

VISA Charge Card Newsletter

James Madison University

January 2010



Happy New Year!

Travel Cardholders- IMPORTANT Payment Info

When you enroll in **PAYMENT CENTER** you will **NO LONGER** receive a paper statement in the mail. You will receive an email, which looks like:

From: notifications@centresuite.com
[mailto:notifications@centresuite.com]
Sent: Wednesday, December 16, 2009 9:20 AM
To: Dellinger, Jennifer - dellinjx
Subject: Your statement is ready for review

Dear Jennifer Dellinger,

Your latest statement is now available for you at www.fiapayments.com. Please log on to the application to view your statement.

PLEASE DO NOT REPLY TO THIS EMAIL MESSAGE. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND RESPONSES ARE NOT MONITORED. FOR ASSISTANCE, PLEASE CLICK ON THE 'CONTACT US' LINK CONTAINED WITHIN THE APPLICATION.

Travel Statements cut off on the 15th of each month. If you have questions about signing up for payment center & getting an online monthly statement there is a PowerPoint on the AP webpage, <http://www.jmu.edu/accountspayable/> walking you through the process.

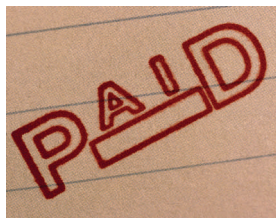
You can also mail your payment to Bank of America. The address is as follows:

Travel Card Mailing Address

Address to mail in a payment:

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

Be sure to include your account number



December SPCC Recon

The December 2009 SPCC Reconciliation is now open in PeopleSoft. It will be available through 5pm on Tuesday January 12, 2010. Since the process is different for making the December payment, the entries on your budget report will look a little different for December. You will have no Bank of America charges on your December budget reports. You will have two sets of Bank of America charges on your January budget report. The ones for December will read "JMU" instead of Bank of America and will post either the 13th or the 14th of the month. The ones for January will look like they always do, showing Bank of America and will post at the end of the month. If you have any questions you can call Jennifer at 87396.

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