

# **Monthly Program Administrator Agenda**

**September 11, 2013**

## **Tip of the Month**

- Vendor Surcharges

## **Works Reporting – Accountant and Auditor Role**

- Program Administrators should be adding/changing access for individuals who request the use of Accountant or Auditor Roles for Works Reporting. Such requests should be handled **internally** and **not** sent to DOA for processing.

## **WebEx Training – IL Travel Cards**

- Due to increased questions about IL Travel Cards, BOA has put together a WebEx training session. The first occurrence will be September 16, 2013 and the second September 20, 2013.
- Please see the attached email that was sent on August 28, 2013 to all PAs.

## **Card Limit Increases or Card Changes**

- Cardholders should not contact DOA directly for any changes needed. They must go through their Agency Program Administrator.
- 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.

## **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.

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- 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.