



## Charge Card Newsletter

November 2008

### New Charge Card Vendor

The State of Virginia has announced a new contract for the charge card programs. The new vendor is Bank of America and the card issuer is VISA.

What does this mean for our cardholders? Basically you will receive a new card about mid January. We will do like we did when we switched to GE from AMEX. There will be several locations on campus at different times when you can come pick up your card. We plan for the transition to go smoothly and we look forward to working with Bank of America.

### December Reconciliation

The December reconciliation will be like it was last year. The university will pay the bill before we leave for the holiday break. When you return you will reconcile as usual from January 5th to the 9th for the December 15th statement. The only difference you will see is all the charge card purchases on your monthly detail for **the December bill will show the vendor as JMU instead of GE Financial.**

### Important Dates & Contacts

#### Reconciliation Dates:

November: 20th-24th

December will be reconciled January 5th-9th

#### Open Lab Dates

November 21st 1:30-3

January (for December) January 7th 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

#### **This the Season for Charge Card Fraud!**

Tis the season for good cheer; however, tis the season also for CREDIT CARD FRAUD!

Before leaving JMU to enjoy this holiday season please take care of locking either your small purchase card or travel card or both up in a secure location in your office.

#### **Thank You!**

Everyone is doing a fantastic job with sending A/P all of the needed paperwork for each MasterCard reconciliation. THANK YOU for your excellent recordkeeping.

