

# VISA Charge Card Newsletter

James Madison University

May 2009

## Special points of interest:

- The June 15th bill will be paid in this fiscal year.
- To get a charge paid in this FY: Vendors **can** take up to a year to post so please be sure the vendor is going to charge your card before June 15th.
- May's credit card recon dates: May 20—May 27
- June's credit card recon dates: June 17-June 25

## Questioning of Credit Card Charges

Remember, auditors have no idea what our departments on campus do so charges that make sense to you sometimes will not make sense to them. Some of the charges that we question continuously are:

Subscriptions/Newspapers: We need to know what address they are being mailed to as no subscription should be mailed to a home address.

TA's: Anytime we see a travel-related charge on a reconciliation (conference, airline, etc) and no TA has been faxed over with the reconciliation we assume perhaps you forgot to send over a TA; therefore, we'll ask you if a TA was involved. You can always write on the coversheet if no TA was needed, "NO TA REQUIRED" and you won't hear from us.

Non-monetary recognition awards: This type of award less than \$100 may be given infrequently by the dept to their employees and students. Examples: plaques, certificates, trophies, pencils, pens, desk items, cups and mugs. And with

this being said, please be sure to include how many are given out per person so we can make sure each item was under the \$100 limit.

(Example: \$250.00 worth of plaques—write on the coversheet how many were given out) Remember, any time any employee receives a gift it must be reported as taxable—contact Payroll.

After printing off your credit card reconciliation feel free to write additional information on the bottom of the coversheet.

REMINDER: All coversheets are due into A/P by the 15th of the **following month** of reconciliation. Example: The April statement recon isn't due until 5/15.



## Additional Information



Need a tax-exempt form sent to a vendor? Contact Kim Strawderman at 8-7397 and she can help you with this.

Lost a VISA receipt? Since you need to be sure you have all receipts on file in your office, first contact the vendor for a replacement. If the vendor will not cooperate, please contact either Jennifer Dellinger or Tanya Shifflett.

If you need to book a trip more than 90 days in advance please email a request to Sharon Rodgers, Director of A/P. Once you have received an approval letter you may then proceed to book the trip. Be sure you fax over the approval letter with your reconciliation for that particular charge.

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Check out the A/P website for Credit Card Reconciliation Dates! [http://www.jmu.edu/accounts payable/wm\\_library/Credit\\_Card\\_Reconciliation\\_Dates.doc](http://www.jmu.edu/accounts payable/wm_library/Credit_Card_Reconciliation_Dates.doc)



Need to print off a statement in WORKS? Go to the A/P webpage for instructions: [http://www.jmu.edu/accounts payable/wm\\_library/Cardholder\\_how\\_to\\_download\\_monthly\\_file.doc](http://www.jmu.edu/accounts payable/wm_library/Cardholder_how_to_download_monthly_file.doc)

## Annual Small Purchase Charge Cardholder/Supervisor Training

## TRAVEL CARD PAYMENTS

Address to mail in a payment:

Bank of America  
P.O. Box 15731  
Wilmington, DE 19886-5731

*Be sure to include your account number*

Spring is here and that means it's time again for Annual Training for Small Purchase Charge Cardholders. You received an email on 4/28 with the PowerPoint presentation. The certificate must be filled out & returned to A/P before May 15th. If you are having difficulty printing it off please email [shifflet@jmu.edu](mailto:shifflet@jmu.edu) stating you have taken the training and that you couldn't get the certificate printed off.

**Supervisors will receive an email later this week with instructions on the training they will need to complete so be on the lookout!**



## Reason for Switch from GE to Bank of America

For those who have had credit cards with the university for awhile you will remember having American Express small purchase charge cards. From there we moved on to GE small purchase charge cards. American Express came along and purchased GE, which made our contract with GE null and void. The contract then went out for bid and here we are today—with Bank of America.

During the switchover, 107 GE small purchase credit cards were hit with numerous fraudulent charges totaling \$114,752.03. For those of you who had fraud or took care of someone who had fraud you've never been more

appreciated then during that time for your patience and extra work it took to take care of the fraud affidavit, reconciliation,

stopping by to get the new card, and entering the new information into eVA.

Over 450 new VISA small purchase charge cards were handed out and over 200 travel cards were shipped to individuals. Along with the Bank of America VISA came WORKS. With a new system comes a variety of challenges in learning it and we appreciate your patience as we continue learning it to teach to you.

If you ever have any questions or concerns regarding WORKS or any credit card situation please contact Jennifer at 568-7396 or Tanya at 568-7395.

