

# **Monthly Program Administrator Agenda**

**May 14, 2014**

## **Tip of the Month:**

### **2015 Annual Exceptions**

- All Annual Exceptions for FY15 are due to the Charge Card Administration no later than Friday, May 30, 2014.
- All current exceptions must be resubmitted for approval each fiscal year. This includes ALL cards (SPCC, Gold, IL Travel, and Airline Travel).
- If you currently have restrictions removed, you **MUST** turn in a current Exception Request in order for the restrictions to remain lifted. The Restrictions will not automatically be approved for the upcoming fiscal year.
- The current Annual Exception Form can be accessed at:  
[http://www.doa.virginia.gov/Admin\\_Services/Charge\\_Card/Forms/Charge\\_Card\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/Charge_Card/Forms/Charge_Card_Forms_Main.cfm)

### **2014 Annual Trainings and Certifications**

- All Training Certification Forms and Annual Cardholder Review Certifications were due on **April 30, 2014**. (This is for state agencies only)! Forms are attached.
- If you received an email stating something was missing, please read the subject line and/or body of the email for the exact certification that is missing.
- Suspension of cards will begin next week for those agencies, which did not request an extension and have not turned in ALL certifications. Please turn them in by **Friday, May 9, 2014**, unless otherwise negotiated with DOA, to avoid suspension of cards.

## **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.