

Monthly Program Administrator Agenda

December 11, 2013

Tip of the Month

- Receipts Imaging Introduction
- PA Receipts Imaging Training:
- **Session 1: Tuesday, January 7, 2014 10:00 am, Eastern Standard Time**
 - [Click here](#) to join the online event.
Or copy and paste the following link to a browser:
<https://clienteducation.webex.com/clienteducation/onstage/g.php?d=969922231&t=a&jf=1&rlid=&EA=adrienne.bethke%40baml.com&ET=8453d7147862c8d1a922d19c8eb1bb66&ETR=f627eed6837417e3f84abfcdee2e992&RT=MIMxMQ==&p>
 - Please dial:
- **Session 2: Thursday, January 9, 2014 2:00 pm, Eastern Standard Time**
 - [Click here](#) to join the online event.
Or copy and paste the following link to a browser:
<https://clienteducation.webex.com/clienteducation/onstage/g.php?d=968785934&t=a&jf=1&rlid=&EA=adrienne.bethke%40baml.com&ET=adb05b3f603ccd266dd19e29bc2af815&ETR=271204245cf4470d6c7c9c0a1e4c38ed&RT=MIMxMQ==&p>
 - Please dial:
- **Session 3: Wednesday, January 15, 2014 9:30 am, Eastern Standard Time**
 - [Click here](#) to join the online event.
Or copy and paste the following link to a browser:
<https://clienteducation.webex.com/clienteducation/onstage/g.php?d=969621491&t=a&jf=1&rlid=&EA=adrienne.bethke%40baml.com&ET=81d3df1e9b0cca99019138d7b5094c67&ETR=27e29a67ccc2b609fa7eba996cd736c9&RT=MIMxMQ==&p>
 - Please dial:

Receipts Imaging Documentation Retention

- Per CAPP Topic 20310 (page 65), record retention for all expenditure records is current year plus three prior years.

Activation Codes

- If you received an email communication from CCA requesting activation code information, please respond by FRIDAY, DECEMBER 13!

Annual Card Summit

- Save the Date!! March 13, 2014 – Richmond Convention Center

Reminders:

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- Please remember that the annual GOLD CARD agreement should have been completed and returned to DOA NO LATER THAN Friday, November 15. If possible, please scan and send all agreements to cca@doa.virginia.gov.
- To reach DOA staff, please email us at cca@doa.virginia.gov or call us at 804.786.0874.
- DOA will be reviewing IL Travel cards monthly and PAs will be informed if the cardholder is past due more than 60 days. Cardholders who are 120 days past due, the cards will be revoked and the PA will be requested to recoup payment from the employee's payroll.
- **Program Administrators should be reviewing the delinquency reports in Works at least every two weeks to ensure cardholders are making timely payment for their IL cards.**
- Any requests to pay late invoices on a card should include the agency name, agency number, invoice number(s), invoice date, due date, and reason for making the payment late. Any request not including this information will not be approved.
- When submitting requests to DOA, clearly state the request. The request should include at a minimum the cardholder's name, last 4 digits on the card, amount of increase (if applicable), how long the profile change is needed, and justification for the request. If you submit a profile change request to DOA that involves a card limit increase (SPCC or GOLD), **the request should include approval from the cardholder's direct supervisor.**
- Agencies should evaluate the number of CL and STL increase requests and ensure the limits are in line with the cardholder's needs. If you find that the cardholder regularly goes over the cycle limit, card limit, or single transaction limit, please review the need for a Gold Card at your agency.
- Charge Card Administration Changes: The Department of Accounts is evaluating the internal controls, policies and procedures surrounding the Commonwealth's Charge Card Program. With this evaluation comes the potential for changes to the current processes and it is our intent to keep you informed and work with you as we implement changes to the program. DOA is now requiring Program Administrators to provide a detailed explanation as to the business reason for profile changes, limit increases, or exceptions when submitting requests. DOA's goal is to review and process these within **5 business days**. If the request is urgent (a true emergency where planning ahead was not an option), please indicate this and DOA will expedite as resources permit.