

# **Monthly Program Administrator Agenda**

**November 13, 2013**

## **Tip of the Month**

- Fraud Table – See MCC code listing including the COV Fraud Table listed on DOA’s website:  
[http://www.doa.virginia.gov/General\\_Accounting/Charge\\_Card/COV\\_PCard\\_Restriction\\_Table.pdf](http://www.doa.virginia.gov/General_Accounting/Charge_Card/COV_PCard_Restriction_Table.pdf)
- Fraud Table Restrictions can **NOT** be removed for **ANY** reason.

## **Running Delinquency Reports for I/L Cards**

- As of November 6, there are several accounts under the OLD I/L account number of 6615004 that still have outstanding balances. These are delinquent balances should be paid **IMMEDIATELY** or deducted via payroll deduction for current employees. For any accounts for former employees, the amount should be sent to Debt Set-Off for collection.
- PAs – to find out if this applies to your agency, go to WORKS and run an I/L delinquency report. Make sure that you select active, inactive/closed to generate ALL cards with balances. This should be done every two weeks per CAPP Topic 20360.

## **Ordering New I/L Cards**

- Ordering of new I/L cards should be completed in the OLD User Interface. The New UI does not have the capability to accept the Terms and Conditions, therefore, no card can be ordered.
- We will let you know when the New UI is updated to allow this.

## **Compatibility Mode for Report Date Range**

- See Attachment.

## **Annual Card Summit**

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

## **Gold Card Agreement**

- Please inform all of your GOLD CARD holders that the annual agreement should be completed and returned to DOA NO LATER THAN Friday, November 15.
- Agreement is attached in the Agenda email.
- If possible, please scan and send all agreements to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov).
- U.S. Mailed agreements can be mailed to:
  - CCA, Department of Accounts, Floor 2, PO Box 1971, Richmond, VA 23218

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## Reminders:

- To reach DOA staff, please email us at [cca@doa.virginia.gov](mailto: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.