



Department of Accounts Charge Card Bulletin

August 24, 2006

Bulletin 2006-10

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Charge Card Administration

Contact Us

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CCA Projects:

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Charge Card Project Analyst

804-371-7804

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Under Direction of:

Lora L. George

Director, Payroll Operations and
Charge Card Administration

804-225-2245

Lora.George@doa.virginia.gov

Crucial Dates

New Position & Opening for Team

Effective August 25th, Valerie Smith will become the Assistant Director of Charge Card Administration at the Department of Accounts. This is a new position for the Charge Card Administration Team and will assist in coordinating many efforts due to the ever growing Purchase Card and Travel Card programs for the Commonwealth. As a result of her promotion, her old position (Charge Card Project Analyst) is currently being advertised to the General Public. Information on that position can be found at:

http://www.doa.virginia.gov/General_DOA/Job_Openings.cfm

New Turbo File Formats

Please ensure when you are submitting any new Turbo files for processing of new cards that the instructions sent with the files are being followed. It is imperative that each agency/locality complete the file according to the directions in order to prevent delay in processing of the card. Most common errors seen thus far:

- Using Punctuation in cells (i.e. hyphens, commas, slashes)
- Not indicating limits in the cells which are required
- Not indicating the security code (Date of birth) in the required format MMDDYYYY
- Expiration Dates are for 2 years from the month of application (i.e. 082008)

If you have not received the new file and the instructions, or have any questions, please email cca@doa.virginia.gov. Any turbo files submitted on the old format will be sent back to use the new file format.

GE PA Line

GE MasterCard established a dedicated line for all COV Program Administrators. That number is 1-866-843-1368 option 1. The dedicated staff at GE will be happy to assist you in your needs. If you require technical assistance in SAM, you can call 1-866-843-1368 option 3. This has been set up as a feature for you so please feel free to contact them for assistance.

DOA only requires you to contact them if you need a limit for PCards above \$5,000 a transaction and \$100,000 a month, on all Gold card changes, and any travel cards which need a limit greater than \$5,000 a month.

Program Administrator Training

It is that time again for the Annual GE MasterCard/DOA Annual Program Administrator Training road show. Below are the dates and times of the trainings around the Commonwealth. All Program Administrators and backups must attend this training. We will be discussing new tools with GE (online applications) as well as distributing updated Guides. Please complete the attached form and fax to 804-786-9201 or email to cca@doa.virginia.gov to secure your spot for training. We will assign dates and times based on receipt of the form at DOA. Once we have scheduled your time, you will receive an email confirmation.

Monday, October 2nd George Mason University Fairfax Virginia

9am and 1pm

Tuesday, October 3rd Norfolk State University Norfolk Virginia

9am and 1pm

Wednesday, October 4th Virginia Western CC Roanoke Virginia

9am and 1pm

Thursday, October 5th James Monroe Building Richmond Virginia

9am and 1pm

Friday, October 6th James Monroe Building Richmond Virginia

9am and 1pm

Thursday, October 19th Dept of Rehabilitative Services Richmond Virginia

9am and 1pm

If you are unable to attend any of these dates, please complete the form indicating so and DOA will contact you about alternative dates.

September 6th

Monthly SAM Training

Sept 10th – Sept 13th

GE Annual User's Conference in Dana Point California

1st Week of October

DOA and GE training across the State

October 11th through 13th

VAGP Fall Conference, Newport News

November 12th through 15th

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

**2006 Program Administrators Training
Registration Form**

Agency Number: _____

Agency Name: _____

Program Administrator
Name: _____

PA Email address: _____

PA Phone: _____

Program (please check
one):

Purchase Card

Travel Card

Both

Please indicate your 1st and 2nd choice training sessions you would like to attend

Monday, October 2nd *George Mason University, Fairfax* 9am

1pm

Tuesday, October 3rd *Norfolk State University, Norfolk* 9am

1pm

Wednesday, October 4th *Virginia Western Community College, Roanoke* 9am

1pm

Thursday, October 5th *James Monroe Building, Richmond* 9am

1pm

Friday, October 6th *James Monroe Building, Richmond* 9am

1pm

Thursday, October 19th *Dept of Rehab Services, Richmond* 9am

1pm

Unable to attend any of these dates _____

Please email the completed form to cca@doa.virginia.gov or fax to 804-786-9201
A confirmation email will be sent