

Volume No. 1—Policies & Procedures	TOPIC NO.	20355
Function No. 20000—General Accounting	TOPIC	PURCHASING CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	DATE	February 2011

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Overview

Introduction

Purchasing charge cards (purchasing cards) offer State agencies and institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. The purchasing card program reduces the volume of accounts payable transactions and the associated administrative costs by eliminating vendor invoices and consolidating multiple vendor payments into one monthly payment to the charge card vendor. Vendors are paid directly by the purchasing card contractor, currently Bank of America VISA. In addition, the purchasing card contractor provides a variety of management information reports to assist agencies in maintaining control over purchases and payments via Works, Bank of America’s online program management system.

While the use of a purchasing card leads to accounting efficiencies, agencies and institutions must maintain strict internal control over the use of cards and ensure that relevant procurement guidelines are observed, especially those detailing the use of State contracts and eVA. The purchasing card should be viewed at all times as an efficient means of payment, not a substitute for proper procurement procedures.

All state agencies are to utilize Department of Accounts’ contract for all card needs.

An agency interested in participating in the Small Purchase Charge Card (SPCC) program or the “Gold” Card program should contact DOA’s Charge Card Administration Team at (804) 786-0874 or cca@doa.virginia.gov.

Role Definitions

Agency Program Administrator (PA) —This individual is **registered** with Bank of America and the Department of Accounts as the only person authorized to make changes (e.g., add or cancel cards, change card controls, etc.) for the Small Purchase Charge Card (SPCC) program at the agency or corporate account level.

The Program Administrator is designated by the agency head or similar authorizing officer using a Program Administrator Form available on the DOA’s Charge Card Administration web page or in the Department of Human Resource Management (DHRM) Knowledge Center (KC). DHRM’s Commonwealth’s Knowledge Center (KC) is a web-based application that delivers self-study training topics and instructor-led course registration managed by DHRM to your desktop. The Commonwealth’s Knowledge Center also tracks eLearning and instructor led-courses that were completed or registered for in the KC.

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Charge Card Administration Team: Department of Accounts—These individuals are responsible for monitoring and reporting on statewide program activities for all charge card programs. The Charge Card Administration Team receives and processes Program Administrator Forms received from agencies, provides statewide training, resolves programmatic issues with Bank of America on behalf of the Commonwealth’s agencies and institutions, and reviews written agency requests for exceptions to these accounting policies and procedures.

The Charge Card Administration Team administers the Gold program on behalf of all participating agencies and institutions. Only the Charge Card Administration Team can make changes (e.g., add or cancel cards, change card controls, etc.) for the Gold program.

Charge Card Administration Contract Administrator: Department of Accounts—This individual represents the Commonwealth of Virginia in all contract negotiations with the Purchase Charge Card, Gold Card, and Travel Card provider.

State Procurement Contracts Bureau: Department of General Services/Division of Purchases and Supply – This unit provides resources on all matters related to State contracts.

Policy Consulting and Review: Department of General Services/Division of Purchases and Supply—This unit provides resources on all matters related to State procurement policy and eVA guidance. Any technical eVA questions should be addressed to eVA Customer Care at eVACustomerCare@dgs.virginia.gov.

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Policy

Introduction The following policies and procedures apply to the use of the Small Purchase Charge Card by *all* agencies and institutions of the Commonwealth. Most policies and procedures also apply to the Gold program. Differences are noted where appropriate.

Purchase Limits The small purchase transaction limit can be set up to a maximum of \$5,000 per transaction up to a maximum monthly limit of \$100,000.

A Program Administrator needs to set the limits on each PCard to appropriate levels based on the cardholder’s buying needs. A Program Administrator may not increase a cardholder’s per transaction limit above \$5,000, or its monthly limit above \$100,000, without express written authorization by the Department of Accounts.

The Department of Accounts may cancel the program administration authority of any Program Administrator found to be in violation of this policy. **A cardholder may not, under any circumstances, authorize any charge in excess of the transaction limit set by the Program Administrator.** Violation of this policy is to be enforced by each agency. DOA’s recommendation when this policy is violated is to revoke the cardholder’s charge privileges for a minimum of three months. Repeat offenses should result in permanent revocation by the agency.

Purchase Card Use **Agencies assume ultimate liability for the employee’s use of the card.** Purchasing cards may be issued to full or part time employees, but not to contract workers. Purchasing cards must be used for official Commonwealth of Virginia purchases only and all purchases must comply with the same State procurement regulations in effect for any other means of payment.

Use of the card for personal items, cash advances, or business travel expenses is prohibited, with the exception of airline tickets, mass transit tickets and under certain conditions, car rentals on the State Rental Car Contract and accommodations approved in advance by DOA’s Charge Card Administration Team.

All cards should have all six Industry Restriction tables on them unless there is written documentation to support the need for removal either on a temporary or permanent basis. Temporary or permanent removal of these restrictions to allow for non-travel related purchases (e.g., meeting rooms or catered business meals) may be considered by the agency Program Administrator on a case-by-case basis.

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Gift Card/ Certificate Purchases

Purchase of gift cards and/or gift certificates using the State PCard may be allowed for the sole purpose of employee recognition as defined in DHRM's Policy 1.20, Employee Recognition Program. Gift cards and/or gift certificates for purposes other than pursuant to DHRM Policy 1.20 are not allowed on the State Purchase Card unless prior approval from DOA's Charge Card Administration Team is received.

Since gift cards and gift certificates are in essence cash, and generally do not have the employee's name on them, they pose a very high risk for possible abuse. Currently, there is no way to trace the recipient of the card and its benefits.

Per DHRM's Policy 1.20 Employee Recognition Programs, "All monetary awards (regardless of amount) are considered income for the employee and taxed accordingly." It also states that "Non-monetary awards may be subject to tax." Agencies should consult this policy for more information regarding agency responsibility. Additionally, the IRS considers all "cash equivalents" such as gift cards and gift certificates to be fully taxable.

The decision for an agency or institution to allow purchases of gift cards/gift certificates for employee recognition using the PCard is made at the agency.

DOA does require that if an agency allows this type of purchase on the PCard, the following items must be complied with:

- 1 – Only gift cards/gift certificates for Employee Recognition can be bought.
- 2 – Each must contain a unique number for tracking purposes.
- 3 – A log must be maintained itemizing at **a minimum** the following information:

A – Gift Card/Certificate Unique Number

B – Gift Card/Certificate Value (i.e. \$10.00, \$25.00, etc)

Note: If the Card/Certificate is for a specific type of good or service, at the time of purchase you must be able to assign an individual value per card/certificate

C – Employee's Name who will receive the Gift Card/Certificate

NOTE: If the PCardholder is unaware of the name of the employee who will be receiving the card, then the purchaser is to pass this log to the appropriate person who can complete the employee's name and then return the completed log to be attached to the cardholder's reconciliation log.

An agency can add additional information to the log but the log must at least contain the three items above.

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4 – The log (or a copy of the log) must be attached to the PCardholder’s Reconciliation Log along with the receipt of the purchase.

5 – The PCardholder must provide a copy of the log to the appropriate staff member in their agency’s Human Resources or Payroll department for inclusion of the value in the employee’s taxable income.

Each agency and institution always has the option to pay for these items using alternative methods such as check or EDI.

Airline Ticket Purchases

Airline ticket purchases, like all other purchases made with the card, may not exceed the card limits. Agencies and institutions must use one of the other options listed below for charges in excess of the Small Purchase Charge Card (SPCC) limits or obtain authorization in advance from DOA’s Charge Card Administration Team:

- ◇ Bank of America VISA Agency Airline Travel Card (ATC)
 - ◇ Bank of America VISA Employee Paid (Individual Liability) Travel Card
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Electronic & Paper Airline Tickets

Note that some new airline travel regulations require that passengers who purchase electronic tickets with a charge card must produce the card at check-in. It is recommended that verification be performed with the airline of choice to determine the airline’s practices.

IAT for State Classes & Services

The purchasing card may be used to pay for classes/services provided by another state agency **only if** the agency accepts VISA and is willing to accept payment for goods and/or services by VISA. Otherwise, payment can be made by Interagency Transfer (IAT) which saves discount fees.

Program Administrator Responsibilities

The Procurement Director or a designee who is familiar with procurement regulations will act as the primary Program Administrator (PA) at each agency or institution.

