

# VISA Charge Card Newsletter

James Madison University

September 2009

## Special points of interest:

- If you purchase at Wal Mart you need a tax exempt Wal Mart card. Contact Tanya or Jennifer if you don't have one.
- If you have travel purchases on your SPCC you need to have a copy of your TA on file with your SPCC information.
- No parking on SPCC—You can do this on a travel card
- NO VISA Gift Cards-if you purchase a gift card as a declining balance card it must be to a specific vendor and under \$500.
- Yearly Spending Analysis-make sure you have one in your file yearly. This can be found on the A/P website under forms.

## Reconciling your Small Purchase Charge Card

Every small purchase charge card is required to be reconciled in PeopleSoft monthly if you have charges. The charges will be in PeopleSoft for you to reconcile around the 18th of each month and you will have until about the 28th or 29th to do your reconciling in PeopleSoft. If you fail to reconcile your card in PeopleSoft you are REQUIRED to reconcile it by hand and do an ATV to move your charges out of the 130900 account code and into the correct account code. Failure to move the charges out of 130900 can lead to suspension of your charge card privileges.

It is highly recommended that you have more than one person who can reconcile your card. You can add additional reconcilers to your card by filling out the IIS Access form page 2. This form can be found on the Accounting Services webpage under forms. Monthly we also offer an open lab, if you have any issues reconciling your card. Please come by open lab in the IT Training Center. The date and time are emailed to all reconcilers each month when you receive the emailing letting you know your charges are in

PeopleSoft and ready to reconcile.

Here is a quick checklist of items to send to AP when you reconcile monthly:

- All charges have been moved out of 130900
- There is a description of each item
- All charges have PCO/DO number or eVA exclusion
- All signatures are on coversheet
- TA's are included (if needed)
- Business Meal Certifications/receipts are included (if needed)

All reconciliation paperwork is due by the 15th of the month following the statement date. If you ever have questions please contact Jennifer or Tanya. We are here to help you!



## Travel Cardholders

When you enroll in **Payment Center**, you will no longer have a paper statement mailed to you. You can still review your statement in Payment Center but it will not be mailed to you. Please remember that travel card statements cut off on the 15th of each month. Not receiving a statement is NOT a reason to be delinquent!

### 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*

*Or you can make a payment at the Harrisonburg BOA as long as you have your coupon.*



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## ADDT'L INFO FOR RECONCILING IN PEOPLESFT

- Please choose the best account code for each purchase.
- Have your supervisor sign @ "approving signature" on the coversheet. Reconcilers should not be signing here.
- In splitting charges, whether it be btw depts or btw account codes, to the left of the box check mark the item and click on split line. You should only split charges THIS WAY.
- If you miss reconciling in PS, you will need to reconcile by hand. Please email shiffitt@jmu.edu to receive further instructions.
- If you completed an ATV, be sure to send the ORIGINAL to Financial Reporting, MSC 5715.
- Keep your ORIGINAL recon paperwork. A/P only gets copies.
- Be sure to make your recon into a double-sided page before faxing to A/P. BE GREEN. :)

**Per Executive Order 82 issued by Governor Kaine, no bottled water of any kind is to be purchased except for use in emergencies or for safety and health reasons.**



**FAX Change**  
Accounts Payable now only has one fax machine. All items need to be faxed to 86232. **Please be sure to include a coversheet.**

## Tipping

**Be aware pizza vendors are now adding delivery charges. You CAN NOT tip on delivery charges or on tax!**



**Bank of America adds a fee of .8% to the U.S. dollar amount of any transaction that is made outside the United States even if you pay in US dollars (the "International Transaction Fee"). The International Transaction Fee for transactions made in foreign currency will remain 1%. For this charge on your statement please be sure to use the same account code as used for the item(s) you are purchasing.**

## **Woman Sentenced for Stealing more than \$450,000 from UMB**

Article from Baltimore Sun.Com

By Brent Jones/brent.jones@baltsun.com

12:57 PM EDT, June 4, 2009

An Owings Mills woman was sentenced to a year in prison Wednesday after she pleaded guilty to stealing more than \$450,000 from the University of Maryland, Baltimore, according to the Maryland Attorney General's Office.

Cheryl Denise Green was ordered to pay back \$332,115, undergo a psychiatric evaluation and not seek employment with the state after her involvement in a two-year theft scheme, authorities said.

Green, 45, began working as a division manager for the school in December 2005 and had access to a UMB Visa credit card to make payments to vendors, buy office supplies and use for grant allocations. Authorities say Green used the card to make more than 200 fraudulent transactions during her 23-month

tenure.

In October 2007, Green was informed that her position would be eliminated due to a department reorganization, and that her last day would be at the end of January in 2008. On Jan. 27, authorities say Green deposited a check for \$137,000 made payable to UMB into her personal bank account. The bank notified the school, prompting an audit.

The state found that Green had also used the credit card to make unauthorized personal purchases for more than \$300,000, authorities said.

Green pleaded guilty to felony theft Feb. 27.

