



New Water Policy Effective July 1, 2010

Please refer to:

<http://www.jmu.edu/JMUpolicy/1705.shtml>

SENDING RECONCILIATIONS TO A/P

Thank you for scanning your reconciliation packets to spcc@jmu.edu. The system,

NOLIJ, where we are retaining the reconciliations only accepts documents in the following formats: TIFF or PDF.

Please be sure you are sending the reconciliation(s) in one of those formats.

Please send individual cardholders as one file, only. For example, if you are reconciling for Sue and Bob, please send one PDF/TIFF file for Sue and one PDF/TIFF file for Bob.

Please always remember to include copies of any TA's and if you've purchased food/beverages please include copies of the Business Meal Certification Form (BMCF) and itemized receipt(s).

Credit Card Fraud

Your credit card account through JMU is constantly monitored by Bank of America (BOA) 24 hours a day. If a fraudulent charge occurs, please notify the Program Administrator (Jennifer Dellinger or Tanya Shifflett). You will then be required to fill out an affidavit, which will be sent to you electronically from BOA. All fraudulent charges are absorbed by BOA and you are not held responsible.

Phish (Definition: To "fish" for passwords & personal information by trickery on internet)

Tips to Identify Phishing Attempts

- BOA will not ask you to provide your account number and/or personal info in an email
- Most fraudulent communications convey a sense of urgency by threatening discontinued service
- Many fraudulent emails contain misspellings, incorrect grammar, and poor punctuation
- Links within the email may appear valid, but deliver you to a fraudulent site
- Phishing emails often use generic salutations like "Dear Customer" or "Dear account holder" instead of your name

A newer trend is called spear phishing, which targets the same organization with mass emails or telephone calls. It is a criminally fraudulent process of attempting to acquire sensitive information by masquerading as a trustworthy entity in an electronic communication. If you have any concerns on a possible phishing attempt, please contact the telephone number on the back of your credit card and let your Program Administrator know.

Bank of America shared 2007 data about identity theft:

- 8.4 million American were affected
- 49.3 billion in losses
- 53% of thieves *were known by the victim*



Good Tips to Remember

- Never carry your social security card with you. This is the quickest way to lose your identity.
- When keying in numbers on the ATM be sure to cover your hand over the ATM screen
- Be sure to take advantage of the free, once a year, credit report. Go to www.annualcreditreport.com



Incentives/Awards/Declining Balance Cards

.390 Incentives

To encourage participation in campus surveys and focus groups, an incentive with a value limit of **\$25 per item** may be **randomly** awarded to a member of the group of participants. **Gift cards may not** be given as incentives. These incentive items are to be coded to 141300. If it is grant funded and not governed by the IRB and the grant states more than \$25 per item may be given as an incentive the department may do so. Under these circumstances the department must complete the "[Participant Worksheet](#)" and forward it, along with completed W-9's to Accounts Payable.

.391 Non-monetary Recognition Awards

A non-monetary recognition award that is of nominal value (less than \$100) may be given infrequently by the department to their students and employees. Examples of these non-monetary recognition awards include: plaques, certificates, trophies, pencils, pens, desk items, cups and mugs. Gift cards may not be given as recognition.



DECLINING BALANCE (GIFT) CARDS

Before purchasing any declining balance cards with the small purchase charge card you must fill out the Declining Balance Card Exception Form and send to the Program Administrator.

Once your form has been approved you will receive an email of approval and you will be allowed to purchase declining balance cards with the SPCC. When purchasing declining balance cards, please let your Program Administrator know so you can be sent tax-exempt stickers for the cards. As always please be sure to keep a Declining Balance Card Log, which is located on the Accounts Payable page under Blank Forms. You will be audited on all purchases. Please always follow all policies regarding the purchase of declining balance cards or your card could be suspended.

Gift Cards may not be given as incentives and NO VISA cards are to be purchased.

Coding Charges

Please remember if you have a shipping charge to separate it out on your recon to account code:

121900

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DOUBLE-SIDED RECEIPTS

Walmart receipts are now being printed on both sides. If you purchased food/beverages, please make sure all of the information on both sides is recorded when scanned to the spcc@jmu.edu mailbox. We may see more vendors doing this in the future, so keep this in mind.

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WALKIE-TALKIES 

The purchase of walkie talkies is not allowed on the small purchase charge card. In purchasing walkie talkies with the JMU credit card without permission from Public Safety/Telecom we are jeopardizing our relationship with the FCC and this is something the university does not want, considering Public Safety heavily relies on the use of their radios for emergency purposes.



iPAD: 3G Services & Applications

The Stipend Program was created to alleviate the significant administrative burden, on both employees and the university, of providing the extensive substantiation required to fulfill IRS reporting requirements. James Madison University will now offer a taxable stipend for employees whose duties and responsibilities require wireless phone access and/or internet access. Effective September 1, 2010 the University will NOT pay for additional services for I-PADS. (The only exception is if an individual does not have a phone stipend and they own an I-PAD then upon V.P. APPROVAL a stipend can be approved.) The Stipend Program is designed to compensate for the **business use portion** of the employees personal cell phone or internet.

For more information please refer to the Financial Procedures Manual (FPM) – Expenditures Section #4205 – Title .355 Cellular Phone/Internet Stipends.

Downloading applications to iPhones, iPods, and other new technologies is the hot new trend. It seems there is an application, or “app,” for just about everything. Apps are cool and all the rage. The University, however, uses taxpayer monies and the purchases we make need to be for University business. Recently, we’ve received questions from various departments across campus about the purchase of apps for iPhones and iPod Touches. The question is: who pays for the app?

If the individual purchased the product, the individual should purchase their own apps for the product. The item is their personal responsibility and they take it with them when they leave. The University should not purchase apps for an employee’s personal equipment. If the University purchased the product, the app should be purchased with the departmental small purchase credit card. In this case, the app must be for a justified business purpose, and a justification memo should be included with the SPCC Reconciliation paperwork turned into Accounts Payable in the same month the charge appears on the SPCC. If the individual cannot justify the purchase of the app for University business, the app should not be purchased by the department. *Please note: The department is responsible for ensuring that the justification is clear and accurate. The submission of a justification does not guarantee approval. Accounts Payable, after review and investigation, may determine that the justification is not adequate for use of state funds. In these situations, the individual will be required to reimburse the University for the app purchased.

VENDORS WHO ACCEPT VISA

Notice was received from Department of Accounts that as of October 1st, 2010 that at least 75% of all purchases under \$4999 for the university must be placed on the SPCC.

Please do your part to make sure we meet this 75% threshold and any purchases in your department that can be put on the small purchase charge card SHOULD be put on the SPCC. If you have any questions about whether an item can be placed on the SPCC, you can call your Program Administrator: Jennifer at 87396 or Tanya at 87395

Split Purchasing



Please remember state auditors frown upon split purchasing. A split purchase is any two or more purchases totaling over \$4999 made to the same vendor on the same day. If you need to purchase an item or items costing more than \$4999 please contact the Program Administrator. From there the Program Administrator will get approval from Procurement and then from Richmond. Once Richmond approves the transaction they will lift the \$4999 transaction limit temporarily for your charge to go through. Having approval and documentation on the front end keeps the state auditors happy.

