



# Department of Accounts Charge Card Bulletin

March 14, 2006

Bulletin 2006-03

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Charge Card Administration

## Contact Us

### CCA Projects:

Valerie J. Smith

Charge Card Project Analyst

804-371-7804

Valerie.Smith@doa.virginia.gov

### Daily Operations:

Danita R. Barnes

Charge Card Analyst

804-371-4350

Danita.Barnes@doa.virginia.gov

### Under Direction of:

Lora L. George

Director, Payroll Operations and  
Charge Card Administration

804-225-2245

Lora.George@doa.virginia.gov

## Annual Approval of Multiple Cards

All state agencies and institutions that have multiple cards for one individual must complete the Request for Exception for Multiple Cards annually as referenced on page 12 of CAPP Topic 20355. A form must be completed for each individual who has more than one (1) Purchase Card to document the need for multiple cards. Each request must be submitted to DOA where the justification provided will be evaluated. Be sure to provide sufficient explanation to enable a sound determination.

If you are an agency that performs purchasing and or accounting functions for *multiple* agencies and have cards for each agency, you do not need to submit a request form.

The form is located out on the Charge Card Administration web page under Forms. **REMEMBER – only provide the last 6 digits of the account numbers.** Agencies that have multiple occurrences of this can submit the information in an Excel file and email it to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov).

Forms are due to DOA by June 1, 2006 and for Fiscal Year 2007 exceptions. Non-compliance will result in the cancellation of all but one of the cardholders cards.



## Communication to DOA

Please ensure all general correspondence relating to the Purchase and Travel Card programs is sent via email to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) or you can call 804-371-4350. The Charge Card Administration Team now consists of Danita Barnes, Dionne Woody and Valerie Smith.

By sending all communication to the above email or phone number, it will ensure that you are being responded to in a timely manner.

## Crucial Dates

### March 29<sup>th</sup> – 31<sup>st</sup>

Virginia Association of Governmental Purchasing, Inc. (VAGP) will be hosting their Spring Conference at the Inn at Virginia Tech

### April 2<sup>nd</sup> – 5<sup>th</sup>

National Association of Purchasing Card Professionals (NAPCP) will be hosting their Annual Conference in Orlando Florida

### April 5<sup>th</sup>

Monthly SAM Refresher Training

### April 12<sup>th</sup>

Monthly PA Call

### Sept 10<sup>th</sup> – Sept 13<sup>th</sup>

GE Annual User's Conference in Dana Point California

### 1<sup>st</sup> Week of October

DOA and GE training across the State

## GE Contact Information

### Customer Service for PA's

Email: [Cov.Crr@ge.com](mailto:Cov.Crr@ge.com)

Phone: 1-866-843-1368

### Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

## DOA Contact Information

Email: [CCA@doa.virginia.gov](mailto:CCA@doa.virginia.gov)

Phone: 804-371-4350

Fax: 804-786-9201

## Online Applications Pilot

DOA and GE will begin a pilot to test the GE tool called NetApps. NetApps is a tool where Program Administrators can enter application data online for any of the following charge card types: Purchase Card, Agency paid Travel Card (ATC) or Individual Billed Travel Card. (The Gold Card applications must continue to be routed through DOA.) Although participation is limited, it is desired to have representatives from State agencies, higher education institutions and localities participate in the pilot. NetApps is expected to be available to all PAs by the Fall of 2006; however, this will be an opportunity to view the product prior to its release. Once released, each agency will have the option to choose to either continue using the Turbo file process or using NetApps.

If you are interested in participating in the pilot, please contact [Valerie.Smith@doa.virginia.gov](mailto:Valerie.Smith@doa.virginia.gov) for more information.

## Monthly PA Calls and More

Listed below is a schedule for upcoming Monthly PA Calls and Monthly SAM Refresher Training. The dates will be posted on the left had side of the Bulletins as well.

### **Monthly PA Calls -**

- ◆ April 12<sup>th</sup> 10am
- ◆ May 10<sup>th</sup> 10am
- ◆ June 14<sup>th</sup> 10am

### **Monthly SAM Refresher –**

- ◆ April 5<sup>th</sup> 10am
- ◆ May 3<sup>rd</sup> 10am
- ◆ June 7<sup>th</sup> 10am

Information specific to these calls and training will be sent put approximately 2 weeks prior to the date.