### VISA RECONCILIATION DATES FOR 2015

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<thead>
<tr>
<th>Month</th>
<th>Open on</th>
<th>Closed on (5 pm)</th>
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<tbody>
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<td>January</td>
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<td>December</td>
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<td>TBA</td>
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Department of Accounts in Richmond requires cardholders to have a spending analysis on file, yearly.

A Yearly Spending Analysis helps determine what you’ve spent each month for the year and if we need to lower or increase your monthly limit.

You can find this form on the A/P webpage under Blank Forms.

Upon filling this out please remember you do not have to send it to A/P unless you need your monthly limit changed. If there are no changes, please keep on file in your office.

Please be sure you have this form up to date as it will be requested to be turned in with an internal charge card audit.
Penalties for Infractions

To ensure all small purchase charge cards are in compliance with internal and state policies, penalties for infractions on the small purchase charge card are in place.

The following are new additions/updates:

Not following Procurement policies/guidelines:

1st time: email warning with possible card suspension
2nd time: 10 day card suspension
3rd time: 15 day card suspension

Late VISA reconciliation paperwork consisting of the coversheet, charge card record along with any TA’s or Business Meal Certification Forms not turned in by the 15th of the month following the statement date:

Late on the 16th: email warning*
5 days late from the 16th: 10 day card suspension
10 days late from the 16th: 15 day card suspension
*After second warning, the card will automatically receive a 10 day suspension

Inappropriate expenditures with state funds:

1st time: email warning with possible card suspension
2nd time: 10 day card suspension
3rd time: 15 day card suspension

For the full list of Penalties for Infractions please visit the Accounts Payable webpage and see the VISA SPCC Training Guide.
Cell Phones and Two-Way Radios

**Cell Phones:** All cell phone purchases must be utilized through Telecom.

**Two-way radios (Walkie-talkies):** All radio communication devices must first be discussed with Major Scott Coverstone in the Police & Public Safety department. We do not want to violate Federal FCC regulation which could affect the University’s FCC Licensing of all institutional radio communications devices, State Procurement Regulations, University Purchase Card Rules, etc.
Non-monetary Recognition Awards

A non-monetary recognition award that is of nominal value (less than $100) may be given infrequently by the department to their students and employees. Examples of these non-monetary recognition awards include: plaques, certificates, trophies, pencils, pens, desk items, cups and mugs. Awards should be coded to 141300. Recognition awards should be given based on specific, pre-determined criteria, which is documented and maintained in department records either as departmental procedures or with the transactions records. Longevity awards are not to be given by departments as these are given by the University and coordinated by the Office of Human Resources. Gift cards may not be given as recognition. Refer to the Financial Procedures Manual Section 4205.390 for further clarification.

Please note: you will be asked to further clarify the approximate amount of each item, who the item was awarded to and what the pre-determined criteria was for the person having received the award. You may make notation of this on the bottom of the coversheet before scanning the reconciliation over.
Tax-Exempt Certificates

All purchases within the state of Virginia must be tax-exempt with the exception of food.

When ordering online you must provide the vendor with a Tax-Exempt Certificate. To request this form, please email Kim Strawderman at strawddk@jmu.edu and provide the following information: vendor’s name, physical address and fax or email for the destination of the form. Kim will fax/email the information to the vendor and will then fax/email the confirmation to the requesting department.

If your purchase was charged sales tax, you must ask the vendor to credit your small purchase charge card. If the vendor will not reimburse the credit, you may be liable to reimburse out of pocket.
Deposit Transmittals

When reimbursing a charge(s) on your VISA small purchase charge card please be sure you are filling out the proper Deposit Transmittal Form (DTF). One form is provided if reimbursing by a check and another form is provided if reimbursing with cash. These forms may be found in the Financial Procedures Manual Section 1020.200. Please use the same account code on the form as used for reconciling the charge on the reconciliation. At the bottom right-hand corner of the form is a field for a voucher number—Exp Credit Voucher. Please contact Jennifer Dellinger, Tanya Shifflett or Janet Marston for a voucher number, which must be filled in at this location before the DTF is processed at the University Business Office (UBO). Please remit the original DTF and one copy to the UBO for processing. Be sure you receive a processed copy for your records.

As a service to departments, UBO provides a Daily Deposit Pickup. This eliminates the need to have deposits hand-delivered or traveling in campus mail. Please email UBO-sign@jmu.edu and they will schedule your Deposit Pickup.

For more information please visit: http://www.jmu.edu/ubo/university-departments.shtml#departmental-deposits
Supply Room Company

JMU has executed an agreement with the Supply Room Company. All office supplies must be purchased through the Supply Room Company.

Each month a report will be sent to Procurement of those charges not in compliance of this agreement and your small purchase charge card may be suspended.

For further information please refer to the Procurement page—http://www.jmu.edu/procurement.