The Program Administrator is responsible for the following:

- Entering in cardholder data, reviewing, and approving card applications online;
- Setting appropriate transaction and credit limits on each card based on the cardholder’s buying needs;

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- Issuing cards;
 - Ensuring that an annual analysis of each cardholder’s card usage and card limits is performed and documented;
 - Promptly canceling cards as appropriate;
 - Monitoring and canceling inactive cards. The PA must periodically review inactive cards and cancel those that are no longer needed;
 - Removing, either permanently or temporarily, the Industry Restrictions (Travel, Accommodation, Gas/Oil, Car Rental, and Restaurant/Food) on individual accounts on a case-by-case basis ensuring adequate documentation supporting the change is kept on file;
 - Training cardholders annually in proper card usage, security, and procurement guidelines. Agencies can utilize the PCardholder training available in the Department of Human Resource Management (DHRM) Knowledge Center. The Commonwealth’s Knowledge Center (KC) is a web-based application that delivers self-study training topics and instructor-led course registration managed by DHRM to your desktop. The Commonwealth’s Knowledge Center also tracks eLearning and instructor led courses that were completed or registered for in the KC. Agencies may also use their own training as long as it contains all items in DOA’s version and is approved by DOA;
 - Take Annual PA Training as well as Supervisor and/or cardholder training if the PA also serves in one of these roles at his agency;
 - Ensuring the supervisors of cardholders are trained annually in their roles using the Supervisor training which is available in the Commonwealth’s Knowledge Center, or use their own as long as it contains all items in DOA’s version and is approved by DOA;
 - Monitoring on a regular basis, at least monthly, the transactional data for the SPCC and GOLD cards to ensure compliance to policy (i.e. split orders, using State contracts);
 - Educating cardholders, supervisors/reviewers, fiscal staff and others of the cycle and due dates for the Bank of America VISA program annually;
 - Ensuring agency and cardholder compliance with all SPCC policies and procedures presented in this manual, in updates, on the DOA web page, in the Commonwealth’s Knowledge Center, or in mandatory training sessions, including proper processing of monthly payments;

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- Communicating with DOA’s Charge Card Administration Team on such matters as who is to receive access to monthly billings, additional statements, and management reports;
 - Ensuring that if the paper bill from Bank of America is not received by the designated staff member no more than 8 days after the cycle closes the fiscal office downloads a copy of the monthly bill from Works;
 - Promptly notifying Bank of America of any potential or confirmed fraudulent use of the purchasing card and steps that are being taken to address the issue (e.g., card cancellation, communication with the vendor and/or Bank of America, notification of law enforcement officials as appropriate.);
 - Managing vendor issues pertaining to not receiving ordered goods/services or incorrect charges. If resolution can not be made at the Program Administrator level, notify Bank of America through Works, providing the necessary information referenced on the back of the monthly bill;
 - *Ensure past due invoices are not being paid on the Card unless approval by DOA’s Charge Card Administration Team is received in advance;*
 - *Ensure that if a card ordered is not received in 7 business days, it is cancelled for security reasons, and request a new one to protect against possible mail theft;*
 - Ensuring appropriate restrictions are placed on all cards by auditing the industry (MCC) restrictions placed on all cards at a minimum of monthly; and
 - Providing the Bank of America corporate account number to any staff members who will be processing batches and therefore require the number.

Program Compliance

Maximum use of the SPCC program in conjunction with other electronic commerce initiatives is a best practice essential to the statewide effort to reduce the costs associated with paying for goods and services for the Commonwealth. Agencies and institutions that are not maximizing charge card use and the associated cost savings are identified quarterly in the Comptroller’s *Report on Statewide Financial Management and Compliance*. Agencies and institutions that fail to make accurate, timely payments are also reported. Agencies will receive detailed listing of the vendors who were paid by means other than the SPCC which will be sent to the Program Administrator each quarter.

Program Administrator Backup

Agencies should designate a Backup Program Administrator (BPA) who is also familiar with procurement regulations. However, each agency or institution participating in the SPCC program will have no more than two Program Administrators. DOA will consider written requests for additional Program Administrators at the agency level on a case by case basis.

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Required Annual Training

All Program Administrators and their Backups are required to take annual training presented by DOA in the Commonwealth’s Knowledge Center.

If a PA or his backup is also a Supervisor signing cardholder logs and/or is a cardholder himself, the PA or backup must take all applicable trainings related to his role at his agency.

Additional training will be presented by DOA and Bank of America to supplement required online training and will be geared towards the Bank of America’s Works system.

Works Program Administrator Training on Works

- BOA holds weekly WebEx training on ‘Day to Day tasks for Program Administrators’. This training focuses on typical daily tasks performed by a Program Administrator. This training is available in the Works system, lasts for about 1 hour and 20 minutes, and advance registration is required. This is recommended for all new PAs.
- BOA holds weekly WebEx training on ‘Card Maintenance Functions’. This training reviews various card maintenance item scenarios. This training is available on the Works system, lasts for about 1 hour and 20 minutes and advance registration is required. This is recommended for PAs as a refresher.
- BOA provides a ‘Tip of the Week’. This tip will be information that may help you to better manage your program. This tip can be accessed in the Works system.

Agency staff members who approve cardholder monthly logs, such as supervisors or reviewers, are required to complete training annually. This training is available in the Commonwealth’s Knowledge Center.

Works Fiscal Staff and Internal Audit Training

- BOA holds weekly WebEx training. This training covers the different uses of the standard reports and the custom reports available using the Works system. This training can also be taken by PAs who would like to enhance their skills using the Works reporting functions. This training is available on the Works system, lasts for about 1 hour and 20 minutes, and advance registration is required.

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Purchase Cardholders have online training available in the Commonwealth's Knowledge Center. All Purchase Cardholders are required to take training each year. An agency can utilize the training in the Commonwealth's Knowledge Center, or request an electronic version from DOA to cater to their own agency's internal policies and procedures as long as the DOA content is maintained and it is approved by DOA.

Every effort will be made to provide all training online to minimize the costs associated with travel to Richmond.

State Contract Vendors

The purchasing card must not be used to circumvent procurement guidelines, particularly those designed to maximize the Commonwealth's purchasing power through State contracts. Efforts should be made to use State contract vendors who accept the purchasing card, where appropriate, in order to maximize administrative cost savings. Questions regarding the appropriate use of the purchasing card should be directed to the agency's Program Administrator.

Electronic Commerce

Department of General Services' (DGS) Policies must be followed in all cases. Policies are available on the DGS website at <http://dps.dgs.virginia.gov/dps/>.

An agency can set up purchasing cardholders in eVA as users in order to maximize the benefits provided by using the purchasing card on eVA orders. All cardholders are prohibited from sending the account number via email (even if it is included in an attachment), faxing the account number, mailing card information, or sharing card information with anyone to make a purchase. eVA encrypts all purchasing card information.

Vendors equipped for electronic transmission will receive the card information in a secure format. eVA allows a requestor to use another user's p-card for a purchase by selecting that user's p-card alias. The requestor does not need to be in possession of the cardholder's purchase card information and the card holder will automatically be included in the approval flow for the eVA requisition.

Additional information on workflow options is available by contacting the DPS Account Executive who can further assist with configuring agency workflows to meet specific needs.

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Procedures

Past Due Vendor Invoices

Agencies and their cardholders are prohibited from using the Pcard (SPCC and GOLD) to pay a vendor invoice that is past due unless prior approval from DOA's Charge Card Administration Team is received in advance of the charge.

Past due vendor invoices are typically paid using check or EDI.

Card Issuance, Cancellation and Changes

All card services must be obtained through participation in the Statewide contract administered by the Department of Accounts (DOA). The agency Program Administrator is the liaison between the agency, DOA and the purchasing card contractor, Bank of America VISA. Any agency interested in participating in the purchasing card program should contact the Charge Card Administration Team at (804) 786-0874 or cca@doa.virginia.gov to obtain the necessary forms and information.

The Program Administrator Form, which is used to designate or change Program Administrators can be found on DOA's Charge Card Administration web page at http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm or in the Commonwealth's Knowledge Center at <https://covkc.virginia.gov> and must be faxed to DOA at (804) 518-4954. The document is one page in length, plus an instruction page.

Program Administrators must ensure that purchasing cards are issued to only those individuals who have appropriate purchasing authority. When requesting a card for an employee, the applicant's supervisor must provide the Program Administrator with documentation supporting the issuance of the card, including an analysis of the potential type and level of activity and justification for per transaction and monthly limits. The employee will provide his demographic information on the Purchasing Card Request form and submit it to his Supervisor for signature. Agencies must ensure the employee has provided all information, i.e., name, address, phone, Email address, etc. Program Administrators will apply for purchase cards directly online using the Bank of America Works system. Program Administrators must set limits, at or below statewide caps of \$5,000 per transaction and \$100,000 monthly, based on this analysis. Program Administrators or supervisors must review cardholder limits annually and document the analysis in writing. DOA recommends that Program Administrators or supervisors use an Annual Purchase Card Review form for each cardholder. This documentation must be kept on file at the agency for audit purposes.

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Procedures, Continued

Cards are issued with the name of the cardholder and the cardholder's agency name embossed on the front. Cardholders must receive training and sign a Purchasing Card Employee Agreement form prior to obtaining the purchasing card. A sample of which is included in this topic. DOA requires the Program Administrator have each cardholder and supervisor complete the Purchasing Card Employee Agreement form each time a renewal card is received for a cardholder which is every two (2) years.

