



Charge Card Newsletter

February 2009

New Bank of America Cards Have Arrived!

The New Bank of America Small Purchase Charge Cards have arrived. We will be having several dates and locations on campus for you to pick up your new card.

Please bring your new employee agreement with you to pick up your card. No one else is allowed to pick up your card. We do not need your GE small purchase charge card.

Tuesday Feb. 24th 9-11 ISAT room 373

Tuesday Feb. 24th 1:30-4 Taylor 307

Wednesday Feb 25th 9-11

Massanutten Hall Room 203

e If you can't come to one of the locations you may come by our office, Massanutten Hall Room 212 or 213 between 8-11 and 1-4 Monday February 23-Friday February 27.

Your current GE card will expire on February 28th.

Important Dates & Contacts

Reconciliation Dates:

February 20th -25th

Open Lab Dates

Monday February 23rd 1:30-3

Contacts:

Jennifer Dellinger

Phone: 568-7396 email: dellinjx@jmu.edu

Tanya Shifflett

Phone: 568-7395 email: shiffletl@jmu.edu

Charge Card Fax: 568-8920

Reminders

UPS:

UPS does accept the charge card. Contact Patty Fallin at UPS to have your spcc charged for UPS charges. Patty's contact information is 1-888-461-5046 or email pcfalin@ups.com. When using UPS you may use eVA exclusion 14.

Reconciliation

Never leave eVA excl/DO PCO areas blank. You must enter one or the other. Be sure instead of keying the PR number on the recon to put either the PCO or DO number. Never use eVA exclusion "X" or "NO" unless you are reconciling fraudulent charges.

Tip

For pizza purchases you are only allowed to tip 15% on the amount before tax.