

General Comments-

Next call will be on **Wednesday, June 9, 2010 @ 10 am**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

Bank of America is offering a ½ day FREE Fraud Seminar on May 19, 2010 @ VCU from 8:30-12 pm. Taking this course will give you 4 CPE's. The seminar is open to Program Administrators, Back-ups, Fiscal Staff, Localities, and Audit staff. The conference will cover best practices, how to monitor or detect fraud on Pcards and Travel Cards. **Today is the last day to register for this conference. If you are interested in attending, please email Valerie or the cca box.** For those who have registered, you will receive an email on Friday with the details about parking.

Annual Exceptions are due by May 31, 2010. That is the Memorial Day holiday and state agencies have a furlough day on May 28, 2010, so we will allow you to turn in your exceptions until June 1, 2010. Exceptions need to be submitted if your agency current need is not outlined in the CAPP manual. Make sure you are checking the CAPP manual to determine if you actually need an exception or not. Also, double check your requests to make sure that you have correctly notated the proper CAPP topic, page number, and section on your exception requests. Make sure that cardholder's names and last 4 digits of card numbers are correct as well. All responses will be sent back to you by July 1, 2010. If you have not received a response by then, the exception was not valid.

DOA is in the process of cleaning up all profiles in Works. Please make sure when creating profiles that you are following the BOA guide that was sent out. On all profiles that were not setup using the BOA guidelines, we will be deleting them. You will receive an email from us telling you that the cards in that profile have been moved into a correct profile. If you need the guide, please send an email to cca@doa.virginia.gov and we will resend it.

Annual Certifications and Cardholder Reviews are due by June 30, 2010.

Gold Cards Agreements are being signed and sent back to you. Please keep the signed copies for you records.

Bank of America is holding an Annual Users Conference September 19-22 in Chicago. If you are interested in attending or would like additional information, please send a request to cca@doa.virginia.gov.

To receive quick responses to your e-mail, please send them to cca@doa.virginia.gov and not to an individual. Just in case someone is not in the office.

Questions-

Travel Cardholders are taking the training, but are unable to see a completion date and supervisors are unable to access it.

Send an email to cca@doa.virginia.gov and we will get with the trainers to get this resolved.

VCU is waiting for approval for Tier 3, do we need to submit annual exceptions and training certifications?

You can hold off on the Annual Exceptions, but training certifications must be completed.

What requests are considered to be Exceptions?

Examples of Annual Exceptions are: Some agencies don't want to use DOA trainings, so they have asked for an exception to create and monitor their own training modules. Another example is in Higher Education, Team Coaches use the pcard for team travel instead of being responsible for a travel card to support team travel.

Do Employee Agreements have to be resubmitted for pcard and travel cardholders?

Per the CAPP, agreements are only due at the time the card is renewed. Agencies can you their own discretion. If individual agencies want to require this yearly, this is fine.