If a purchasing card is issued to a high-level administrator (school superintendent, department head, etc.), the agency must document the procedures that will be used to ensure proper internal controls and accountability in the absence of monthly supervisory review. An annual request for exemption, including such documentation, must be submitted to DOA for review and approval.

Program Administrators can remove industry restrictions on a case-by-case basis. Please refer to the Optional Controls section for further information.

“Gold Card” Program

The purpose of the “Gold Card” program is to optimize the Commonwealth’s participation in electronic commerce. This will be accomplished by allowing certain individuals higher limits (up to the maximum defined as a small purchase in the Virginia Public Procurement Act) for use of the Commonwealth’s charge card program. With the exception of references to the enhanced transaction and monthly limits, all requirements in this CAPP Topic are applicable to the Gold Card.

The transaction limit for the Gold Card is \$50,000 or higher per transaction and the monthly limit is \$250,000 or higher, set by the Statewide Program Administrator at DOA. **A cardholder may not, under any circumstances, authorize any charge in excess of the transaction limits set by the Statewide Program Administrator.** The Department of Accounts will cancel the card of anyone found to be in violation of this policy.

If there is a need for the limits of the Gold card to be raised, the cardholder can contact DOA’s Charge Card Administration Team via email at cca@doa.virginia.gov to request the increase while supplying the reason and appropriate time frames.

Agencies and institutions may request only the minimum number of cards to meet their needs. Gold Cards can only be issued to full-time classified purchasing/procurement professionals or other staff members the agency head deems to be familiar with procurement regulations and able to handle the increased responsibility associated with the higher card limits. A Virginia Contract Officer certification is preferred. **This individual may not hold a Small Purchase Charge Card.** They are to use their Gold card for all purchases up to the designated Gold card limits.

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Applications must be signed by the agency head and submitted to DOA for consideration. If approved, the cardholder will use the Gold card for all purchases up to their cycle/credit limit, provided those purchases comply with all procurement requirements and regulations.

The Statewide Program Administrator requests the cards and provides training resources for the cardholders. The Statewide Program Administrator may cancel cards inactive for more than 90 days.

Gold card information and applications can be obtained by contacting the Charge Card Administration Team at cca@doa.virginia.gov or 804-786-0874.

Multiple SPCC Cards

All agencies and institutions with cardholders that have more than one SPCC card issued in their name must conduct an annual review of the need for multiple cards and determine appropriate combined limits. Documentation of the review must be kept on file at the agency for audit purposes. DOA requires completion of a review using the Annual Cardholder Review Certification form. This certification is due **no later than June 30th** each year and the approval will be effective for the upcoming fiscal year, July 1 through June 30. This form is located in the Forms section of this CAPP Topic and is also available on DOA's Charge Card Administration web page under Charge Card Forms at

http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm and in the Commonwealth's Knowledge Center at <https://covkc.virginia.gov>.

Card Request and Employee Agreement

Samples of a Purchasing Card Request form for the SPCC card and a Purchasing Card Employee Agreement form are located in the Forms section of this CAPP topic. These forms represent the minimum documentation for card issuance. Agencies may choose to add requirements to the forms, but may not require less.

Note: Annual Program Administrator or supervisory assessments of cardholder activity and spending limits are required of all cards, regardless of date of initial issuance. The annual review can be performed at any time during the year as long as a continual 12-month period is being reviewed. Upon completion of this annual review, the agency's Program Administrator must send an Annual Cardholder Review Certification Form to DOA certifying that all cardholder accounts have been reviewed and any necessary changes have been made. This form is due to DOA **no late than June 30th** and is located in the Forms section of this CAPP topic and is also available on DOA's Charge Card Administration web page under Charge Card Forms at

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Single Transaction Limit

The single transaction limit allows agencies to designate the maximum dollar amount allowed for Cardholders to spend on each purchase or transaction (maximum of \$5,000). At the point-of-sale, Bank of America's system verifies the purchase amount falls within the approved transaction limit. If the amount requested for authorization exceeds the limit set by the Program Administrator, the authorization is denied. If a cardholder authorizes a charge in excess of the per transaction limit established for that card, whether by splitting the invoice, encouraging the vendor to circumvent the Bank of America denial, or any other means, the card should be revoked by the agency for a minimum of *three* months.

Repeat offenses should result in permanent revocation by the agency. A detailed procedure for offenses to non-compliance of the PCard program can be maintained by each agency. A Program Administrator may temporarily increase a cardholder's limit (not to exceed \$5,000) in order to accommodate a one-time purchase in excess of the established limits. The PA should maintain documentation at the agency for audit purposes and provide such documentation to DOA, if requested.

Cycle Limit

The cycle limit allows agencies to designate the total amount a cardholder can spend during the monthly billing cycle (maximum of \$100,000 per billing cycle). This is typically referred to as the cycle or credit limit. A running balance is maintained in Bank of America's database that increases with each authorized charge until the cardholder reaches the assigned cycle limit. If the limit is reached before the end of the billing cycle, new attempts for authorization are denied.

Optional Controls

When a Program Administrator is applying for a new card, all industry restrictions must be applied. The restrictions are Accommodations, Car Rental, Oil/Gas, Restaurant/Food, and Travel. These industry restrictions are based on merchant category codes (MCC's). The restrictions enable agencies to have additional controls on cardholders to prevent or limit the amount of charges that are travel related which do not belong on the SPCC.

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A detailed list of MCC's that fall under each industry restriction are on DOA's Charge Card Administration web page under Bank of America Information at http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm and in the Commonwealth's Knowledge Center at <https://covkc.virginia.gov>.

Program Administrators should become familiar with the MCC's under each restriction in order to better address any cardholder declines when they occur.

Travel-related charges, with the exception of airline tickets, mass transit tickets and under certain conditions, car rentals on the State Rental Car Contract and accommodations approved in advance by DOA's Charge Card Administration Team should be on the Travel Card or paid for with the employee's personal funds. All cards should have the six industry restriction tables on them unless there is written documentation to support the need for removal, either on a temporary or permanent basis. Temporary or permanent removal of these restrictions to allow for non-travel related purchases (e.g., meeting rooms or catered business meals) may be considered by the agency Program Administrator on a case-by-case basis.

A listing of all MCC's as well as a detailed listing of which MCC's are included under each of the Industry Restrictions is on DOA's Charge Card Administration web page under Bank of America Information at http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm and in the Commonwealth's Knowledge Center at <https://covkc.virginia.gov>.

Program Administrators are allowed to remove, for valid reasons only, any of the five restriction tables:

1. Travel
2. Car rental
3. Gas/Oil
4. Restaurant/Food
5. Accommodation

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It is the responsibility of the agency Program Administrator to review the cardholder's account periodically to assess if the permanent restriction removal is still needed. If the restriction is no longer necessary, the Program Administrator must turn the restriction back on immediately. This assessment can be made to coincide with the required annual analysis of each cardholder's usage and limits.

Program Administrators can run a report in the Works system to view all card restrictions. This report should be run and reviewed by Program Administrators **monthly** to ensure all cards have appropriate industry restrictions.

Requirements for reviewing and removing Industry Restrictions are as follows:

- Obtain written request (email is sufficient) from the cardholder's supervisor stating the need for the cardholder to use the Purchase card for a specific charge or series of charges, which are classified under an Industry Restriction. This statement must describe, at a minimum, the estimated date of the purchase(s), dollar amounts and the reason for the purchase.
- Assess the statement to determine the appropriateness of the Purchase charge card use as well as the need for a temporary or permanent restriction.
- Industry Restrictions can be removed by going online and lifting the restriction. You will need to know the cardholder name and the restriction to be removed. Restrictions that can be removed are—

<u>Description</u>	<u>BOA Code</u>
Travel	COVT001
Accommodations	COVA001
Gas/Oil	COVG001
Car Rental	COVC001
Restaurant	COVR001

- Print the screen confirming the restriction removal and attach it to the written request (or email) from the cardholder's supervisor requesting the need for the removal of either one or both of the mentioned restrictions.
- Maintain a file with the requests and associated backup since it may be requested for audit purposes.

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Assess **monthly**, using the file of information created in the step above, those cardholders with permanent restriction removals to determine necessity for restriction removal.

Restrictions can also be changed online on a temporary basis to allow for a one-time purchase by moving the card into a cardholder profile which allows that purchase. When the purchase is posted then the card can be moved back to the original cardholder profile. Documentation must be maintained to support the changes.

Hotel Accommodations

Use of purchase cards—SPCC and Gold— for overnight hotel accommodations is allowed, but within the restrictions as defined below.

A traveler who has a PCard cannot use their own Pcard to check in or check out at a hotel. All hotel accommodations on a PCard must be direct billed— the card is not present at check in or check out per the guidelines set forth below.

