



Charge Card Newsletter

March 2009

New Cards=New Training

With the new Bank of America Visa Cards comes new training on the Accounts Payable website to help you move through the Bank of America WORKS on line system. The new training available is:

- *New SPCC training guide
- *How to download SPCC monthly bill
- *Payment Center for Travel Cards

Please take advantage of the training materials and let us know if you have any questions.

We Still Have Cards!

We still have cards! If you have not picked up your small purchase charge card please contact us immediately!

Important Dates & Contacts

Reconciliation Dates:

March 20th-27th

April 20th-28th

May 20th-27th

Open Lab Dates

Wednesday March 25th 1:30-3

Friday April 24th 1:30-3

Friday May 22nd 1:30-3

Contacts:

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Reminders

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Please make sure you are using the newest form of the travel authorization form. It can be found on the Accounts Payable website.

Split Transactions

You are not allowed to spend more than \$4,999 at one vendor in one day. If you have reason to spend more than \$4,999 in one day to one vendor please contact Jennifer or Tanya first! If there are no procurement issues, example airline tickets for multiple people where the total is over \$4,999, we will contact DOA (Department of Accounts) to ask for a temporary exception to allow you to make this purchase. If you do not contact us and we see purchases totaling more than \$4,999 on your card to one vendor in one day you will be considered as having a split purchase and your card will be suspended. If you have any questions please feel free to contact us.