



# Department of Accounts Charge Card Bulletin

July 28, 2006

Bulletin 2006-09

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Charge Card Administration

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## Agency Travel Card Payments

For agencies and localities which have the Agency Airline Travel Card, effective August 1, 2006 there will be a new procedure for payments to GE MasterCard. If you have already submitted your payment, you do not need to take any action. If you have not made your payment yet, please follow the guidelines below for all future payments on the Agency paid Airline Travel Card.

New Vendor ID and Suffix effective 8/1/2006:  
061301495-50

This is only for the Agency paid Airline Travel Card and there are no changes to the Purchase Card Vendor ID.

An email has been sent to all PA's with detailed instructions and ask that this information be passed to the appropriate Fiscal staff.

## New Turbo Files

Each agency and locality should now have their new Turbo file formats for any new card application submissions for GE MasterCard. There are three (3) separate files for the different card programs:

- Purchase Card
- Agency Airline Travel Card
- Individual Liability Travel Card

If you have not received the new file and the instructions, please email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) to obtain them. Any turbo files submitted on the old format will be sent back to use the new file format.

## September Monthly PA Call

There will not be a Monthly PA call in September due to the GE MasterCard's Annual User's Conference. The Monthly Call for August is set for the 9<sup>th</sup> at 10am and we will be discussing the upgrades to NetService as well as other general questions.

## REMINDER! SAM Daily Feeds

Due to GE MasterCard's new system upgrade in July, the daily feeds to SAM will be held for approximately 10 days beginning July 15<sup>th</sup> through July 25<sup>th</sup>. Agencies will still be able to access data for cycle close ending July 17<sup>th</sup> in SAM. Due to the volume of held transactions posting to SAM, data from July 24<sup>th</sup> through July 28<sup>th</sup> will be delayed in uploading into SAM until approximately July 30<sup>th</sup>.

## REMINDER! Annual Certifications Due

This is a reminder that all Annual Certifications were due to DOA by June 31<sup>st</sup>. The following certifications are now due:

- SPCC Annual Cardholder Review
- Annual Supervisor/Reviewer Training
- Annual Purchase Cardholder Training
- Travel Card Annual Cardholder Review (Agency Travel Cards)
- Annual Travel Cardholder Training

Agencies who have not completed these must do so in order to be in compliance with DOA requests.

### Crucial Dates

#### August 2<sup>nd</sup>

Monthly SAM Refresher Training

#### August 9<sup>th</sup>

Monthly PA Call

#### September 6<sup>th</sup>

Monthly SAM Training

#### 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

#### October 11<sup>th</sup> through 13<sup>th</sup>

VAGP Fall Conference, Newport News

#### November 12<sup>th</sup> through 15<sup>th</sup>

DGS/DPS Public Procurement Forum at the Hotel Roanoke

### GE Contact Information

#### Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368

#### Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232