SPCC

Agencies can elect to identify key personnel charged with making travel arrangements for agency staff to use their PCard to arrange a direct-bill method on which to charge overnight hotel accommodations. While the Program Administrator may provide the exception, DOA must be informed via an email to cca@doa.virginia.gov. The individual making the reservation must contact an individual at the hotel location to verify:

- a. The hotel location is willing to accept a corporate paid card as the form of payment for **only** the hotel room and applicable taxes.
- b. The hotel **does not** require a card imprint on file for the card being used for the hotel room and applicable taxes.
- c. The hotel **does not** require a faxed or mailed copy of the card.
- d. The hotel can accommodate another form of payment for all incidentals for the traveler (i.e., room service, phone calls, internet, movies, etc).

If all of these guidelines can be met according to the staff at the hotel location, then the charge can be placed on the SPCC. The date, time, and name of the individual with whom the cardholder verified the above information must be documented.

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Gold Card

For a Gold cardholder to use a Gold Card for overnight hotel accommodations for travelers other than themselves, approval must be obtained from the Gold Card Program Administrator at DOA. Once approved, each Gold cardholder must follow Steps **a** through **d** above.

A Gold cardholder **cannot** use their Gold Card to pay for their own hotel accommodations without permission in advance from DOA’s Charge Card Administration Team, even if a global exception has previously been provided. For permission, contact cca@doa.virginia.gov or 804-786-0874.

Request for Exception:

Agencies can elect to implement more restrictive rules than the ones identified in this policy, but they cannot allow less restrictive rules. A request for exception is required on an annual basis. If DOA does not have a record of the exceptions granted, the agency will be found in violation of the policy.

“Request for exception” emails for Gold Cards as well as “notification of exceptions granted” emails for PCards must provide the following information:

- **Agency Number**
- **Agency Name**
- **Election: Yes**
- **Cardholder Names**
- **Last four (4) digits of card number**

Annual election renewals/requests/notifications must be received by DOA’s Charge Card Administration Team **no later than** May 31st of each year for the coverage period of July 1 through the following June 30th.

General Comments

Policy allows both holders of the SPCC or the Gold Card to use their cards to hold a room for overnight accommodations. This means that a traveler could secure the room with their SPCC or Gold Card, but would present another form of payment at check in.

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“Advance Payments” of CAPP Topic No. 20335, *State Travel Regulations*, states:

If circumstances make advance payments a necessity, advance payments are limited to one night deposit for direct bill payments.

Therefore, while the SPCC or Gold Card may be used as a means of payment, it is allowable only to charge one night’s deposit when the hotel requires the first night’s room and taxes be charged immediately upon reservation. This is usually to secure a more cost effective rate.

While the deposit can be paid for by a SPCC or Gold Card, the agency maintains the responsibility to obtain a complete refund under the condition of a travel cancellation. Furthermore, the associated Travel Reimbursement Form presented by the traveler must not include reimbursement for the first night charged to the PCard. Agencies must inquire about the hotel’s cancellation policy in case a traveler cannot accommodate original travel plans and plan accordingly as in the event of a “no show.” The hotel may have a non-refundable cancellation policy or a cancellation penalty.

If the need arises whereas more than one night’s deposit is required, these inquiries must be submitted to DOA’s General Accounting Department at gacct@doa.virginia.gov.

State Rental Car Contract

Billing Options

This section addresses the State Enterprise Car Rental Contract using the State PCard. Please refer to the section above on Travel-related charges captioned *Optional Controls* which states that travel-related charges should be on the Travel Card or paid for with the employee’s personal funds. The PCard cannot be used for car rentals, which is a travel-related expense, unless the PCard is designated and set up on the State Enterprise Rental Car Contract for this purpose.

Agencies can set up with **Enterprise Rental Car** a direct bill option which allows your agency’s travelers who are renting an Enterprise Rental Car through the State contract in Virginia to not have to provide a credit card at check in. Agencies can contact Enterprise at 804-358-2388 to get the needed information to set up one PCard account to be charged for all Enterprise charges. Enterprise understands that State policy does not allow for full credit card numbers to be provided via fax and it will take the information over the phone to establish the account. Remember to ensure your Car Rental Restriction is off the PCard before you set up the account with Enterprise to prevent any declines from occurring.

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Agencies also have the option to have their travelers use their State Employee Paid (Individual Liability) Travel Card for payment of the Rental. Travelers present their State Travel Card at check in at the Enterprise location. When they return the car, they will get a printed receipt of the charges for the rental. Travelers use this receipt to submit for reimbursement on the Travel Reimbursement Voucher.

The other option available for State agencies is that Travelers who do not have a State Travel Card can use their own credit card for payment of the rental. The Traveler would present that card at check in at the Enterprise location and when they return the car, they will be given a receipt of the charges applied to their personal card. The traveler would use this receipt to submit for reimbursement on the Travel Reimbursement Voucher.

A Traveler who possesses a State Purchase Card or Gold Card should never use his Purchase Card by presenting it at the Enterprise counter for payment of an Enterprise Rental Car. This is a prohibited practice. If an agency has a special issue to arise which it would like guidance with, contact the Charge Card Administration Team at cca@doa.virginia.gov or 804-786-0874.

Fuel for Enterprise Rental Cars

Per Department of General Services, Office of Fleet Management, the preferred method of obtaining fuel for Enterprise rental cars is via the current State contracted vendor for Fuel Cards. By using these Fuel Cards, the State is not being charged tax on the fuel purchases. Agencies can obtain these cards by contacting the Office of Fleet Management.

Other options available for travelers for fuel purchases for the Enterprise Rental Cars is to use their State Travel Card or personal funds to include personal credit cards, checks or cash. If any of these options are chosen, the agency will need to contact Virginia Department of Taxation 804-367-8037 to obtain guidance on forms and procedures to submit for reimbursement of the tax which was charged on the fuel purchase.

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Name Changes Name change requests by a cardholder must be validated against a legal document before the name change can be processed. Program Administrators can receive an alert from their Human Resources Department stating they have verified the documentation and the name has officially been changed (e.g., Social Security Card). Maintain documentation as to the verification with the Human Resource Department in case there are questions at a later date. To change the name, you can go online using Works, Bank of America’s online system to request a new card plastic.

Cardholder Information Changes Contact the agency Program Administrator when changes need to be made to existing purchasing cards. If a new purchasing card needs to be issued, the cardholder should receive the replacement card via US Mail. Rush ordering is available, but Bank of America must be contacted first in order to provide a FedEx delivery address.

Foreign Transaction Fee VISA will impose automatically a 1% Foreign Transaction fee on any charges which are processed outside of the United States. This fee is in addition to any currency conversion fees. Please inform your cardholders of this fee. Documentation regarding this fee is sent with each new card.

If you need additional information regarding this fee, please contact DOA’s Charge Card Administration Team at cca@doa.virginia.gov or (804) 786-0874.

Card Application Upon receipt of a new card application, the Program Administrator can apply for cards using Bank of America’s Works system.

Purchase cards are delivered via US Mail whether it goes to the Program Administrator or the cardholder unless rush delivery is requested.

If rush delivery is required, the Program Administrator must indicate that at the time of application approval by entering a **0** instead of a **1** for the number (#) of cards. BOA Customer Service must also be contacted to request rush delivery and to provide a FedEx delivery address for signature. Rush delivery **must** go to the cardholder—it cannot go to the PA.

Ensure that if a card ordered is not received in 7 business days, it is cancelled for security reasons, and request a new one to protect against possible mail theft. You will then need to research to ascertain a possible reason for non-delivery—i.e., address incorrect.

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If an agency Program Administrator needs their access information for Works, please contact the Charge Card Administration Team at cca@doa.virginia.gov or 804-786-0874.

Card Cancellation

Upon termination of employment, retirement, or change of job duties, the PCard must be cancelled as it is no longer needed. The cardholder must surrender the purchasing card to his or her supervisor immediately upon request by the Program Administrator.

Card Cancellation—SPCC Card

The Program Administrator is responsible for canceling the card online, using Works, and disposing of the card according to agency policy.

If the agency Program Administrator or backup is not available, the agency head or designee must contact DOA's Charge Card Administration Team for assistance with cancelling a card.

Card Cancellation—Gold Card

DOA's Charge Card Administration Team must be notified immediately upon termination of any Gold cardholder. As Program Administrator for the Gold program, DOA will take the necessary information from the supervisor and forward information to the supervisor regarding obtaining a new Gold Card.

Agencies must contact DOA for all Gold Card cancellations, changes and additions.

Card Suspension

Program Administrators have the ability to suspend cards for a stated period of time. This option can be used for many reasons to include:

- History of abuse and suspension of card for a period of time
- Cardholder is on extended period of leave such as disability, medical, etc.
- Cardholder is a 10-month employee and will need card reinstated upon restart.

This option is completed online by the Agency Program Administrator using the Works system.

If the Agency Program Administrator or backup is not available, the Agency Head or designee must contact DOA's Charge Card Administration Team for assistance with suspending a card.

