

Monthly Program Administrator Agenda

February 13, 2013

2013 Bank of America Annual Conference

- The invitations for the 4th Annual Bank of America Card Summit were emailed the week of 2/4/13. If you have not received it, please let us know.

Date: Wednesday, March 13, 2012
Location: Richmond Convention Center
Time: 8:00 am to 4:30 pm

Monthly Program Administrator Call - March

- The call for March is cancelled due to the BOA Annual Card Summit.

Gold Card Request

- When submitting a Gold Card Request, please be sure the Agency Head signs the request and their information is included on the form. If the Agency Head is unable to sign, please include Designee Authority of the person signing the request.
- Make sure the Gold Card Training has been completed and a certificate of proof is included with the request.

Trainings

- All state agencies that participate on the Commonwealth's program are required to take our trainings in the Knowledge Center. If your agency does not use the Knowledge Center, your training must be approved by the CCA team. The annual certification that all PA's, cardholders and supervisors have been properly trained must be submitted timely.
- Trainings will be available February 13, 2013.
- Training Certifications are due April 30, 2013.

Tip of the Month - - Online Recon

- Overview of how Online Recon works, discuss various options
- Each month we will provide a new tip and discuss how you can benefit from the information. Please let us know if there is a topic you would like for us to include in the future.

Reminders:

- 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.

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- 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.