Receiving Reports
When purchasing goods $5000 and greater please remember to fill out a Receiving Report. Please send a copy with the reconciliation and keep a copy with your charge card records. Accounts Payable also doesn’t need to receive invoices or Receiving Reports for ANY AMOUNT charged on the charge card.

Rebate Programs
As a state employee, you are not allowed to participate in any type of rebate program the vendor offers. If you are currently receiving any type of rebates please discontinue immediately. Being a part of a rebate program could jeopardize the privilege of having a small purchase charge card.

Charge Card Fees
If a vendor chooses to charge a fee for the use of the small purchase charge card, you must still use your small purchase charge card. All purchases must be placed on the small purchase charge card regardless of a charge card fee imposed by a vendor.
**Purchases**

Before sending over your VISA reconciliation, please include a memo or make a notation on the front of the coversheet of the following information, which will save back and forth emails between the Program Administrator (PA) and you the cardholder/reconciler for:

**Non-monetary recognition awards**: who received the award, what the pre-determined criteria was for the person(s) receiving the award, and the amount of the award. PA’s need to ensure the award was under $100.

**Subscriptions**: how long the subscription is for and if over 2 years the cost savings and the location where the subscription is being delivered to or if the subscription is online.

**Promotional items**: the amount of each promotional item. PA’s need to ensure the promotional item was under $6. (Financial Procedures Manual: 4205.321—Promotional merchandise with more than a de Minimis value and average cost to the University of $6 or more/item, excluding set-up charges or shipping costs.

**Mailboxes**

**SPCC@JMU.EDU**: this mailbox should be utilized for all incoming VISA reconciliations.

**APPA@JMU.EDU**: this mailbox should be utilized for all SPCC increases/decreases, restaurant exception/declining balance forms, and any questions you may have in regards to the SPCC.
**Purchases over $5000**

When requesting a Program Administrator raise your $4999 transaction limit for a purchase $5000 or greater made to the same vendor please now include the PCO/DO number with your email request, which will show the PA someone in Procurement has pre-approved the order. Remember to also obtain your supervisor’s approval within the email request and to have the following information included: cardholder who will be making the purchase, vendor name, amount of the purchase and when you plan to make the purchase.

**Yearly Exceptions**

Restaurant Exception and Declining Balance forms are now due for the new fiscal year. Forms can be found on the Accounts Payable website and once filled out are to be sent to the APPA@JMU.EDU mailbox. All forms are due by August 17th, 2015. If the Restaurant Exception Form is not returned the block will be placed onto your card. If the Declining Balance Exception Form is not returned you will not be permitted to purchase declining balance debit cards.

**Reconciliations**

If a Travel Authorization (TA) is required for any travel-related charge on the small purchase charge card, please enter the TA number under the PCO/DO column.

**Disputes**

If the cardholder and vendor cannot resolve an issue with a purchase on the small purchase charge card, the cardholder should email appa@jmu.edu requesting to dispute the charge. Disputes must be reported to the Program Administrator within 30 days of the date of purchase.