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Compliance Failure

Failure to comply with any of the provisions of these policies and procedures in this topic may result in the following:

- Notice to the cardholder outlining the violation
- Report of violation to:
 - Program Administrator
 - Cardholder's supervisor
 - Division Manager or Department Head
- Closing of the account, in which case the Program Administrator can manage the following steps by performing them personally, working in conjunction with the cardholder's supervisor or with the agency's Human Resources Department.
 - Collect card from employee.
 - Destroy the card by shredding or cutting into pieces.
 - Obtain their log as of that time for all purchases.
 - If the employee is not available, the PA can prepare the log and state cardholder unable to sign and have the cardholder supervisor sign the log.

Note: Failure to comply with the provisions of this policy may result in disciplinary action including but not limited to possible termination of employment.

Enhanced Management Features

The following features are available for enhanced management of the purchasing card.

Access to Works

All Program Administrators have access to Works in order to manage their agency's SPCC program. This online access allows Program Administrators to apply for cards, view cardholder charges, change limits, cancel or suspend cards, and change address information. Program Administrators must request access to Works using the Program Administrator form available on DOA's Charge Card Administration web page and in the Commonwealth's Knowledge Center.

In addition, access to Works is required for all individuals who need access to the agency's Monthly Consolidated Bill. These individuals are usually Fiscal staff members who process the monthly voucher for payment to Bank of America. For these individuals, their Program Administrator must complete and fax to the Charge

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Card Administration Team the Works Access Request form which is located on DOA's Charge Card Administration web page and in the Commonwealth's Knowledge Center.

Monthly Consolidated Bill

The Monthly Consolidated Bill is received by each agency in paper form around the 20th of each month and can be viewed online using Works. An agency can designate certain staff to access their Monthly Consolidated Bill information for review. Cycles close at near midnight and the online billing statement is accessible the day following cycle close after 12 noon EST. This applies to all cardholder billing statements as well as corporate billing statements.

For example, if January 15th is the cycle close date and the cycle closes that day at 11:59 PM, then the online billing statement will be available through **Works/Payment Center** on January 16th after 12:00 PM. This enables agencies to process payment to Bank of America in a timelier manner rather than waiting on the paper bill days later. Also, it allows agencies to view information in case the paper bill gets lost or is not received completely.

NOTE: Cardholder statements are to be access online using WORKS only and that report should be run typically on the 18th of each month to allow ample time for Works to populate late posting transactions. This is not a reason for log submissions to be late. Cardholders should be reconciling their card at least weekly or more frequently depending on their card volume.

All Program Administrators have access to the online bill using Works. Others who may need access must have a Works sign on. The Works Access Request Form is on DOA's Charge Card Administration web page and in the Commonwealth's Knowledge Center.

Cycle dates for the calendar year are posted on DOA's Charge Card Administration web page under Purchase Card Program and in the Commonwealth's Knowledge Center.

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Purchasing Card Security

Authorized use of the purchasing card is limited to the person whose name appears on the face of the card.

The purchasing card or its number must not be shared with another person who is not a vendor with whom they are conducting business. If a cardholder provides their card number to another person whether they use the card or not, the named cardholder's privileges should be revoked by the agency for a minimum of three months.

Agencies can establish internal policies regarding disciplinary actions regarding non compliance to PCard policy. This does not preclude a cardholder from placing an order with a vendor by telephone or electronically and then sending a representative to claim the items ordered. The full 16 digit account number must not be mailed, emailed (including attachments) or faxed to vendors. Agencies desiring an exemption to this provision must contact DOA in writing and document procedures that are in place to ensure that faxed documents will not be misdirected, thereby exposing the card number to someone other than the intended recipient.

Retain the purchasing card in an accessible, but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place. **Never make a photocopy of a card.**

A vendor may be allowed to keep the card number on file under the following, limited, conditions:

- The cardholder must make initial contact with the vendor to provide the card number.
- The vendor must keep the card number in a secure, preferably electronic, file.
- The vendor must assign a separate, store account number for use by representatives of the cardholder so that the card number is not shared.
- The vendor must contact the cardholder for final authorization to process the charge.

If the purchasing card is lost or stolen, the cardholder must **immediately** notify Bank of America and the agency's Program Administrator.

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Agencies of the Commonwealth of Virginia are liable for the use of the purchasing card by authorized users, provided that use is within the single per transaction dollar limit not exceeding \$5,000. The Commonwealth does not accept liability for the following:

- Unauthorized use of the purchasing cards.
- Account numbers that are fraudulently used.
- Purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

General Requirements for Purchasing Card Use

Agencies must establish written procedures for use of the purchasing card and provide copies of the procedures to all cardholders and their supervisors.

Procedures must include instructions on maintaining an ongoing log of purchases. Requiring all cardholders to sign up for access to their charges online will facilitate a timely reconciliation due to their ability to check their charges at any time during the month. This also facilitates the cardholder contacting vendors when charges have not been processed even though goods and/or services have been received. Purchase logs must be updated as each purchase is made so spending limits can be monitored and purchasing activity can be reconciled to the monthly charge card statements. To facilitate reconciliation, a new purchasing log may be established or a continuing log may be marked to identify the beginning of each new billing cycle. An example of an Excel version of the SPCC Purchase log is available on DOA's Charge Card Administration web page under Charge Card Forms at http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm and in the Commonwealth's Knowledge Center at <https://covkc.virginia.gov>.

To use the card, the cardholder should:

Step	Action
1	Identify a vendor that sells the goods and services needed and accepts the purchasing card. Agency Program Administrators should provide guidance in selecting vendors and in the use of eVA, where applicable. Preference should be given to State contract vendors whenever possible.
2	Go online (must comply with all DPS Policies), or go to the vendor's place of business and place the order. Call-in orders are only allowed if the purchase is exempt from eVA. Provide the vendor with specific point of sale information that the agency wants to capture for reconciliation purposes (such as a transaction control number).

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Step	Action
3	Give the vendor the account number and expiration date on the purchasing card. The vendor will verify the account number with Bank of America VISA. The spending limit will be checked electronically for compliance with applicable limits. If, for any reason, Bank of America VISA fails to authorize the transaction, do not allow the vendor to circumvent Bank of America VISA's denial. Contact the agency Program Administrator, who will then research the issue online in Works.
4	Enter the purchase information in the cardholder's purchasing log. Purchasing logs should be designed to meet the needs of the agency and may be manual or electronic. The log should contain, but is not limited to, the following information: <ul style="list-style-type: none"> • Agency name and unit • Cardholder name • Date of purchase • Vendor name • Description of purchase • Amount of purchase Agencies may choose to include additional information, such as point-of-sale information given to the vendor (e.g., a control number for each specific transaction), if the transaction is 1099 reportable or other coding details.
5	When the vendor delivers the order, documentation of the purchase, including dollar amounts (such as a sales receipt or packing slip) should accompany the order. Compare this documentation to the information entered on the log at the time of purchase. Retain all documentation pertaining to the purchase, including receipts or packing slips. These should be kept, in conjunction with the purchasing log, for reconciliation to the monthly statement. Timely reconciliation is essential. Cardholder charge data is available 24 hours a day with online access. If replacement documentation (e.g., receipt) is needed, the vendor must be contacted within 60 days of the purchase.

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Returns, Credits, and Disputed Items

In most cases, disputes can be resolved directly between the cardholder and the vendor that provided the goods and services. A “disputed” charge is one for which the cardholder did not receive what was ordered or there is some other problem with the goods or services ordered. A cardholder may also have a “questionable” charge due to double billing or the vendor name on the statement not matching the backup documentation (e.g., for online orders.) The cardholder must use the following guidelines when returning or disputing an item:

Step	Action
1	If an item needs to be returned for any reason, contact the vendor in order to send the item back to the vendor in the manner agreed upon. Begin documenting contact names, dates/times of contacts, and what transpired. This documentation should be kept with the resolution action (credit/refund) once the issue is resolved.
2	Request a credit from the vendor for items that are returned. This credit will appear on a subsequent charge card statement. <u>A credit must not be applied to a payment until it appears on the statement. Bills are to be paid in full and by the due date.</u>
3	All documentation must be kept on file pertaining to returns for reconciliation to the charge card statement. The vendor will issue documentation of the return (such as a credit receipt).
4	Enter the return in the purchasing log.
5	For disputes and questionable charges not resolved between the cardholder and the vendor within 30 days , utilize Bank of America’s online Works system. Bank of America will investigate the dispute on the cardholder's behalf and assist in the resolution. Provide Bank of America with all documentation to include previous phone calls or contacts with vendor to aid in a more timely resolution. Agencies are responsible for paying the bill in full and by the due date regardless of any future credits expected.
6	Immediately report all fraudulent charges (charges not authorized by the cardholder) that appear on the statement to Bank of America and the Program Administrator (calling the number on the back of the card). Program Administrators can contact DOA’s Charge Card Administration Team for additional assistance if needed in cases of fraud.

