

## **General Comments-**

Next call will be on **Wednesday, February 9, 2011**. You will receive a reminder e-mail two weeks prior, which will include the phone number to call as well as the access code.

The Bank of America/Commonwealth Card Summit Conference will be Thursday March 3, 2011 @ the Ramada Inn Richmond, next to Genworth Financial. The conference is for PA's and Back-ups ONLY. We will have online access for all sessions which include a Webex and phone conference for all sessions. The conference is FREE and first come first serve. There is a limit to the number of people that can attend in person. DOA will be sending out registration information in the next few weeks. Information was already sent out in the Save the Date email about special hotel room rates for those individuals who will be driving in on the Wednesday before the conference. A draft agenda will also be included in the registration email. Lunch will be provided at the conference. 7.5 CPE's are being offered for attending this conference for those who are in need of CPE's. Jeanette Martin, Bank of America Fraud Manager will be back to do another session on fraud this year. Other available sessions include, Works training 101 & 201, Higher Education, Localities, IntelliLink, and Best Practices.

PA's and backups should start to see card renewals coming in. Most Individual Liability travel cards have been sent out to the cardholder. Monique sent out an email in reference to the card renewals. If the card has an expiration date of 01/2011, the card will expire at 11:59 pm on January 31, 2011. Cards are being delivered the same way that they were during implementation. If the PA's elected to have the cards sent bulk mail to them, the renewals will be issued the same way. Cards that haven't been used in the last 12 months will not be automatically re-issued. Bulk shipments or address changes will be sent to the address that is on file in Works. If the address on file was not updated, you will not receive the card.

For state agencies, the updates to CAPP Topics 20355 Purchase card and 20360 Travel card will be out by the end of January. The CAPP topic updates are currently in review. We will send out a document listing all the changes that were made in an email once the CAPP has been update.

State agency trainings will all be loaded into the Knowledge Center within 7-10 days. Agencies who have their own portal must work with their system administrators to ensure that the current training is properly pulled into your portal. Guides will be sent out separately with each training email notifying you that the training is available. All trainings must be completed by June 30, no exceptions other than medical or military leave.

Paying the Purchase Card bill, please pay the current balance that is due. This amount includes disputes. Once the dispute has been resolved, you will see the credit appear on your statement. Note that this is a change from the procedures when we were with GE.

Travel Card Program Administrators, please note that the IL Travel Card travel frequency/limits will change effective February 1, 2011. An updated guide will be sent along with a reminder email detailing the changes. It is imperative that you relay this change to your cardholders that are applying for new cards. When applying for a travel card, the monthly dollar amount limits will no longer appear. The cycle based limit will be as follows:

Light Traveler - \$1,000 cycle limit  
Moderate Traveler - \$1,500 cycle limit  
Frequent Traveler - \$2,500 cycle limit  
Constant Traveler - \$5,000 cycle limit

Just a reminder, make sure that all limit increased that are over state limits (CL \$100,000 and STL \$5,000) are sent to DOA first for approval. When moving a card into a different profile, please make sure that the profiles are not labeled OLR; this is for Online Cardholder Reconciliation only. For IL Travel card profiles, if you are not a higher education agency, please make sure that you are not placing your cards in a profile that is labeled "HE". When sending emails to the CCA box, make sure that you are stating your request upfront. This makes it easier when we are reading the emails. We don't want to read through many emails to figure out what is being requested. You can email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) with any questions or concerns.

## **Questions-**

### **How do localities obtain Knowledge Center access? Is there a cost for localities?**

Contact DHRM and they will assist you with getting set up as well as give you information about the cost for localities. DOA will also provide a copy of our training for you to use and edit to fit your agencies needs. You can email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) requesting a copy of the training as well as the mailing address that the CD can be sent to.