

# VISA Charge Card Newsletter

## Travel Charge Card Request for ATM/Cash Exception



As we begin the new school year, we want to inform new employees and remind returning employees of the Bank of America's VISA Travel Card Program. The program provides staff members with the opportunity to travel on University business without using personal dollars. The University provides funds for travel expenses by offering employees a Bank of America VISA Travel Card.

The University issues travel charge cards to any faculty or staff member who travels on behalf of the University. Charge cards have no annual fee, and the University incurs no financial liability through use of the cards. **Cardholders may now request an annual exception allowing them to take advantage of a feature to access cash using their travel card to cover expenses when the card isn't accepted.** The available cash on the travel card is limited to 20% of the cardholder's limit. Travel charge card vendors send all bills to the individual cardholder. The cardholder is responsible for the travel charge card charges. The traveler must process a travel voucher within thirty (30) working days after completion of the trip. Timely processing allows for receipt of reimbursements in time to pay travel charge card bills within the period prescribed by the charge card vendor.

The Bank of America VISA Travel Card Program is operated through the procedures provided by the State Department of Accounts.

**Employees who decline the use of a travel charge card may not receive a Wells One Declining Balance Card to cover travel expenses, and the University Business Office does not grant travel advances.**

To request information on how to apply for the Travel Charge Card, please call Jennifer Dellinger @ 8-7396 or Tanya Shifflett @ 8-7395.

To apply for a JMU Travel Charge Card please go to the Accounts Payable webpage: [www.jmu.edu/accounts payable/](http://www.jmu.edu/accounts payable/)

## Computer Purchases

Computer Purchases: You are strongly encouraged to purchase all computers through either Apple or Dell. Apple and Dell's purchased through our state contract are the only computers our Information Technology can support.

If you purchase a computer from a vendor other than Apple or Dell our IT area cannot support those computers.

### Small Purchase Charge Card Address Change within WORKS

*The mailing address for your SPCC has now been changed to your physical address. It will be in the following format:*

*Joe Smith*

*JMU*

*Media Relations/Univ Marketing*

*220 University Blvd MSC 3608*

*Harrisonburg VA 22807-0001*

### Coding Food for VISA Reconciliation

**If you have the restaurant block lifted on your SPCC, per internal auditors please be certain you are coding all pizza purchases as 126400.**

### Large Purchases over the \$4999 Transaction Limit

Please remember you have a transaction limit of \$4,999 on your small purchase charge card. If an order will total more than \$4,999, even if the cost per item is less than \$4,999, when the total order to the vendor is over \$4,999 you must get permission before placing that order. Please email Tanya and Jennifer when you have an order that is over \$4,999. We will route that request to Procurement and then to the Department of Accounts. Once all approvals are in place we will email you to let you know you may place the order on the SPCC - the total time is less than a day to get this taken care of.