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Charge Card Statement Reconciliation

The agency is responsible for retaining documentation of purchases and returns and reconciling them, with the aid of the purchasing log, to the monthly charge card statement. *Some agencies have begun utilizing Works for online reconciliation of their cards therefore; this process outlined below may be different for each agency.* The following RECONCILIATION PROCEDURES must be followed:

Step	Who	Action
1	Cardholder	Go to Works the day after the cycle close of each month to access the statement. <i>The statement can be printed and exported by using Payment Center from Works. Otherwise, a paper statement will be sent via U.S. mail from Bank of America.</i>
2	Cardholder	Reconcile the statement to the purchasing log and supporting documentation to verify that purchases and returns are accurately listed on the statement.
3	Cardholder	Document items requiring resolution on subsequent monthly charge card statements.
4	Cardholder	Forward the monthly statement to supervisor, along with the log which has a written certification that it has been reconciled to the purchasing log and supporting documentation. If there are no charges for the month, notify your supervisor <u>and</u> the accounting office of that fact, in writing, in lieu of a reconciled statement. An e-mail to the accounting office that shows a copy to the supervisor is acceptable. Agencies desiring an exemption to this requirement must demonstrate to DOA, in writing, that compensating controls are in place.
5	Supervisor	Review and approve, by signing and dating , the reconciled statement before forwarding it to the accounting department within a time frame agreed upon by the purchasing and accounting units. By this process, you are agreeing that all information provided on the log and its attachments are correct and valid State expenses.
6	Agency	Keep all supporting documentation, pertaining to purchases and returns, on file. Note: Payment of the balance due no later than the 7 th of each month to Bank of America can be made before the statement is reconciled, but reconciliation must occur prior to receipt of the following month's statement.

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Charge Card Statement Payment Procedures

The agency's accounting unit is responsible for processing payments to Bank of America *no later than the 7th* of each month. The following procedures must be followed when processing payments:

Step	Who	Action
1	Bank of America VISA	<p>The Monthly Summary of Accounts statement is used to pay for all transactions on all purchasing cards for the entire agency, or for smaller organizational units if the agency has specified this arrangement with Bank of America VISA and obtained separate billing levels. Individual cardholder's statements must not be used to pay bills.</p> <p>Note: Program Administrators have the ability to print their Bank of America VISA monthly statement online in Works if the paper bill is not received.</p>
2	Agency Accounts Payable	<p>Payments to Bank of America must be received by Bank of America no later than the 7th of each month. <u>Do not enter a due date on each line of your batch.</u> Leave the due date field blank.</p> <p>Enter the voucher in the system no later than 3 work days prior to the 7th of the month. This will allow time for processing of EDI and error corrections. Additionally, to allow adequate time for the EDI transmission to Bank of America, please add one (1) additional day to the suggested processing time in CAPP Topic No. 20310, Expenditures.</p> <p>Remember to account for weekends and holidays in determining when your batch must be entered in order to get it posted to Bank of America by no later than the 7th.</p> <p>Non-decentralized agencies for payment must ensure compliance with CAPP Topic No. 20315, <i>Prompt Payment</i>, to allow seven (7) working days for pre-audit, CDS etc.</p>

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Step	Who	Action
3	Agency Accounts Payable	<p>Use Bank of America's taxpayer identification number (TIN) as the vendor ID on the accounting voucher. This number is 941687665 with a suffix of 44.</p> <p><i>This Vendor ID and suffix are to be used only for Purchase Card Payments.</i></p>
4	Agency Accounts Payable	<p>Properly code the Bank of America batch to ensure timely payments. When a Program Administrator is set up with Bank of America, the corporate account number will be provided to them. It is the Program Administrator's responsibility to pass that number to any staff members that will be processing payment batches and require the number. To assist Bank of America in identifying payments, the following remittance information must be provided when processing payments.</p> <p>Account Number: The account number is located in the Company Summary section of the bill. Place this number (omitting hyphens and spaces) in the CARS <u>Invoice Description</u> field.</p> <p>Statement Date: This date is located in the middle at the top of the bill. Place this date in the CARS <u>Invoice Date</u> field.</p> <p>Due Date: Regardless of what is printed on the Statement, Bank of America payments are to be received by Bank of America <i>no later than the 7th of each month.</i> <u>Leave the due date field blank on all Bank of America Purchase Card batches.</u></p> <p>Without the correct information, your payment posting will be delayed at Bank of America.</p> <p>If your payment will not be posted to your account with Bank of America by the 7th, contact the Charge Card Administration Team as soon as possible with an explanation so that Bank of America can be alerted.</p> <p>Make sure you take into account weekends and holidays since CARS does not process on these days.</p>

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Step	Who	Action
		<p>Batch Type: Use Batch Type 3 in making your Purchase Card Payment.</p> <p>Debits: Use <u>Trans Code 334</u> with no due date.</p> <p>Credits: Use <u>Trans Code 149</u> for credits on the Bank of America VISA card. Per the restrictions on TC149, do not enter anything in the Invoice number and Due Date fields. If you are unable to comply with these instructions due to financial system limitations, contact DOA's Charge Card Administration Team to discuss alternatives.</p>
5	Agency Accounts Payable	Pay the full amount reflected in the <u>Current Balance Due</u> section of the charge card bill. Disputed amounts and fraud credits will appear on subsequent invoices. <u>Do not reduce monthly invoices by unapplied credits.</u>
6	Agency Accounts Payable	<p>Use the proper object code. Sub-object codes 1209, 1309, 1509, and 2209 have been established as convenience codes, for payment of charge card expenditures, within each relevant major object code series. Use these codes only for the purpose of facilitating timely payment to the card vendor per payment due dates specified in CAPP Topic No. 20355, <i>Purchasing Charge Card</i>. In a timely manner, agencies should allocate the expenditures recorded in the convenience object codes to the appropriate actual object codes which reflect the actual type of purchase or credit within CARS.</p> <p>Keep on file all documentation pertaining to reimbursement transactions.</p> <p>Non-decentralized agency payment files must include all documentation with the batch for review and approval.</p> <p>Payments to Bank of America for VISA charge card purchases that should be paid from non-state (local) funds may be paid from the State treasury provided that the State treasury is reimbursed from the appropriate non-state funds within 30 days. Purchases and reimbursements relating to non-state funds must be made in accordance with CAPP Topic No. 20350, <i>Non-State Funds</i>.</p>

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Step	Who	Action
		Note: Payment of the balance due by the 7 th to Bank of America can be made before the statement is reconciled, but reconciliation must occur prior to receipt of the following month's statement.

Overpayment of Charge Card Monthly Bill

Overpayments are defined as “Monies paid over the amount identified as the ‘*Current Balance*’ on the Monthly Consolidated bill from Bank of America.”

Overpayments may arise from keying errors, rounding or not reflecting a credit in the payment, which resulted from a disputed charge on a prior bill.

When an agency receives its Monthly Consolidated Bill from Bank of America, it must make payment for the full amount of the “Current Balance” to be received by Bank of America no later than the 7th of each month.

When an agency overpays its bill, Bank of America will “deduct” the overage from the next month’s bill. The agency will start the next cycle at a negative balance (the overpayment amount).

Agencies that do not resolve their overpayments in the following month, resulting in a check being cut to the Department of Accounts, may be noted in the *Comptroller’s Report on Statewide Financial Management and Compliance*.

Online Program Management

Online program management offers Program Administrators a simplified way of handling a variety of administrative tasks related to the administration and maintenance of their charge card program. Program Administrators can perform the following functions:

- Request new cards
- Request replacement cards
- Cancel cards
- Reset user passwords

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-
- Change card controls using card profiles:
 - credit limit
 - single or daily transaction limits
 - MCC group assignment
 - Research in real-time why a transaction was declined
 - Add, change, or delete Works groups and users
 - Update cardholder phone and address information
 - Change accounting code defaults
 - Create configurable reports on transaction detail, card information, audit logs, etc.
 - Export data for import to a financial system
-

How To Obtain Works Logon Information

Program and Backup Administrators

Use the Program Administrator form available on DOA's Charge Card Administration web page under Charge Card Forms and in the Commonwealth's Knowledge Center to obtain access to Bank of America Works. This form grants Program Administrators and Backups access to Bank of America Works automatically and an email will be sent with logon instructions.

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Fiscal or Other Staff

Agency Program Administrators are responsible for adding any staff members who will require access to the Works system using a Works Access Request Form. Program Administrators are also responsible for deleting users from the Works system if it is later determined that access is no longer required. Agencies may design and use their own deletion form for recordkeeping purposes or there is a standard form to use as a guide on DOA's Charge Card Administration web page under Charge Card Forms or in the Commonwealth's Knowledge Center.

DOA's Charge Card Administration Team will perform a semi-annual audit of each agency's Works system users to confirm that each user's Works system access is still appropriate and required. This audit request will be in the form of an email from the Charge Card Administration Team. It is the Program Administrator's responsibility to respond to this semi-annual audit request by the deadline established in the email communication. The Program Administrator will indicate any user who no longer requires access in a return email to the Charge Card Administration Team. Once notified, the Charge Card Administration Team will delete the indicated user access.

