will receive an email warning and could possibly have your card put into a 15 or 30 day suspension.

Reoccurring charges always getting questioned by A/P?

Add a clarification at the bottom of the coversheet before scanning over and we won't have to question the purchase.

Examples of items the Program Administrator continually questions:

Newspaper & Magazine Subscriptions
We want to know why they are purchased, where they are being mailed to and how long the subscriptions are for

Incentives (see Financial Proc Manual for detailed info 4205; .390)
We need to know how much each incentive was; as we need to be sure each one was $25 and under. We need to be sure these were given out randomly as well.

Non-monetary Recognition Awards (see Financial Proc Manual for detailed info 4205; .391)
We need to know how much each award was; as we need to be sure each one was less than $100.

TRAVEL AUTHORIZATIONS

A finalized copy of a TA has all signatures on it. The finalized copy must always be kept on file with the VISA reconciliation that shows the travel-related charge. If the TA is sent out of your office to be signed, whether it is international or not, it is your responsibility to make sure someone sends a copy back to you for your file. It is not the responsibility of the A/P Travel Dept to pull a copy for you. The TA's are to be sent over with your credit card recon.

The state doesn't allow verbal approval for a TA before booking a reservation (airline/conference) on the SPCC. The state wants to see written approval, meaning a final approving signature and date on the TA itself. **Do not make charges on your card without a TA being fully signed.**

Are you always questioned whether or not you have a TA on file for a conference registration or airline fee?

When reviewing the reconciliations, any time the Program Administrator (Jennifer or Tanya) sees a travel-related charge on the small purchase charge card and no TA has been sent over we have to make sure one wasn't forgotten to be sent over, as sometimes cardholders do forget to send over the TA. You can always make note in the description or on the coversheet at the bottom "NO TA REQUIRED" and we won't have to question you.

VISA RECONCILIATION DATES for YEAR 2011

The reconciliation dates for the rest of the year have been posted on the A/P website under the Small Purchase Charge Card Heading – look for "Reconciliation Dates"

Please remember never to go into PeopleSoft to start reconciling your charges until you receive an email stating the VISA file has been loaded.

Apologies for the times the VISA file isn't loaded in a timely manner; however, until Bank of America gets us a correct file we have to wait.

International Transaction Charge on your statement?

Sometimes when you order from a company, their PARENT company may be outside of the United States. With this being said you will not know this until you receive your statement and see "international transaction charge." Bank of America charges a fee to convert the rate. Not sure which charge the fee goes with? In WORKS go to:
Search, Transactions, Make sure the posting date is correct, Click on Search, Click on the charge under Vendor and you will see information pop up on the bottom half of the screen. Click on Vendor Detail and look at the Address and you will see what country posted the charge.
OR
You can match reference numbers which are found on your credit card statement.

Code these charges the same as the purchase.