Year End Spending

It’s never too early to start planning year end. Remember, if you want purchases to be paid out of this fiscal year’s budget they must be on the June 2015 SPCC statement. Many vendors post daily to Bank of America but some take time so please plan accordingly. A good recommendation is to have everything purchased by June 9th; however, that doesn’t guarantee the purchase will be on the June statement. If you have any questions, you can always talk to your vendor.

Remember, your transaction limit on the charge card is $4999 though it can be increased on a temporary basis. Please email Jennifer Dellinger or Tanya Shifflett if you need to purchase something over your limit. The email should identify the vendor, items to be purchased, and the total amount. After verifying the existence of a state contract and receiving an email approval from your supervisor, the request will be approved. You will receive an email granting your request and authorizing you to complete your purchase.

Please do not create a split purchase. Whenever there are charges to the same vendor, on the same day or even within the same week, that total over the $4999 transaction limit a state auditor views this as the cardholder circumventing state policy. This practice is commonly known as “split purchasing” and will result in suspension of your cardholder privileges.
Bank of America WORKS

Bank of America Merrill Lynch has created a new user interface (UI) for WORKS. The old UI will no longer exist after May 31st.

Here’s the link for the new UI: https://payment2.works.com/works/home

You can view your credit limit, current balance, available credit and monthly charges.

Bank of America WORKS Training instructions for the new UI are located on the Accounts Payable page under Small Purchase Charge Card Program.

New Mailbox for Cardholder Requests

Effective May 1st the charge card area has a new shared email mailbox where all three Program Administrators (PA), Jennifer Dellinger, Tanya Shifflett and Janet Marston have access to any incoming email requests. Any time you have a request please send those to our new email address of appa@jmu.edu. With all PA’s monitoring this mailbox the goal is for you to have the fastest service possible. Items to send to this mailbox include: limit increases, exception requests, general questions and any other issues/questions you may have. Please DO NOT SEND VISA RECONCILIATIONS to this new mailbox.

Account Codes

Please be careful when using account codes 122400 and 122700. Account code 122400 includes costs such as registration fees and materials for attending training courses, workshops, and conferences. Account code 122700 includes costs for airfare, taxis, tolls, lodging, meals and personal vehicle mileage reimbursements associated with employee training and development coded as 122400, 122500, or 122600.