Online Individual Account Management

Cardholders will have access to the Works system where they will be able to view their transactions, print statements, and dispute charges online.

Management Information Reports

Bank of America provides agencies detailed management information reports that enable them to monitor cardholder usage, policy compliance, and frequency of vendor usage.

Works provides many standardized reports as well as the ability to perform ad hoc queries for individualized agency reporting needs.

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Tax Exempt Purchases

SPCC and Gold cardholders should not pay Virginia sales tax on goods and services. This does not apply to prepared foods (e.g., catering, meals). Cardholders are responsible for informing suppliers of the tax-exempt status when making telephone purchases. The phrase, *Tax Exempt*, is printed on each purchasing card.

For more information regarding sales tax exemptions, please contact the Department of Taxation.

1099 Reporting

Payments made to vendors using the purchasing card may be subject to 1099 reporting. The agency is responsible for adding 1099 reportable payments to individual vendor payment totals for proper 1099 reporting. 1099 queries are available to assist in this process through Works. If you are not signed up for Works access, please contact your agency's Purchase Card Program Administrator to request access.

A detailed instruction guide is available by emailing cca@doa.virginia.gov which provides step by step instructions on how to use the **query in Works**.

For additional information on 1099 reporting, CAPP Topic Nos. 20320, *Information Returns Processing*, and 70805, *1099 Adjustment and Reporting System (ARS)*, are available at the following link:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm

Semi-Annual Annual Contact Information Update

Each agency will be required **semi-annually** to review and update the Program Administrator, Backup, and Fiscal Contact information for the SPCC Program. DOA will distribute information to agencies for review and correction and will require the corrected information to be returned to DOA within thirty (30) days.

It is the agency's responsibility to notify DOA at any point during the year if a Program Administrator, Backup, or Fiscal Contact has changed or if there has been any change to their contact information.

Not maintaining current contact information with DOA's Charge Card Administration Team can result in not being notified of important program news and compliance issues.

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Procedures, Continued

Annual Policy Exceptions Each agency that needs to request a policy exception must do so **ANNUALLY no later than** May 31st for the upcoming Fiscal Year.

The submission must be on the DOA Template which is sent to all PAs in February. It can also be obtained by emailing cca@doa.virginia.gov.

DOA will review and send the approved exceptions back to the PA for their files prior to July 1.

Internal Control

Agencies must develop and document internal control procedures to ensure compliance with the following:

- CAPP Manual Topic 20355
- Related CAPP topics as listed under References
- Commonwealth procurement rules and regulations
- Corporate Purchasing Card contract provisions

In summary, procedures must ensure, at a minimum, that

- All payments to Bank of America for both the SPCC and Gold cards are received by Bank of America no later than the **7th of the month**;
- *Payment must be paid in full according to the monthly bill's Current Amount Due section. If that exact amount is not received by the 7th, it is considered late;*
- Purchase logs and cardholder statements are obtained and reconciled with the corresponding Bank of America VISA Card statement prior to receipt of the next Bank of America VISA Card statement;
- Reconciled statements have been reviewed and approved in writing by the cardholder's supervisor or reviewer;
- Unacceptable materials and incomplete services are documented and the purchaser took the appropriate corrective action with the vendor;
- Original payment processing documents are maintained in an agency file for audit purposes;
- *Past Due invoices are not being paid using the card unless prior authorization received by DOA's Charge Card Administration Team;*

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Internal Control, Continued

Internal Control

- Supporting documentation is maintained regarding limit changes and changes in MCC restrictions for audit purposes; and,
 - Terminated employee checklists include the requirement that terminated employees must turn in all purchase cards (SPCC and Gold) and contact the Program Administrator in a timely manner.
-

Purchasing Charge Card Forms

Introduction

The following pages represent the forms associated with the Purchasing Charge Card program.

These forms can be found at DOA's Charge Card Administration web page and in the Commonwealth's Knowledge Center.

The link for the DOA Charge Card Administration is —

http://www.doa.virginia.gov/General_Accounting/Charge_Card/Forms/Charge_Card_Forms_Main.cfm

The link for the Commonwealth's Knowledge Center is —

<https://covkc.virginia.gov>

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Commonwealth of Virginia
Purchase and Travel Card Program
Program Administrator Form

Agency Number: _____

Program (Check One):

- Purchasing Card Only
 Travel Card Only
 Both Programs

I, _____, an Authorizing Officer of _____ (Entity Name) hereby authorize the following employee to act on behalf of the Agency in authorizing the applications of employees for a Bank of America Visa Card. Program Administrators also have the ability to close accounts, change limits, modify industry restrictions, and perform other program management functions related to the entity's cards.

The individual listed below is hereby designated as an Authorizing Officer for this entity only:

AUTHORIZING OFFICER OF AGENCY/ENTITY

Authorizing Officer (Please Print)	Title
Authorizing Officer's Signature	Date _____ Phone _____

AUTHORIZED PROGRAM ADMINISTRATOR

Add New Program Administrator

Name (Please Print) of Program Administrator to Be Deleted	Role (Primary or Backup)	Effective Date
Office Overnight Delivery Address	City	State Zip
Office Mailing Address (if different from above)	City	State Zip
() ()	E-mail Address	
Phone Fax	Supervisor's E-mail Address	
New Program Administrator's Signature		

***Please Note* New Program Administrator training must be completed before set-up will be completed.**

Delete Program Administrator (If Applicable)

Name (Please Print) of Program Administrator to Be Deleted	Role (Primary or Backup)	Effective Date
Is this a current cardholder: Yes _____ No _____		
If yes: Does the card need to be cancelled: Yes _____ No _____		

For DOA Office Use Only:
DOA LMS: _____
Date: _____
Project Analyst Complete: _____
Date: _____
DOA Approval: _____
Date: _____

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Program Administrator Form Instructions

This is the new Bank of America Visa Card Program Administrator form. This form is used to assign Program Administrator responsibilities to a designated individual who will have the ability to administer the Purchase and/or Travel Card Programs. PLEASE NOTE: This form is specifically for those who need access to full Program Administrator functions.

All items on the form are required.

Agency Number: This is your State Agency number. Localities and Authorities will use your Charge Card Program assigned number.

Program: You must designate what program or programs the New Program Administrator listed will require access to; Purchasing Card Program, Travel Card Program, or both.

Authorizing Officer: This must be your Agency/Entity head or designee.

Entity Name: Enter your complete Agency/Entity name.

AUTHORIZING OFFICER OF AGENCY/ENTITY

1. Authorizing Officer – Authorizing Officer’s printed name.
2. Title – Authorizing Officer’s title.
3. Signature – Authorizing Officer’s signature.
4. Date – Date of authorization request.
5. Phone – Telephone number (including extension).

AUTHORIZED PROGRAM ADMINISTRATOR

Add New Program Administrator: This information pertains to the individual you are requesting to be set up as a New Program Administrator or as a Backup. Please complete a separate form for each individual Program Administrator.

1. Name – New Program Administrator’s printed name.
2. Role – Role the designated individual will perform (Primary or Backup).
3. Effective Date – Date Program Administrator is to be added.
4. Office Overnight Delivery Address – Complete address including city, state and zip code.
5. Office Mailing Address – Complete address for USPS delivery, if different from above.
6. Phone – Telephone number (including extension) and fax number (including area code).
7. E-mail Address – Current E-mail address.
8. New Program Administrator’s Signature – New Program Administrator’s signature.
9. Supervisor’s E-mail Address – New Program Administrator’s Supervisor’s E-mail address.

Delete Program Administrator: This information pertains to the individual you are requesting to be deleted as a Primary Program Administrator or as a Backup. Please complete a separate form for each individual Program Administrator.

1. Name of Program Administrator to Be Deleted – Program Administrator’s printed name.
2. Role – Role the designated individual performed (Primary or Backup).
3. Effective Date – Date Program Administrator authorization is to be deleted.
4. Is the person listed to be deleted a cardholder?
5. If YES to #4, does the card need to be cancelled?

For DOA Office Use Only: This section is for DOA purposes only.

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Commonwealth of Virginia Purchasing Card Request

Agency Name and Number

Date of Request: _____

To: _____
Agency Program Administrator

A Purchasing Charge Card is hereby requested for the following employee under my supervision (**please print or type all information as requested below**).

Employee Name as it should appear on the Card:

Employee Mailing Address:

Employee Work Phone: (_____) _____

Employee Date of Birth (MM/DD/YY): _____

Employee's Email: _____

I hereby certify that I have examined this employee's duties and estimate that the purchasing card will be used for approximately _____ transactions per month at a dollar value range of \$_____ to \$_____ per transaction.

[NOTE: A "transaction" is one order placed with a vendor who accepts the card.]

Based on these estimates, I am requesting limits of \$_____ per transaction (not to exceed \$5,000) and \$_____ total per month (not to exceed \$100,000) be placed on this card.

I agree and understand that at least annually the activity on all purchasing cards will be reviewed to ensure limits and card restrictions are appropriate for the card's usage. I will provide written recommendations regarding any limit changes.

I further certify that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.

Signed: _____ Date: _____
Requesting Authority (Supervisor)

Signed: _____ Date: _____
Employee

Approved by Agency Program Administrator: _____

Date entered into system: _____

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**Commonwealth of Virginia
Bank of America Purchasing Card
Employee Agreement**

I, _____ (Enter employee name here), acknowledge receipt of a Bank of America VISA Purchasing Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card:

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my agency and will strive to obtain the best value for the agency by using State contracts and other "preferred suppliers" as identified by the Agency's Purchasing Department.
2. I understand that my agency is liable to Bank of America for all authorized charges made on the Card.
3. I agree to not share my Card or Card number with anyone other than a vendor I am doing business with. I agree if I share my Card or Card number to anyone other than a vendor I am doing business with, my agency will take disciplinary action as a result.
4. I agree to use this Card for approved purchases only and agree not to charge personal purchases at any time. I understand that my agency will review the use of this Card and the related management reports and take appropriate action based on any discrepancies.
5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.
6. I agree to return the Card immediately upon request or upon termination of employment (including retirement).
7. If the Card is lost or stolen, I agree to notify Bank of America and the Agency Program Administrator immediately.
8. I agree to successfully complete annual Cardholder training as well as sign a new employee agreement at each card renewal period.
9. I agree not to use my card to pay for past due invoices to circumvent Prompt Pay policies and procedures;
10. For Agencies utilizing eVA: I understand that in order to properly purchase goods and services, I must use eVA for those purchases that qualify and record the PCO (Purchase Card Order) number on the purchasing log.

Employee's Signature

Date

Supervisor's Signature

Date

Program Administrator's Signature

Date

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**Charge Card Program
Annual Cardholder Review Certification Form**

This form is to be completed by all Agency Program Administrators on an annual basis and is due no later than June 30th of each year. All information on this form is required.

Agency Number: _____

Agency Name: _____

Review Period: _____ (month day, year) to _____ (month day, year)
(Must be a 12 month consecutive period)

Please indicate the program you are the Administrator for (Check one):

- Purchase Card Program
- Travel Card Program
- Both Programs

I, _____, Program Administrator for above indicated program(s), do hereby certify that I am a duly authorized and acting Program Administrator for the above Agency. I do further certify that for my agency I have completed, as appropriate, the following required annual cardholder review(s):

(Please check all that apply):

Annual Purchase Cardholder Review – I have reviewed each Purchase Card and confirmed that all transaction limits, monthly limits, restriction tables, and transaction volumes were appropriate. All unnecessary cards were cancelled. Any restrictions that were lifted and/or replaced and any transaction and/or monthly limits that were changed were adjusted per State guidelines. Approval was obtained from DOA for any limit requests above State guidelines.

Annual Travel Cardholder Review – I have reviewed each Travel Card (Employee Paid (Individual Liability) and Agency Airline Travel Card (ATC)) and confirmed that all unnecessary cards were cancelled. Any transaction and/or monthly limits that were changed were adjusted per State guidelines. Approval was obtained from DOA for any limit requests above State guidelines.

Annual Multiple Cards Cardholder Review – I have reviewed the transaction activity for all cardholders who hold more than one SPCC and confirm that the sum of all transactions for each cardholder does not exceed the maximum of \$5,000 per transaction and the sum of all credit limits does not exceed the maximum of \$100,000. I have reviewed the need for multiple cards for each cardholder and confirmed that each card is required for a valid reason. I maintain written documentation supporting the need for all multiple cards. Approval was obtained from DOA for any limit requests above State guidelines.

Signature: _____ Date: _____
(Program Administrator)

Program Administrator Name (type or print): _____

Contact Information (Phone/E-mail): _____

Please fax completed form to (804) 518-4954 Attn: Charge Card Administration Team

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Charge Card Program Annual Training Certification Form

This form is to be completed by all Agency Program Administrators on an annual basis and is due no later than June 30th of each year. All information on this form is required.

Agency Number: _____

Agency Name: _____

Certification Year: _____

Please indicate the program you are the Administrator for (Check one):

- Purchase Card Program
 Travel Card Program
 Both Programs

I, _____, Program Administrator for above indicated program(s), do hereby certify that I am a duly authorized and acting Program Administrator for the above Agency. I do further certify the following:

(Please check all that apply):

SPCC Cardholder Training – All employees of the above agency who are holders of a Small Purchase Charge Card have completed the required SPCC Cardholder Training.

Employee Paid (Individual Liability) Travel Cardholder Training – All employees of the above agency who are holders of an Employee Paid (Individual Liability) Travel Card have completed the required Travel Cardholder Training.

Agency Airline Travel Cardholder (ATC) Training – All employees of the above agency who are holders of an Agency Airline Travel Card (ATC) have completed the required Agency Airline Travel Cardholder (ATC) Training.

Supervisor/Reviewer of SPCC Cards Training – All employees of the above agency who review SPCC Card Program monthly reconciliations have completed the required Supervisor/Reviewer Training.

Supervisor/Reviewer of Agency Airline Travel Card (ATC) – All employees of the above agency who review Agency Airline Travel Card (ATC) Program monthly reconciliations have completed the required Supervisor/Reviewer Training.

Required written documentation is on file confirming training completion for each employee. I understand that it is my responsibility to ensure that all new staff members complete the required training as appropriate.

Signature: _____ Date: _____
(Program Administrator)

Program Administrator Name (type or print): _____

Program Administrator Title: _____

Contact Information (Phone/E-mail): _____

Please fax completed form to (804) 518-4954 Attn: Charge Card Administration Team

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**Commonwealth of Virginia
Bank of America**

Works Access Request Form

This form is needed for **only** those individuals who only need access to an agency's reports.

Date of Request: _____

Agency Number: _____

Agency Name: _____

Program: Purchase Card (includes SPCC & Gold)_____

Travel Card (includes Employee Paid & ATC)_____

Employee Name: _____

Employee Email Address: _____

Requested User ID: (Between 2–8 characters) _____

Employee Signature: _____

Certification

I, Program Administrator, for the agency listed above, certify that the above named individual may receive access to our Agency's reporting and data for the Program(s) indicated above via access to Works. I also certify that when this individual no longer requires access to Works or their access level needs to be changed I will immediately either delete the user from Works or modify their access

Agency Program Administrator Name: _____

Program Administrator Signature: _____

Date: _____

PA Use Only:

Date Set up Complete in Works: _____

Email generated via Works for initial logon: _____

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Records Retention

Time Period Records should be maintained in accordance with CAPP Topic 20310, *Expenditures*.

Contacts

DOA Contacts

Charge Card Administration Team

 (804) 786-0874 or (804) 786-9259


FAX (804) 518-4954

 cca@doa.virginia.gov

http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm


Assistant Director, eCommerce Unit

General Accounting

 (804) 371-7804

 cca@doa.virginia.gov

Director, General Accounting

 (804) 225-2376

FAX (804) 225-4250

 gacct@doa.virginia.gov

Knowledge Center

The Department of Human Resource Management (DHRM) Knowledge Center is the Commonwealth's web-based application that delivers self-study training topics and instructor-led course registration managed by DHRM to your desktop. The Commonwealth's Knowledge Center (KC) also tracks eLearning and instructor-led courses that you completed or registered for in the KC.

The link for the Commonwealth's Knowledge Center is —

<https://covkc.virginia.gov>

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Bank of America Contacts

Bank of America - Commonwealth of Virginia
For Program Administrators Only
(Please utilize the online Works system whenever possible.)

Technical Help Desk (for Works application support)

☎ 888-589-3473 Option 4

M-F 8am – 8pm EST

✉ commcardTHD@bankofamerica.com

Company Level Support (for card program questions)

☎ 800-822-5985 option 2

M-F 8am – 8pm EST

For Cardholders (and Program Administrators after business hours)

Cardholder Customer Service

☎ 888-449-2273

24 hours/day, 7 days/week

Subject Cross References

References

CAPP Topic No. 20310, *Expenditures*

CAPP Topic No. 20315, *Prompt Payment*

CAPP Topic No. 20320, *Information Returns Processing*

CAPP Topic No. 20350, *Non-State Funds*

CAPP Topic No. 70805, *1099 Adjustment and Reporting System (ARS)*

Virginia Public Procurement Act (VPPA)—Department of General Services/Division of Purchases & Supply –

<http://dps.dgs.virginia.gov/dps/Manuals/manuals-bottom.htm>

Agency Procurement and Surplus Property Manual (APSPM - Department of General Services/Division of Purchases & Supply –<http://dps.dgs.virginia.gov/dps/>
